



# KENYA METHODIST UNIVERSITY

## END OF 1<sup>ST</sup> TRIMESTER 2010 EXAMINATIONS

<b>FACULTY</b>	<b>:</b>	<b>COMPUTING AND INFORMATICS</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>COMPUTER INFORMATION SYSTEMS</b>
<b>UNIT CODE</b>	<b>:</b>	<b>COMP 100</b>
<b>UNIT TITLE</b>	<b>:</b>	<b>COMPUTER APPLICATIONS</b>
<b>TIME</b>	<b>:</b>	<b>2 HOURS</b>

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### Instructions:

- Answer question 1 and any other 2 questions.

### Question 1 (30 marks)

- Give the name of the company that developed the Windows operating system. (1 mk)
- List four features of a good word processor. (4 mks)
- List any two toolbars in Ms Word. (2 mks)
- Define the following terms as used in MS Excel.
  - Workbook
  - Cell (4 mks)
- Outline how you would perform the following in Ms PowerPoint
  - Apply a slide layout to a group of slides.
  - Apply a color scheme to a group of slides. (6 mks)
- What is a network topology? (2 mks)
- When would you say a computer has viruses? (5 mks)
- Convert 101000101 from binary to hexadecimal (2 mks)
- What are the main ways of exiting a program? (2 mks)
- Your friend George collects all kinds of music. He wants to record his collection into a CD-ROM, but he is not sure what kind of CD-ROM to buy. George's sister Mary is a writer. She does all the compositions on her PC. She found out that her PC was infected with viruses and much of her creations were destroyed. She therefore plans to do her backup onto a CD-ROM. The situation is again she does not know exactly what drive and disk she should buy. Knowing you are taking a computer course, they come to you for help.
  - All George needs is to record the music onto the CDROMs once. What kind of drive and disk will you recommend? (1 mk)
  - Mary needs to write her data on the CD-ROM repeatedly what drive and disk will you recommend? (1 mk)

**Answer any two questions from this section.**

**Question 2 (15 marks)**

- a) Describe two ways of creating tables in MS word. (4 mks)
- b) I accidentally delete a folder from my drive C how do I recover it? (2 mks)
- c) What is the USUAL capacity of a standard, high density 3.5" formatted diskette? (2 mks)
- d) What does LAN stand for? (1 mk)
- e) What is a microprocessor? What purpose does it serve? Give two examples. (6 mks)

**Question 3 (15 marks)**

- a) Why would you advice somebody to use the internet? (2 mks)
- b) What keyboard shortcuts would you use in MS Word to;  
Paste, find, open (3 mks)
- c) Differentiate between a virus, worm and Trojan horse? (3 mks)
- d) Give the two types of page set up orientations. (2 mks)
- e) What is cache? Why is it necessary? (3 mks)
- f) List any four application areas of computers. (2 mks)

**Question 4 (15 marks)**

- a) Convert the following: (6 mks)
  - i)  $101.11_2$  to decimal
  - ii)  $617_{10}$  to octal
  - iii) 101000101 from binary to hexadecimal
- b) Perform this binary operation 11101-1011 (2 mks)
- c) Describe two layout views of slides in MS PowerPoint. (4 mks)
- d) Describe the function of the following menu items in MS Word
  - i) Edit → Go to
  - ii) Tools → word count
  - iii) Format → drop cap (3 mks)