



## MERU UNIVERSITY COLLEGE OF SCIENCE & TECHNOLOGY

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### University Examinations 2010/2011

FIRST YEAR, FIRST SEMESTER EXAMINATIONS FOR DIPLOMA BUSINESS  
ADMINISTRATION/CERTIFICATE BUSINESS ADMINISTRATION

HDC 0103: COMPUTER APPLICATION

DATE: DECEMBER 2010

TIME: 1½ HOURS

INSTRUCTIONS: *Answer Question One and Any Other Two Questions*

#### QUESTION ONE – (30 MARKS)

- (a) Explain any five application areas of a computer (5 Marks)
- (b) Write the procedure of freezing panes in Ms Excel (5 Marks)
- (c) Giving examples explain classification of computers (8 Marks)
- (d) Clearly explain the procedure of adding bullets and numbering in Ms Word. (2 Marks)
- (e) Giving example explain input and output devices (5 Marks)
- (f) Explain step by step procedure of mail merge. (5 Marks)

#### QUESTION TWO – (20 MARKS)

- (a) Define the term software and explain major types of software (6 Marks)
- (b) Describe major secondary devices giving the strengths and limitations of each. (6 Marks)
- (c) Giving examples differentiate between Absolute reference and Relative reference. (4 Marks)
- (d) Explain different ways you can CUT and PASTE a paragraph in Ms Word. (4 Marks)

#### QUESTION THREE – (20 MARKS)

- (a) Distinguish between Header and Footer and write the steps followed to insert them in a word document. (5 Marks)
- (b) Give four functions of an operating system. (4 Marks)
- (c) Explain three operations under Arithmetic Logic Unit (ALU) (6 Marks)
- (d) Use IF function to display the following results; Less than 49=E, 50-59=D, 60-69=C, 70-79=B, 80 and Above = A (5 Marks)

**QUESTION FOUR – (20 MARKS)**

(a) Define the following terms:

(i) Internet

(ii) HTTP

(iii) Browser

(iv) Hyperlink

(v) Blog

(vi) Home Page

(6 Marks)

(b) Write down the steps followed to insert a table in Ms Word.

(3Marks)

(c) List and explain major types of computer memory.

(6 Marks)

(d) Give major functions of Control Unit and explain four operations carried out by control unit.

(5 Marks)