KENYA METHODIST UNIVERSITY

END OF 1ST TRIMESTER 2010 EXAMINATIONS

SCHOOL	:	BUSINESS AND MANAGEMENT
DEPARTMENT	:	BUSINESS ADMINSTRATION
UNIT CODE	:	DPBA 020
UNIT TITLE	:	COMPUTER APPLICATIONS
TIME	:	2 HOURS

Instructions:

- *Answer question 1 and any other 2 questions.*

Question 1 (30 marks)

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

b)   Differentiate between an application software and system software.   (2 mks)

c)   Describe any two accessories provided by MS. Windows.   (4 mks)

d)   Give the company that developed Windows Operating System.   (1 mk)

e)   Describe two layout views on slides in MS PowerPoint.   (4 mks)

f)   Define the following terms as used in MS Excel.   (4 mks)

    i)   Workbook

    ii)   Cell

    iii)   Formula bar

    iv)   Fill handle

g)   Differentiate between an absolute function and relative function. (2 mks)

h)   What keyboard shortcuts would you use in MS Word to; paste, find and open?   (3 mks)

i)   Convert the following;

    i) 101.11_2 to decimal

    ii) 67_{10} to octal

    iii) 101000101_2 to hexadecimal

Question 2 (15 marks)

a)   State and briefly explain the computers under the classification by purpose.   (4 mks)

b)   What is meant by the following terms?   (6 mks)

    i)   Computer architecture

    ii)   Peripheral devices

    iii)   Desktop

    iv)   Taskbar

    v)   Icons

    vi)   Start menu

d)   I accidentally delete a folder from my drive C how do I recover it? (2 mks)

e)   Highlight the steps for inserting page numbers in a word document.   (3 mks)

Question 3 (15 marks)

a)   Differentiate between a virus, worm and Trojan horse.   (3 mks)

b)   State how one can exit a program that is not responding.   (2 mks)

c)   Describe how you would perform the following in MS Windows;   (4 mks)

    i)   Rename a folder

    ii)   Resize a window horizontally

d)   What were the two major problems with using vacuum tubes in computers?   (2 mks)

e)   What is cache? Why is it necessary?   (3 mks)

f)   What is a computer network?   (1 mk)

Question 4 (15 marks)

a)   List any two icons found on the standard toolbar.   (2 mks)

b)   Differentiate the following;   (4 mks)

    i)   EPROM and ROM

    ii)   Function and formula with respect to MS Excel.

c)   Give the full meaning of the acronyms;   (3 mks)

    i)   OCR

    ii)   OMR

    iii)   MICR

d)   Give the two types of page set up orientations.   (2 mks)

e)   When would you advice somebody to use Microsoft PowerPoint? (2 mks)

f)   When would you advice somebody to use internet?   (2 mks)