



MERU UNIVERSITY COLLEGE OF SCIENCE & TECHNOLOGY

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University Examinations 2010/2011

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

HDC 0103: COMPUTER APPLICATIONS

DATE: APRIL 2011

TIME: 1½ HOURS

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

QUESTION ONE – (30 MARKS)

- (a) Define the following terms: (5 Marks)
- Internet
 - HTTP
 - Hyperlink
 - Computer
 - GUI
- (b) Differentiate between Absolute cell reference and relative cell reference. (4 Marks)
- (c) (i) Give the main difference between the following memory types RAM and ROM. (4 Marks)
- (ii) State four features of a word processing software package: (2 Marks)
- (d) (i) What are the main characteristics of mini, micro and super computers (4 Marks)
- (ii) Giving example in each case briefly define the role of the following systems.
- Word processing system
 - Spreadsheets systems (4 Marks)
- (iii) What are the uses of the following keyboard shortcuts (2 Marks)
- Press Ctrl + X
 - Press Ctrl +K
- (e) Use IF function to display the following results; Less than 50 = E, 50-59 = D, 60-69 = C, 70-79 = B, 80 and above = A (5 Marks)

QUESTION TWO – (15 MARKS)

- (a) Name five document views in Ms-Word. (5 Marks)
- (b) Giving examples differentiate between
- i. Hardware and software
 - ii. Information and data
 - iii. Application and system software (6 Marks)
- (c) Describe two methods of opening Ms. Word document. (4 Marks)

QUESTION THREE – (15 MARKS)

- (a) Differentiate between a table and chart as used in Microsoft word. (4 Marks)
- (b) Discuss two advantages and 2 disadvantages of the internet to society. (4 Marks)
- (c) Give two advantages of spreadsheet. (2 Marks)
- (d) Define the following as used in a word document
- i. Header and Footer
 - ii. Footnote and end note
 - iii. Drop cap
 - iv. Hyperlink
 - v. Watermark (5 Marks)

QUESTION FOUR – (15 MARKS)

- (a) Write the procedure of putting a password in an already saved document (4 Marks)
- (b) Explain how a modem works (4 Marks)
- (c) Explain operations of Central processing unit (7 Marks)

QUESTION FIVE – (15 MARKS)

- (a) Explain different ways you can CUT and PASTE data in Ms. Excel (6 Marks)
- (b) Give four functions of an operating system (4 MARKS)
- (c) What are the uses of the following keyboard shortcuts?
- i. Alt + Ctrl + D
 - ii. Ctrl + Alt + Delete
 - iii. Ctrl + Shift + C
 - iv. Ctrl + V
 - v. Alt + Ctrl +V (5 Marks)