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University Examinations 2013/2014

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN BUSINESS
ADMINISTRATION AND PURCHASING AND SUPPLIES MANAGEMENT

CBA/CDC 0103: COMPUTER APPLICATIONS

DATE: DECEMBER 2013   **TIME: 1 ½ HOURS**

INSTRUCTIONS: *Answer question **one** (compulsory) and any other **two** questions*

QUESTION ONE (30 MARKS)

a) Describe the following terms:
   i.   Hardware   (2 Marks)
   ii. Software   (2 Marks)

b) Using a well labeled diagram, show the flow of data, instructions and information in a computer system.   (6 Marks)

c) (i) State four examples of computer input devices   (4 Marks)

   (ii) Distinguish between disk formatting and text formatting   (6 Marks)

d) (i) Give two examples of application software.   (2 Marks)

   (ii) Muteti is a student who intends to buy a computer monitor to replace the one he already had. Explain four factors that he would consider when buying the monitor.

                                                                        (8 Marks)

QUESTION TWO (20 MARKS)

a) Define the following terms:
   i.   Data   (2 Marks)
   ii. Information   (2 Marks)
   iii. Computer   (2 Marks)
b) Identify various ways in which computers can be classified   (4 Marks)

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c) (i)   What is a word processor?   (2 Marks)

   (ii)   State four features of a good word processor   (8 Marks)

QUESTIONTHREE (20 MARKS)

a) Identify four examples of magnetic disk storage media   (4 Marks)
b) What are functions of a keyboard?   (6 Marks)
c) Give examples of the following keyboard keys:
   i.   Function keys   (2 Marks)
   ii.   Cursor movement keys   (2 Marks)
d) Explain three applications of spreadsheets   (6 Marks)

QUESTION FOUR (20 MARKS)

a) What is Operating System?   (2 Marks)
b) Briefly explain four functions of an operating system   (8 Marks)
c) The Government of Kenya intends to introduce computers in the rural areas so as to meet its vision 2030. Identify and explain five problems it is likely to encounter in doing so.
   (10 Marks)

QUESTION FIVE (20 MARKS)

a) (i) State four examples of input devices.   (4 Marks)
   (ii) Describe the functions of the CPU.   (6 Marks)
b) Describe two benefits of bar coding to customers.   (4 Marks)
c) (i) What is networking?   (2 Marks)
   (ii) Identify two benefits of installation of a computer network.   (4 Marks)