



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2016/2017

**SECOND YEAR FIRST SEMESTER EXAMINATIONS FOR DIPLOMA
IN SOCIOLOGY AND ANTHROPOLOGY**

CITY CAMPUS

**ADW 0104: INTRODUCTION TO COMPUTER SKILLS AND
APPLICATIONS**

Date 25th November, 2016

Time: 9.00 – 12.00pm

INSTRUCTIONS:

- Answer ALL Questions in Section A and any other TWO Questions in Section B.



Section A

1.
 - i) Distinguish between the terms “data” and “information”. (2 marks)
 - ii) Identify the basic elements of a computer system and give a brief description of each. (7 marks)
 - iii) List and explain the basic types of computer. (3 marks)
 - iv) Explain the meaning of the terms hardware and software. (4 marks)
 - v) Identify the **TWO** main classes of computer software. (2 marks)
 - vi) Explain the types of data entry. (4 marks)
 - vii) Highlight the techniques of using the mouse. (5 marks)
 - viii) Differentiate between RAM and ROM. (3marks)

Section B

2.
 - i) Explain the functions of an operating system. (10 marks)
 - ii) Describe the application of WIMP based operating environment. (3 marks)
 - iii) Differentiate the **TWO** types of character insertion in Microsoft word. (2 marks)
 - iv) Mention **FIVE** ways of deleting a text in a Microsoft word document. (5 marks)

3. i) State the advantages and disadvantages of electronic spreadsheet as a statistical software package. (4 marks)
- ii) Present the steps followed in loading Microsoft Excel. (3 marks)
- iii) Explain the use of the following parts of Microsoft Excel window:
- a) Title bar; (1 mark)
- b) Menu bar; (1 mark)
- c) Formatting bar; (1 mark)
- d) Reference area/Name box; (1 mark)
- e) Worksheet; (1 mark)
- f) Cell; (1 mark)
- iv) Describe the steps followed to create a workbook. (3 marks)
- v) What are the steps followed to save a workbook? (4 marks)
4. i) Explain the basic steps involved in the process of communicating using fiber-optics. (5 marks)
- ii) Examine the socio-economic significance of fiber-optic cables. (8 marks)
- iii) Define Internet Service Provider, World Wide Web and Hypertext; (3 marks)
- iv) Define the terms below:
- a) Web Browser; (1 mark)
- b) Web page; (1 mark)
- c) Hypertext Markup Language; (1 mark)
- d) Uniform Resource Locator; (1 mark)
5. i) Briefly explain the types of secondary storage devices. (6 marks)

- ii) Highlight the advantages and disadvantages of Impact printers and non-impact printers. (14 marks)
- 6. i) Explain the meaning of the following basic techniques used for processing information:
 - a) Single user; (2.5 marks)
 - b) "Batch" processing; (2.5 marks)
 - c) Online processing; (2.5 marks)
 - d) Multi-tasking process; (2.5 marks)
 - e) Time sharing process; (2.5 marks)
 - f) Real time processing; (2.5 marks)
- ii) Describe any **THREE** computer application packages. (5 marks)