



**MERU UNIVERSITY COLLEGE
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University Examinations 2011/2012

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

HDC 0103: COMPUTER APPLICATIONS

DATE: DECEMBER 2011

TIME: 1½HOURS

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

QUESTION ONE – (30 MARKS)

- (a) Define the following terms (5 Marks)
- (i) Information
 - (ii) Data
 - (iii) Formatting
 - (iv) Active cell
 - (v) Word processing
- (b) What is a computer? Diagrammatically describe a computer system. (8 Marks)
- (c) Differentiate between (10 Marks)
- (i) Application and system software
 - (ii) Hardware and software
 - (iii) Soft copy and hard copy
 - (iv) Insert mode (INS) and overtype (OVR) mode
 - (v) Cold and warm boot
- (d) Describe two positive and two negative impact of internet to the society (4 Marks)
- (e) Name three examples of web browser (3 Marks)

QUESTION TWO – (20 MARKS)

- (a) Describe five functions of an operating system. (10 Marks)
- (b) Name four main classifications of computers. In each classification name and describe two types of computers. (10 Marks)

QUESTION THREE – (20 MARKS)

- (a) Name the parts (elements of window) attached. **DIAGRAM** (10 Marks)
- (b) Describe five mouse techniques (5 Marks)
- (c) Describe the following keyboard shortcuts (5 Marks)
- (i) Ctrl + U
 - (ii) Ctrl + >
 - (iii) Ctrl + Shift + C
 - (iv) Ctrl + S
 - (v) Ctrl + Y

QUESTION FOUR – (15 MARKS)

- (a) Define the following terms as used in excel (7 Marks)
- (i) Cell
 - (ii) Colum
 - (iii) Cell reference
 - (iv) Worksheet
 - (v) Workbook
 - (vi) Record
 - (vii) WYSIWYG
- (b) Various kinds of data can be used in Ms Excel worksheet creation. Name and explain four data types. (8 Marks)
- (c) Name five toolbars found in an Ms Word or Excel program (5 Marks)

QUESTION FIVE – (20 MARKS)

- (a) Differentiate between
- (i) Absolute and relative cell referencing (2 Marks)
 - (ii) Formula and function (2 Marks)
- (b) Name three types of operating system (3 Marks)
- (c) Describe five use and importance of internet in today's world. (5 Marks)
- (d) Name four document views found in an Ms Word or Excel program (4 Marks)
- (e) Giving two examples in each case differentiate between output devices and input devices. (4 Marks)