**NAIROBI INSTITUTE OF BUSINESS STUDIES**

**DEPARTMENT OF COMPUTER SCIENCE**

**DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY (KNEC)**

**END TERM EXAMINATION– MARCH 2014**

**TIME ALLOWED: 2 HOURS**

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| **INSTRUCTIONS:**   1. Answer **ALL the Four questions.** 2. **Time allowed is 2 hours.** 3. Any examination **irregularity** will lead to **disqualification.** 4. Indicate your **Admission No**. in each answer sheet provided. 5. Cell phones should be switched off during the examination. 6. No reference material of any kind should be carried into the examination room. 7. Marks may be lost for illegibility. 8. All questions carry equal marks. |

**COMPUTER APPLICATION I**

**THEORY**

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**Question 1**

1. What is meant by word processing? (2 marks)
2. What is the difference between **highlight color** and **text color** as used in Microsoft Word? (4 marks)
3. Identify various formatting techniques used to develop the following paragraph.

**(e) Scroll Bar**

The Scroll Bar helps you scroll the content or body of document. ~~You can do so by moving the elevator button along the scroll bar~~, or by click in on the buttons with the arrow marked on them to move up and down and left and *right of a page.* (6 marks)

1. Explain **two** advantages of laptop computers. (4 marks)
2. What is the function of the **start button** in windows? (2 marks)
3. Beside Microsoft Word, name any other two word processing applications used by the end users. (2marks)

**Question 2**

1. State the functions of each of the following word processing features
2. Subscript
3. Small caps (4 marks)
4. State the damage caused by each of the following computer viruses.

* Boot sector
* Multipartite
* Trojan Horse (6 marks)

1. What will be your advice to a student who has misplaced a folder that was initially placed at the desktop? (4 marks)
2. What is the meaning of the following terms as used in windows:
3. Desktop
4. Folder
5. GUI (6 marks)

**Question 3**

1. Explain two important considerations that you will take into account when purchasing a new computer. (4 marks)
2. Amina would like to perform each of the following tasks in a computer using MSDOS operating system. Write a correct syntax for each case.
3. Format a diskette in a drive B
4. Copy all the content of diskette in drive A to another of the same size in drive B.
5. Display the current system time (6 marks)
6. Explain the steps you would take to create a new user account with a password in windows based operating system. (6 marks)
7. State the functions of each of the following computer utility programs:
8. Translator
9. Editor (4 marks)

**Question 4**

1. Briefly explain the evolution of Windows Operating System until present. (4 marks)
2. What is the function of the following MS DOS commands;

* MKDIR.
* EDIT.
* COPY. (6 marks)

1. Explain the process of inserting a clip art into a word processed document. ( 4 marks)
2. Distinguish between the command based operating system environment and graphics driven operating system environment. (6 marks)