

LAGOS CITY POLYTECHNIC, IKEJA
SCHOOL OF ENGINEERING AND APPLIED SCIENCE

DEPARTMENT OF COMPUTE SCIENCE

2013/2014 FIRST SEMESTER EXAMINATION

COURSE	TITLE:	COMPUTER	APPLICATION
COURSE CODE:	COM 123	NO OF	QUESTIONS : 6
FOR WHOM:	ND YR I	CS	TIME ALLOWED: 2 HRS
NO OF STUDENT:	FOUR		PT EXAMINER:
ANY			INSTRUCTIONS: ANSWER

QUESTIONS

1. (a) Draw a well labelled diagram of Excel
 (b) Draw a well labelled diagram of Word.

2. In word environment, give the full meaning of the following keyboard command
 - (i) CTRL A
 - (ii) CTRL B
 - (iii) CTRL C
 - (iv) CTRL K
 - (v) Alt + F4
 - (vi) CTRL + SHIFT
 - (vii) CTRL J
 - (viii) CTRL, SHIFT, D
 - (ix) CTRL Z
 - (x) CTRL P

3. (a) List 2 types of spreadsheet
 (b) List 2 types of wordprocessing
 (c) Draw a word environment (Assignment)

4. (a) Differentiate between word processing package and type writing machine
 (b) Explain Excel function and formula
 (c) What is (i) Cell (ii) Row (iii) Workbook
 (iv) Spreadsheet.

5. (a) What do you understand by Application Software?
 (b) List 10 types of Application Software with example.
 (c) List four different ways of spell-checking a document.

6. Differentiate between the following:
 (i) Data and Information
 (ii) Input and output device
 (iii) Software and hardware
 (iv) Hardcopy and Software
 (v) Hard return and Soft return
 (vi) Cold and warm boot

