

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:	PACKAGES	NO OF	QUESTIONS : 6
FOR WHOM:	COM 123	TIME	ALLOWED: 2 HRS
NO OF STUDENT:	ND YR I	CS	PT EXAMINER:
ANY FIVE			INSTRUCTIONS: ANSWER

QUESTIONS

1. (a) Draw a well labeled diagram of Excel
 (b) Draw a well labeled 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) Hardre

