KENYA METHODIST UNIVERSITY
FIRST TRIMESTER EXAMINATION, APRIL 2008

FACULTY	**:**	**SCIENCE AND SOCIAL STUDIES**
DEPARTMENT	**:**	**COMPUTER AND INFORMATION SCIENCE**
COURSE CODE	**:**	**COMP 100**
COURSE TITLE	**:**	**COMPUTER APPLICATIONS**
TIME	**:**	**2 HOURS**
MODE	**:**	**SCHOOL BASED**

Instructions:

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

Section A

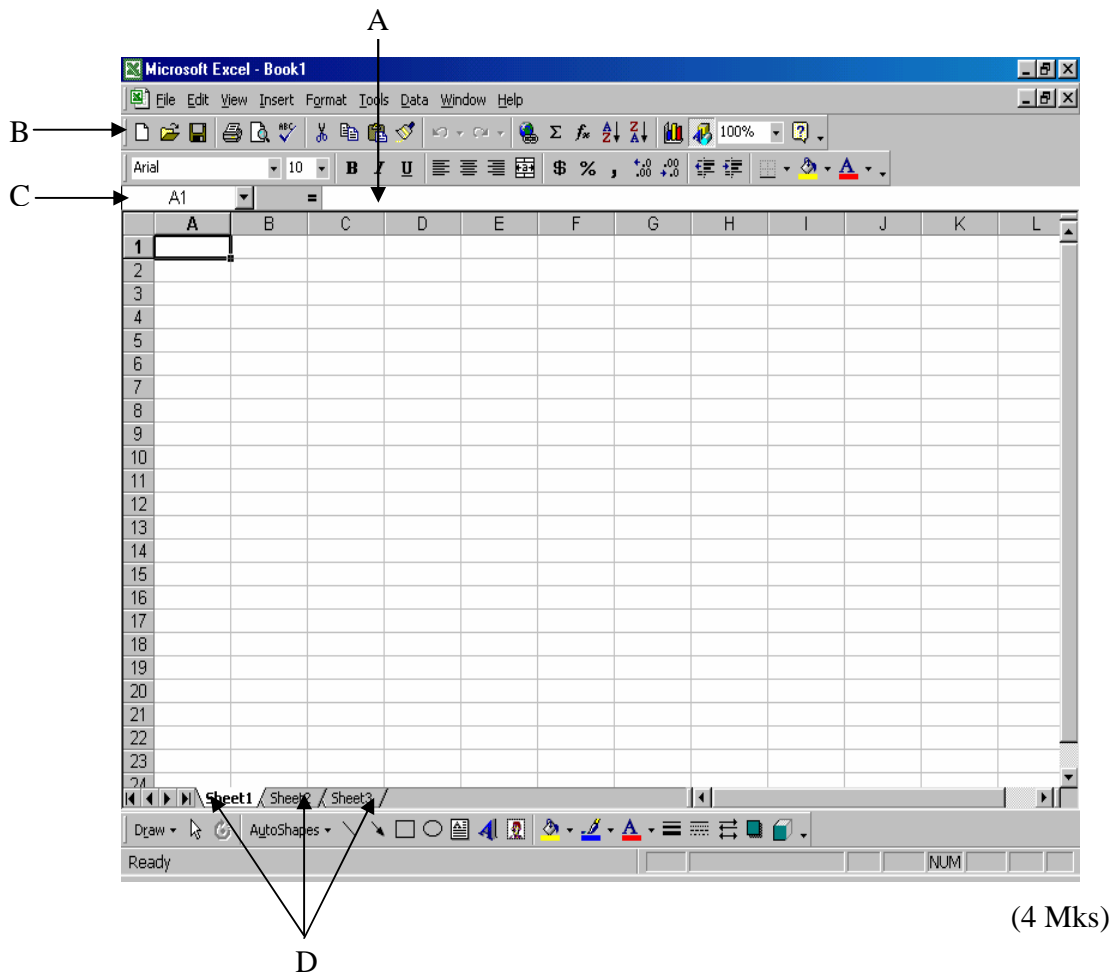**Question One (30 Marks)**

i.   Describe the four functions performed by a computer.   (4 marks)

ii.   Differentiate between an application software and system software.   (2 marks)

iii.   List and describe the two commands provided in Ms DOS.   (4 marks)

iv.   Give the command that performs the following tasks:

    a. Formats a floppy disk

    b. Deletes a directory   (2 marks)

v.   Describe any three accessories provided by Ms Windows.   (5 marks)

vi.   Give the company that developed the Windows operating system.   (1 mark)

vii.   List four features of a good word processor.   (4 marks)

viii. List any two toolbars in Ms Word.   (2 marks)

ix.   Define the following terms as used in Ms Excel:

    a. Workbook

    b. Cell

    c. Formula bar

    d. Fill handle   (4 marks)

x.   Differentiate between an absolute function and a relative function.   (2 marks)

Section B

Question One (20 Marks)

(i)   Describe two ways of creating tables in Ms Word.   (4 marks)

(ii)   List the four horizontal alignments in Ms Word.   (2 marks)

(iii)   Describe how you would protect a file from unauthorized access in Ms Word.   (2 marks)

(iv)   Describe the function of the following menu items in Ms Word:

      a) Edit -> Replace

      b) Format -> Change Case   (2 marks)

(v)   Describe how you would perform the following in Ms Excel:

      a) Insert a worksheet

      b) Copy a formula to a contiguous range of cells

      c) Remove/ delete a column from the worksheet.   (6 marks)

(vi)   Label the following diagram:

(4 Mks)

Question Two (20 Marks)

i. Describe the function of the following commands in Ms DOS:

    a) DEL

    b) ATTRIB

    c) RD

    d) EDIT   (4 marks)

ii. List the two commands used to create files in Ms DOS and also describe how you would save the files in the above methods.   (4 marks)

iii. Give two rules associated with filenames.   (2 marks)

iv. Outline how you would copy a file from one folder to another in Ms Windows.   (3 marks)

v. Describe how you would use the Drag-and-Drop feature in Ms Windows.   (3 marks)

vi. Describe how you would perform the following in Ms Windows:

    a) Rename a folder

    b) Resize a window horizontally.   (4 marks)

Question Three (20 Marks)

i. Describe any three secondary storage devices.   (3 marks)

ii. Describe any three types of viruses.   (3 marks)

iii. Describe any two network topologies giving at least one advantage and one disadvantage of each.

          (4 marks)

iv. Describe how you would convert a selected text from uppercase to lowercase using the menu items in Ms Word.   (3 marks)

v. List any three types of pictures you can insert into your document in Ms Word.   (3 marks)

vi. Outline how you would perform the following in Ms Word:

    a. Insert page numbers

    b. Divide the text in the file into two columns.   (4 marks)