v

MASENO UNIVERSITY

UNIVERSITY EXAMINATIONS 2013/2014

FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR THE CERTIFICATE IN SOCIAL WORK

(CITY CAMPUS)

ACW 0011: INTRODUCTION TO COMPUTER SKILLS AND APPLICATIONS

Date: 15ᵗʰ July, 2014

Time: 9.00 – 11.00 a.m.

INSTRUCTIONS:

- **Answer Question ONE and any TWO questions.**

ACW 0011: INTRODUCTION TO COMPUTER SKILLS AND APPLICATIONS

KISUMU CITY CAMPUS COLLEGE

FIRST YEAR SECOND SEMESTER

Answer question ONE and any TWO questions in section B

1. a. Define the following terms:
      i. Computer   (2mks)
      ii. Data   (2mks)
      iii. Information   (2mks)
      iv. WIMP   (2mks)
      v. File (2mks)

   b.   i. Differentiate between a hardcopy and softcopy in computer application. Give examples.   (4mks)
        ii. List any TWO properties of a computer.   (2mks)

        iii. Identify FOUR basic components of a computer system. (4mks)

   c.   i. List 2 advantages and disadvantages of a computer.   (4mks)
        ii. Identify 2 basic components of a computer.   (2mks)
        iii. Identify any FOUR key groups on a standard computer keyboard.   (4mks)

SECTION B

2. a. Differentiate between Ms Word and Ms excel.   (6mks)
   b. Distinguish between the following:
        i. Column and Row   (2mks)
        ii. Cell and Label   (2mks)
   c.   i. Explain what is meant by "selecting" parts of a document. (2mks)
        ii. Outline the FIVE methods of deleting.   (5mks)
   d. Identify THREE basic word processing tools that simplify document editing.   (3mks)

3. a.   i. Identify 4 advantages of word processing.   (4mks)
         ii. Name and describe 2 input devices.   (4mks)
         iii. What is Database as used in Ms Access?   (2mks)
    b. Identify and briefly discuss FIVE areas of computer application in the
    society.   (10mks)

4. a.   i. List **FOUR** specific types of application software.   (4mks)
         ii. Name and describe **THREE** types of storage devices.   (6mks)
    b.   i. Differentiate the two main categories of computer software.
         (2mks)

         ii. Outline **THREE** dimensions of the importance of internet. (6mks)
         iii. What is the difference between RAM and ROM?   (2mks)

5. a.   i. What is an operating system?   (2mks)
         ii. Identify **THREE** functions of an operating system.   (6mks)
         iii. List **TWO** characteristics of ROM.   (2mks)
    b.   i. Name **FOUR** categories of computer hardware.   (4mks)
         ii. List **FIVE** properties of a computer.   (5mks)
         iii. What is deleting in Ms Word?   (1mk)