KENYA METHODIST UNIVERSITY
TRIMESTER ONE EXAMINATIONS APRIL 2009

FAULTY   :   ARTS AND SCIENCES
DEPARTMENT   :   COMPUTER INFORMATION SYSTEMS
COURSE CODE   :   COMP100
COURSE TITLE   :   COMPUTER APPLICATION
TIME   :   2 HOURS

INSTRUCTION:
- *Answer question **ONE** and answer any other **two** questions of your choice.*

QUESTION ONE (30 MARKS)

a) What are the 4 major operations that a computer performs   (4Mks)
b) Outline the two procedures of creating a folder   (2Mks)
c) Explain the various number systems discussed in this course   (4Mks)
d) Convert 4823_{10} to Octal (base 8) and to Hexadecimal (base 16)   (4Mks)
e) What format does the IF statement take in Spreadsheets and explain each part   (4Mks)
f) Explain the different types of virus and also discuss other potential problems a computer may face   (6Mks)
g) With examples, what is the difference between system software and application software
(2Mks)
h) Give four features of a good Word Processor   (4Mks)

QUESTION TWO (15 MARKS)

a) Describe the features that make a computer a good tool for information processing(5Mks)
b) Using a diagram, briefly describe the computer architecture   (5Mks)
c) Explain at least five effects of computer viruses   (5Mks)

QUESTION THREE (15 MARKS)

a) Explain how you would convert the case of selected text from lowercase to uppercase
(3Mks)
b) Describe how you could protect a document from unauthorized access using a password in MsWord   (2Mks)
c) Describe two types of graphics you can insert in Ms-Word   (4Mks)
d) List the four horizontal alignment orientation provided by Ms-Word   (2Mks)
e) You can also create your own custom grammar and writing styles, Word 2000 provides several ways to check spelling and grammar; describe them   (4Mks)

QUESTION FOUR (15 MARKS)

a) In all Window versions, what are the importances of Window Explorer (2Mks)
b) On clicking the Start button, briefly explain at least eight commands that pop in the classic format (8Mks)
c) What is the difference between SAVE and SAVE AS in saving files (1Mks)
d) List at least eight accessories that Windows provide (4Mks)

QUESTION FIVE (15 MARKS)

a) Outline how you would select a non-contiguous range in Ms-Excel. (2Mks)
b) Explain how you would copy a formula to a neighboring range of cells. (1Mks)
c) What are five characteristics of a good Spreadsheet software (5Mks)
d) Define the following features found in Spreadsheets:
    i. Sheet tab
    ii. Formula bar
    iii. Name box (3Mks)
e) With examples, what is the difference between Relative Reference and Absolute Reference (4Mks)