NATIONAL OPEN UNVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone,
Nnamdi Azikiwe Expressway, Jabi, Abuja

FACULTY OF SCIENCES
2021_1 EXAMINATIONS

Course Code: CIT705
Course Title: Computer Application in Business
Credit Units: 2
Time: 2 hours
Instructions: Answer Question 1 and any other three (3) Questions

Q1a. Mention any three (3) Business Organizations (3 Marks)
b. What are the various specialized software categories? (4 Marks)
c. Describe the career building areas in Computer (5 Marks)
d. Outline the components of a Business Letter (6 Marks)
e. Why do you need to secure data or information generated or received with computer?
(3 Marks)
f. Differentiate between Column charts and Line charts (4 Marks)

Q2a. Describe the use of Operating System (4 Marks)
b. Demonstrate the use of Drop Cap in a Newsletter settings (6 Marks)
c. Discuss the concept of Proofreading (5 Marks)

Q3a. What is Mail Merging? (6 Marks)
b. Describe the process for adding contact to Address Book (9 Marks)

Q4a. Outline the advantages of Data Communication (6 Marks)
b. Using appropriate examples, discuss the use of computer in education industry (9 Marks)

Q5a. Identify basic challenges associated with business (3 ½ Marks)
b. Differentiate between Word Processor and DTP Software (4 Marks)
c. Discuss the concept of Password as applicable to Personal Computer (7 ½ Marks)