

University Examinations 2012/2013

**STAGE FOUR, EXAMINATION FOR THE CERTIFICATE/DIPLOMA IN BUSINESS
ADMINISTRATION**

HDC 0103: COMPUTER APPLICATIONS

DATE: DECEMBER 2012

TIME: 1 ½ HOURS

INSTRUCTIONS: Answer question *one* and any other *two* questions

QUESTION ONE – 30 MARKS

- a. Define the following terms: (5 Marks)
- i. Word processor
 - ii. Web browser
 - iii. Data
 - iv. Spread sheets
 - v. Firewalls
- b. Differentiate between: (10 Marks)
- i. Application (INS) and overtype mode
 - ii. Soft copy and hard copy output
 - iii. Absolute and relative cell referencing
 - iv. Website and webpage
- c. State any two advantages of floppy disk over the hard disk. (2 Marks)
- d. Describe any two positive and two negative impacts of computers in the society. (4 Marks)
- e. State any three characteristics of the fifth generation computers. (3 Marks)
- f. The keys of the keyboard can be classified into various categories, name any four giving an example of a key in each category. (2 Marks)
- g. Explain the term formatting as used in document application. Give any two formatting tools available in word processors. (2 Marks)
- h. State any two characteristics of ROM. (2 Marks)

QUESTION TWO – 20 MARKS

- a. Explain the following components of the CPU and in each give a role played by it. (6 Marks)
 - i. Control unit
 - ii. Arithmetic and logic unit
 - iii. Main memory
- b. Give three main advantages of using computers for data processing functions over other types of office and business equipment. (3 Marks)
- c. With reference to quality of print, noise, speed and cost compare dot matrix with a laser printer. (4 Marks)
- d. Identify and explain three areas where computers are used to process data. (3 Marks)
- e. What is an embedded computer? (2 Marks)
- f. Explain the meaning of legends as used in excel. (2 Marks)

QUESTION THREE – 20 MARKS

- a. Explain the meaning of the following terms as used in word processing:
 - i. Word wrap (2 Marks)
 - ii. Drop caps (2 Marks)
- b. State and explain three mouse techniques. (6 Marks)
- c. Name four document views found in an Ms Word program. (4 Marks)
- d. Differentiate the following terms:
 - i. Menu bar and tool bar (2 Marks)
 - ii. Formatting and editing (2 Marks)
 - iii. Workbook and worksheet (2 Marks)

QUESTION FOUR – 20 MARKS

- a. State three characteristics of random access memory. (3 Marks)
- b. Define the term operating system. (2 Marks)
- c. Give any three examples of common operating systems. (3 Marks)
- d. List any three input devices that can be classified as a pointing device. (3 Marks)
- e. Explain the use of the following keyboard keys. (4 Marks)
 - i. Enter keys
 - ii. Tab key
 - iii. Num lock key
 - iv. Home key
- f. What is an e-mail software? Give any three examples of e-mail software available. (3 Marks)
- g. Explain the importance of status bar. (2 Marks)

QUESTION FIVE – 20 MARKS

- a. Explain the following terms as used in Ms Excel (Spreadsheet) package: (3 Marks)
- i. Range
 - ii. What if analysis
 - iii. Automatic recalculation
- b. Name and explain the three parts of a task bar. (6 Marks)
- c. State and explain any four functions of the operating system. (8 Marks)
- d. List any three characteristics of the first generation computers. (3 Marks)