



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**Department of Library and Information Science**  
**2024\_2 EXAMINATION**

Course Title, (**Introduction to Application Packages**)

Course Code: LIS 326

**Time Allowed: 2 HOURS 15 MINUTES**

**Instruction:**

1. Please carefully read and take note of the instruction below:
2. Answer question one (1) and any other two (2) questions – three questions in all.
3. Question one (1) is compulsory and carries 30 marks while the other questions carry 20 marks each.
4. Present all your points in a coherent and orderly manner.

**QUESTIONS**

1. (a) Define productive software and give (3) three example of Productivity Software? **(20marks)**  
(b). Enumerate (10) three educational software designed for use in school classrooms? **(10marks)**
2. (a) Describe shape Element and Where can we locate it Word Environment? **(4marks)**  
(b) Write short note on the following **(16marks)**
  - I. WordArt?
  - II. Where is the watermark Element located?
  - III. How can you customize a watermark of your choice?
  - IV. How can we apply bullets to out text?
- 3 (a). Where is the backstage view located? **(5marks)**  
(b). Write short note on the following **(15marks)**
  - I. What is the Reading Viewpoint used for?
  - II. How do you set up a presentation?
  - III. How do you insert a table into a presentation?
- 4 (a). What is Active Cell in Excel? **(5marks)**  
4 (b). provide answers to the following using excel **(15marks)**

Calculate the SUM of 10,32,30,23 using the SUM() function  
Calculate the MIN of 33, 32,11,254,5 using the MIN() function.  
Calculate the AVARAGE of 33,22,11,3,4,5,3 and 4 using AVARAGE() function
- 5 (a) Define CorelDraw? **(5marks)**  
(b) Discuss the following **(15marks)**
  - I. What is the graph paper tools?
  - II. What is the polygon and property bar used for?
  - III. What is the Ellipse tools used for?