

LAGOS CITY POLYTECHNIC, IKEJA
SCHOOL OF MANAGEMENT AND BUSINESS STUDIES
DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT
2015/2016 SEMESTER EXAMINATION

COURSE TITLE: ICT OFFICE APPLICATION II	NO OF QUESTION: 6
COURSE CODE: OTM 323	TIME: ALLOWED:
2HRS	
FOR WHOM: HND YR I OTM PT	INSTRUCTIONS:
Answer	4

Question

1. (a) What is Spreadsheet?
 (b) State 5 uses of spreadsheet
 (c) Mention 5 examples of spreadsheet packages.
2. (a) How do you start the Excel Package
 (b) Mention 5 components of Ms-Excel 2007 screen.
 (c) State 5 features of Ms-Excel.
3. (a) State and explain the type of Data you can enter in Excel.
 (b) (i) What is Cell reference?
 (ii) Explain the types of cell reference in Excel.
 (c) What is a formular? How do you enter a formular.
4. (a) What is a function?
 (b) Differentiate between Embedded Chart and Chart Sheet.
 (c) Mention and explain 5 types of charts.
6. Use the information below to perform the payroll system of ADEWALE AND ASSOCIATES using microsoft Excel.

15%	of	Basic	Salary	as	Housing	Allowance
10%	of	Basic	Salary	as	Transport	Allowance
7%	of	Basic	Salary	as	Feeding	Allowance
5%	of	Basic	Salary	as	Tax	Deduction
2%	of	Basic	Salary	as	Insurance	Deduction