



NATIONAL OPEN UNIVERSITY 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)
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- 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)
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- Q3a. What is Mail Merging? (6 Marks)
- b. Describe the process for adding contact to Address Book (9 Marks)
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- Q4a. Outline the advantages of Data Communication (6 Marks)
- b. Using appropriate examples, discuss the use of computer in education industry (9 Marks)
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- 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)