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

FACULTY OF SCIENCES
APRIL/MAY, 2019 EXAMINATIONS

Course Code: CIT705
Course Title: Computer Applications in Business
Time Allowed: 2 Hours
Credit Unit: 2
Instruction: Answer Question 1 and any other three questions

Question 1
(a) State four advantages of Data Communication (**4 marks**)
(b) Describe the functions of the under listed objects in Microsoft Access *(5 marks)*
   i) Table   ii) Query   iii) Report   iv) Form
   v) Table Datasheet view
(c) List four general categories of business software with specialized vertical applications (**4 marks**)
(d) State three reasons for securing data or information in business (**3 marks**)
(e) Enumerate the factors to consider before buying computers for your business (**4 marks**)
(f) In our contemporary society, mention six types of business document that can be prepared using computer. *(5 marks)*

Question 2
(a) List the seven common categories of software products (**7 marks**)
(b) State the procedure of exporting Address book files to windows book file and any other address book format *(8 marks)*

Question 3
(a) Why do we use antivirus? Mention 4 Antivirus software you know *(5 marks)*
(b) State briefly the activities involved in designing a website *(10 marks)*

Question 4
(a) Outline the team members required to develop a web site and their roles *(6 marks)*
(b) State four ways of protecting your eyes while working on computers (**4 marks**)
(c) Mention five basic challenges affecting our manual running of day to day business *(5 marks)*

Question 5
(a) List and discuss four (4) examples of productivity software (**8 marks**)
(b) Mention three threats involved in using computers (**7 marks**)