KENYA METHODIST UNIVERSITY

1ST TRIMESTER EXAMINATION, APRIL 2009

FAULTY   : BUSINESS
DEPARTMENT   : BUSINESS ADMINISTRATION
COURSE CODE : DPBA 020
COURSE NAME : COMPUTER APPLICATIONS
TIME   : 2 HOURS

INSTRUCTION:
- *Answer questions ONE and any other TWO questions.*

Question One (30 Marks)

a) Define the following terms.   (5 Mks)
    (i.)   Computer
    (ii.)   Data
    (iii.)   Information
    (iv.)   Computer system
    (v.)   Peripherals

b)
    (i.)   State and explain two areas of computer application.   (2 Mks)
    (ii.)   Give four benefits of using computer.   (4 Mks)

c)
    (i). Distinguish between analogue and digital computers.   (4 Mks)
    (ii).What is an operating system?   (2 Mks)
    (iii). Other than DOS and Windows 98, give two other examples of operation system.   (2 Mks)
    (iv). State two devices used for data storage in computer.   (2 Mks)
    (v). Differentiate between bit and byte   (2 Mks)

d). Briefly describe the following input/output devices.   (3 Mks)
    (i.)   Visual display unit (VDU)
    (ii.)   Scanner
    (iii.)   Mouse

e). Convert the following:
    (i). 23_{10} to base$_2$ (2 Mks)
    (ii). 110101_2 to base$_{10}$ (2 Mks)

Question Two (20 Marks)

a) Computer memories are classified into two categories. State and briefly describe them and give two examples of each category.   (6 Mks)

b) Differentiate between   (6 Mks)
    (i). ROM and PROM
    (ii).Byte and word
    (iii).Software and hardware

c). What are the two ways used to create a table?   (2 Mks)
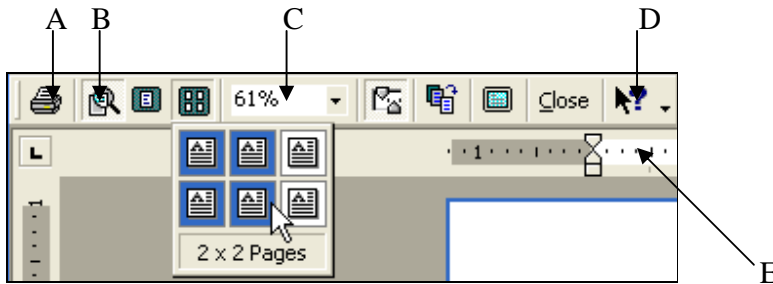
d). Name four toolbars. (4 Mks)

e). Define the following terms: (2 Mks)

       (i). Menu bar
       (ii).Formatting

Question Three (20 Marks)

a). Label the following diagram (5 Mks)

b). What do the following shortcut keys mean? (5 Mks)
       (i).   CTRL+O
       (ii). CTRL+P
       (iii). CTRL+S
       (iv). CTRL+A
       (v). CTRL+Z

c). Besides mouse and a keyboard, give other three examples of input devices. (3 Mks)

d). What is a computer network? (2 Mks)

e). Define the following terms: (5 Mks)
       (i)   Active cell
       (ii)   Absolute Reference
       (iii)   Recycle bin
       (iv)   Icon
       (v)   Desktop

Question Four (20 Marks)

a). Describe two major functions of an operating system. (2 Mks)

b). What is application software? (1 Mk)

c). Give two examples of application software and describe their use. (2 Mks)

d). Explain what utility programs are and give two examples. (3 Mks)

e). What is meant the term computer Virus? (2 Mks)

f). Briefly explain four characteristics of a good spreadsheet package. (4 Mks)

g). Differentiate between Workbook and Worksheet. (2 Mks)

h). Briefly explain the following terms: (4 Mks)
       (i). Noncontiguous cells
       (ii). Functions
       (iii). Chart wizard.
       (iv). Formula