

**LAGOS CITY POLYTECHNIC, IKEJA**  
**SCHOOL OF ENGINEERING AND APPLIED SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
**2016/2017 SEMESTER EXAMINATION**

<b>COURSE TITLE:</b>	ICT/OFFICE APPLICATION I	<b>NO OF QUESTIONS : 6</b>
<b>COURSE CODE:</b>	HBF 317/OTM 313	<b>TIME ALLOWED: 2 HRS</b>
<b>FOR WHOM:</b>	HND YR I BS, OTM	<b>PT INSTRUCTIONS:</b>
<b>ANSWER ANY</b>		

**FOUR QUESTIONS**

1. (a) Name and explain all the options in the HOME TAB  
(b) Explain how to create a table  
(c) Explain how to apply Borders and Shade to a table
2. (a) Explain how to merge cells and to Split cells.  
(b) How do you insert Rows and Columns in an already created table  
(c) Explain how to Delete Rows and Columns and how to delete a table and a Cells table in a table
3. (a) Explain how to Rotate Text in a table  
(b) How do you convert a Table to Text  
(c) Create a table of five students with their scores sheets in five different subjects
4. (a) Explain the various types of charts  
(b) Explain how to insert a Chart in a document  
Create another table of five students using their names, matric numbers, status, address, department and state of origin.
5. (a) Name and explain different ways of changing case of a text  
(b) Explain how to create lists, Bulleted lists and Numbered List.  
(c) What is headers and Footers
6. (a) Explain the use of Mail Merge  
(b) Discuss environmental factors affecting health when working with computers.