EDO UNIVERSITY IYAMHO
Department of Computer Science
CMP 122: INTRODUCTION TO COMPUTER SOFTWARE PACKAGES

SECOND SEMESTER EXAMINATION 2015/2016 ACADEMIC SESSION

INSTRUCTIONS: ANSWER ANY FOUR QUESTIONS

TIME ALLOWED: 2 HOURS

1. In Microsoft word 20107, Give the steps involved in carrying out the following activities

    i. Renaming an existing document

    ii. Searching and replacing a text

    iii. Opening an existing document

2. Answer the following questions as it concerns the RIBBON

    i. Which tab on the Ribbon do we use to change our font size

    ii. Which tab on the Ribbon is used for copy and paste operation

    iii. Which tab on the Ribbon is used to create a Table

    iv. Which tab on the ribbon is used to change page orientation

    v. Which tab on the Ribbon is used to increase number of columns

    vi. Which tab on the Ribbon used to add page numbers

3. What is Microsoft Word

    i. Where do we find the QUICK ACCESS toolbar and what is its function in MS Word

    ii. If you need to add bullets and numbering to your document, under what tab do you find the tools

    iii. Where are the following commands found (PRINT, SAVE/SAVEAS, OPEN etc)

4. In Microsoft Excel, What are the addresses of the shaded cells

	A	B	C	D	E	F
Total Sale	5000	7800	89500	91250	308950
Cost of Sa	25000	42050	59450	60450	122000
Gross Prof	25000	36150	30050	30800	122000
Overhead	7500	75200	6150	35200	24160
Marketing	7000	6630	4500	3200	21330
	14500	14150	10120	6720	45490
Net Profit	10500	22000	19930	24080	76510
Profit%	21	28	22	26	26

4b. Mention three ways of navigation in Excel

5a. Complete this table

Selection in Ms Word	Technique
Whole word	
Whole paragraph	
Several words or lines	
Entire document	

5b. Explain the following as it relates to MS Excel

    i.   References

    ii.   Operators

    iii.   Constants

    iv.   Functions

6. In the function IF below, how many arguments have been passed to it

A	B	C	D	E
6				
29				
36				
55				
24				

= IF(A1>12, "above average", "below average"|

IF(logical_test, [value_if_true], [value_if_false])

6bi. How do you make changes (edit) numbers added to a cell

6bii.   What happens if you select a cell that already contains text or numbers and you start typing or inserting numbers.