



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2013/2014

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR DIPLOMA/CERTIFICATE IN  
BUSINESS ADMINISTRATION

### CBA 0103: COMPUTER APPLICATION

DATE: APRIL 2014

TIME: 1½ HOURS

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

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#### QUESTION ONE - (30 MARKS)

- a) Define the following terms; (5 marks)
- (i) Internet
  - (ii) HTTP
  - (iii) Browser
  - (iv) Home page
  - (v) Website
- b) Give any five advantages of using a computer. (5 marks)
- c) Explain steps of merging cells in MS Excel. (3 marks)
- d) Clearly explain the procedure of adding bullets and numbering in Ms Word. (3 marks)
- e) Explain three operations under Arithmetic Logic Unit (ALU) (6 marks)
- f) As a student in Business Administration course what are the application areas of computers in the modern world. (8 marks)

#### QUESTION TWO – (15 MARKS)

- a) Giving examples describe major types of Computer memory. (5 marks)

- b) Describe types of Application software giving strengths and limitations of each. (6 marks)
- c) Assume you have Test1 and Test 2 documents; you are required to move data from Test 1 to Test 2. Explain four different ways you can carry out the exercise. (4 marks)

**QUESTION THREE – (15 MARKS)**

- a) Explain steps of sorting a list in MS Excel. (3 marks)
- b) Giving examples explain input and output devices. (4 marks)
- c) Explain the steps of adding a picture in MS Word. (3 marks)
- d) Today's computers are different from 1940's computers. Explain generations of computers up to the current generation. (5 marks)

**QUESTION FOUR – (15 MARKS)**

- a) Explain the procedure of putting a password in an already saved document.(3 marks)
- b) Give major function of Control Unit and explain four operations carried out by control unit. (5 marks)
- c) In a class of 10 students you are required to display grade for their exam as follows; 50 = E,50 – 59 = D,60 – 69 = C, 70 – 79 =B, and above 80 = A. Write the function that will give you the result. (5 marks)
- d) Explain steps of adding borders in Ms Word. (2 marks)

**QUESTION FIVE**

- a) Differentiate between cropping and text wrapping. (4 marks)
- b) Explain types of secondary storage devices. (4 marks)
- c) Describe the steps followed to insert a chart in MS Excel. (3 marks)

d) Three students in DIT were assessed and the following are their results. (4 marks)

Name	CAT 1	CAT 2
Ann	8/10	7/10
Peris	6/10	9/10
Job	5/10	7/10

Using MS Word application explain how you will come up with the above marks in a table.