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University Examinations 2012/2013

STAGE ONE EXAMINATIONS FOR CERTIFICATE/DIPLOMA IN PURCHASING AND
SUPPLIES MANAGEMENT AND BUSINESS ADMINISTRATION

HDC 0103: COMPUTER APPLICATION

DATE: APRIL 2013

TIME: 1½HOURS

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

QUESTION ONE – (30 MARKS)

- a. State the four major elements of computer set. (4 Marks)
- b. Define the following terms. (4 Marks)
 - i. Peripheral devices
 - ii. Computer software
 - iii. Data
 - iv. Information
- c. Distinguish between analogue and digital computers (4 Marks)
- d. Briefly describe the following input/output devices. (3 Marks)
 - i. Visual display unit (VDU)
 - ii. Scanner
 - iii. Mouse
- e. Name any two magnetic storage devices. (2 Marks)
- f. State two characteristics of Random Access Memory (2 Marks)
- g. Other than DOS and Windows 98, give two other examples of operation system. (2 Marks)
- h. What were the two major problems with using vacuum tubes in early computers? (2 Marks)
- i. Explain the following internet address metito@gmail.co.ke in reference to the structure of an e-mail address. (4 Marks)
- j. List three components of a spreadsheet. (3 Marks)

QUESTION TWO – 20 MARKS

- a. State three examples of special purpose computers. (3 Marks)
- b. What are the two ways used to create a table in Ms Word? (2 Marks)
- c. Differentiate between:
 - i. Workbook and worksheet (2 Marks)
 - ii. File->Exit and File->Close (2 Marks)
- d. Describe the function of the following menu items in Ms Word: (3 Marks)
 - i. Edit -.Select All
 - ii. Format -> Change Case
 - iii. File -> Save As ...
- e. What is meant by the term computer virus? (2 Marks)
- f. Give any two types of computer virus. (2 Marks)
- g. Describe how you would perform the following in Ms Windows: (4 Marks)
 - i. Rename a folder
 - ii. Rename a worksheet

QUESTION THREE – 20 MARKS

- a. State the functions of the following bars used in windows application programs. (5 Marks)
 - i. Title bar
 - ii. Menu bar
 - iii. Status bar
 - iv. Task bar
 - v. Tool bar
- b. List two ways to delete text. (2 Marks)
- c. Describe the following terms as used in computing (4 Marks)
 - i. E-mail
 - ii. Computer network
- d. Explain any five services offered by the internet. (5 Marks)
- e. Give any four icons visible in a standard toolbar of an Ms Word application window. (4 Marks)

QUESTION FOUR – 15 MARKS

- a. Name the parts labelled A, B, C, D, E, and F. (6 Marks)

- b. State the two options that can be used to Quit or Exit an application program. (2 Marks)
- c. Briefly explain the following terms: (4 Marks)
 - i. Absolute reference
 - ii. formula
- d. What are the keyboard shortcuts for: (3 Marks)
 - i. Un do
 - ii. Save as
 - iii. Cut
- e. State functions of the following keys on the computer key board. (2 Marks)
 - i. Insert (Ins) Key
 - ii. Home key
- f. Give three examples of toggle keys found in the keyboard. (3 Marks)

QUESTION FIVE – 20 MARKS

- a. Define a computer. (2 Marks)
- b. State four characteristics which make computers better than human beings. (4 Marks)
- c. Give three advantages of electronic word processors over manual types writers. (3 Marks)
- d. Give any two examples of charts applicable in spreadsheets. (2 Marks)
- e. State two types of computer software. (2 Marks)
- f. Define the following terms as used in internet. (3 Marks)
 - i. Blog
 - ii. Website
 - iii. Spam mail
- g. Giving an example of each describe the following types of storage media. (4 Marks)
 - i. Optical storage media
 - ii. Magnetic storage media