



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91 Cadastral Zone, Jabi, Abuja.
DEPARTMENT OF EDUCATIONAL FOUNDATIONS
2024 1 EXAMINATION

Course Code: EDA842

Course Title: Application of Management Information Systems (MIS) in Education

Credit Units: 2

Time Allowed: 2 Hours

Instruction: Answer Question 1 and any other 2

Note: Question 1 carries 30marks while others carry 20marks each

- 1a. Describe the concept 'spread sheet'. Differentiate between spread sheet management and Microsoft Excel (MS-Excel). How do you load MS-Excel?
5 marks
- 1b. What is differences between these concepts as they affects MS-Excel:
(i) Formula bar and Reference bar
(ii) Column heading and Row heading
(iii) Workbook and Worksheet
(iv) Cell and Range
(v) Mouse pointer and Status bar
10 marks
- 1c. Describe the steps to be to open formula bar in Excel and set the column headings to take numerical or alphabetical value.
2 marks
- 1d. How do you enter worksheet data to create a document? How do you enter data into a worksheet?
4 marks
- 1e. How do you save, close and open books (documents)? How do you edit the content of a cell?
5 marks
- 1f. How do you adjust column width and row height in MS-Excel?
4 marks
- 2a. What do you understand by password protection of document? List the merits and demerits of pass-wording a document, especially MS-Excel.
5 marks
- 2b. How do you format text font, bold, italics colour and underline documents in MS-Excel in a computer?
5 marks
- 2c. What do you understand by text orientation? How would you change the orientation of text to take different angles?
5 marks
- 2d. Describe aligning worksheet data and explain how to merge and centre cell entries.
5 marks