

**KENYA METHODIST UNIVERSITY**  
**END OF FIRST TRIMESTER 2007 EXAMINATIONS**

**DEPARTMENT : BUSINESS ADMINISTRATION**  
**COURSE CODE : DPBA 020**  
**COURSE TITLE : COMPUTER APPLICATIONS**  
**TIME : 2 HOURS**

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**Instructions:**

Answer ALL questions in Section A and any other TWO questions in Section B.

**Section A**

**Question One (30 Marks)**

- (i) Define the following terms:
- a) Computer.
  - b) Network Topology
  - c) Logic bomb. (3 Mks)
- (ii) Describe the key features in the First, Second and Third generations. (3 Mks)
- (iii) Give 2 features of Windows that distinguish it from Ms-DOS. (2 Mks)
- (iv) Name the company that developed Ms-Windows. (1 Mk)
- (v) What is the taskbar in Ms Windows? (1 Mk)
- (vi) Describe any 2 accessories provided by Ms-Windows. (2 Mks)
- (vii) Distinguish between relative and absolute cell references in a worksheet. (2 Mks)
- (viii) Outline how you would select a non-contiguous range in Ms-Excel. (2 Mks)
- (ix) Explain how you would copy a formula to a neighboring range of cells. (2 Mks)
- (x) Write the command that will change the DOS prompt to:  
*C:\Computer>* (2 Mks)
- (xi) How would you remove a read-only attribute assigned to a file in Ms-DOS? (2Mks)
- (xii) Describe any 2 commands in Ms-DOS. (2 Mks)
- (xiii) Describe how you would convert the case of a selected text from lowercase to uppercase. (3 Mks)
- (xiv) List 2 toolbars provided in Ms-Word. (1 Mk)
- (xvi) Give 2 features of a good Word Processor. (2 Mks)

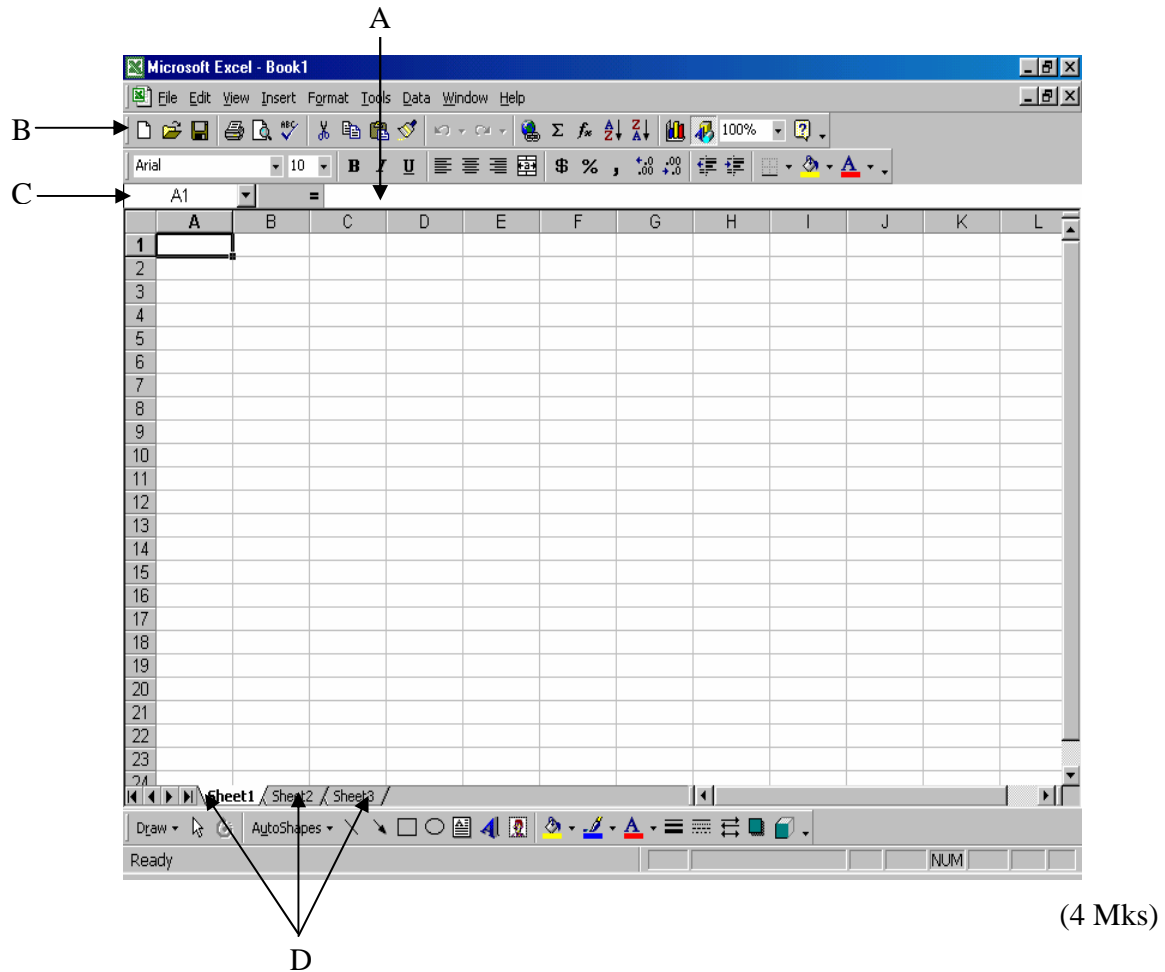
## Section B

### Question One (20 Marks)

- (i) Explain how you would restore an accidentally deleted document using the drag and drop feature in Ms-Windows. (2 Mks)
- (ii) Define the following terms as used in Ms Windows:
  - a) Shortcut.
  - b) Desktop. (2 Mks)
- (iii) Explain how you would perform the following in Ms Windows:
  - a) Move a window.
  - b) Resize a window horizontally. (4 Mks)
- (iv) Give the command used to look for files or folders in Ms Windows. (2 Mks)
- (v) List the 4 horizontal alignment orientations provided by Ms-Word. (2 Mks)
- (vi) Describe how you would protect a document from unauthorized access using a password in Ms-Word. (2 Mks)
- (vii) Describe 2 types of graphics you can insert in Ms Word. (4 Mks)
- (viii) Explain how you would save an active file with a different name. (2 Mks)

### Question Two (20 Marks)

- (i) Explain the function of the following Windows accessories:
  - a) Disk defragmenter.
  - b) Disk Cleanup
  - c) Dial up Networking. (3 Mks)
- (ii) Describe 2 ways in which you can explore your computer. (4 Mks)
- (iii) Outline how you would accomplish the following in Ms-Excel:
  - a) Name a worksheet.
  - b) Name a range.
  - c) Move a sheet. (6 Mks)
- (iv) Explain how you would delete a row, column and cell in Ms Exel. (3 Mks)
- (v) Label the following diagram:



**Question Three (20 Marks)**

- (i) Define:
  - a) System Software.
  - b) Computer Generation (2 Mks)
- (ii) Describe any 3 types of network topologies. (6 Mks)
- (iii) Explain how you would rename a file in Ms-Dos. (3 Mks)
- (iv) Give two commands used to create files in Ms-Dos. (2 Mks)
- (v) Describe the four main parts in the computer architecture. (4 Mks)
- (vi) What is the command used to do the following in Ms-DOS
  - a) Delete a file
  - b) Copy a file from one directory to another.
  - c) View the content of a file. (3 Mks)