MERU UNIVERSITY COLLEGE
OF SCIENCE & TECHNOLOGY

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University Examinations 2011/2012

FIRST YEAR, FIRST SEMESTER EXAMINATIONS FOR DIPLOMA/CERTIFICATE IN
BUSINESS ADMINISTRATION/DIPLOMA IN PURCHASING AND SUPPLIES
MANAGMENT

HDC 0103: COMPUTER APPLICATIONS

DATE: AUGUST 2011   **TIME: 1½HOURS**

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

QUESTION ONE – (30 MARKS)

(a) Define a computer. Use illustrations to support your answer.   (2 Marks)
(b) Briefly explain two types of booting in computers.   (2 Marks)
(c) Distinguish between:
    (i) Input and Output   (2 Marks)
    (ii) Soft and Hard copy   (2 Marks)
    (iii)Hardware and Software   (2 Marks)
(d) Discuss two advantages and two disadvantages of computers as applied in modern world.
                                                                      (4 Marks)
(e) Define word processing, giving two types of word processors.   (4 Marks)
(f) Differentiate between Save and Save As as used in Ms.Word.   (2 Marks)
(g) Give the main difference between the following memory types RAM and ROM.
                                                                      (2 Marks)
(h) Name two toolbars as used in Ms. Excel/Ms Word   (2 Marks)
(i) Giving examples differentiate between:
    (i) Information and Data
    (ii) Application and System software   (6 Marks)

QUESTION TWO – (20 MARKS)

(a) List two examples of spreadsheet application software?   (2 Marks)
(b) Compare a Workbook and a Worksheet.   (3 Marks)
(c) List five features of a Ms. Excel/Ms word screen.   (5 Marks)
(d) Outline the procedure followed in carrying out the following operations in Ms. Excel.

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(i) Opening a new spread sheet (1 Mark)
(ii) Saving a worksheet (1 Mark)
(iii)Data alignment (2 Marks)
(iv)Filtering (2 Marks)
(v) Creating a chart (2 Marks)
(vi)Securing or protecting a worksheet (2 Marks)

QUESTION THREE – (20 MARKS)

(a) State three ways of arranging Windows on the desktop. (3 Marks)
(b) Differentiate between INSERT and OVERTYPE modes in editing. (3 Marks)
(c) Differentiate between a folder and a file. (2 Marks)
(d) What is meant by CPU? Explaining the functions of the three main parts of a CPU.
(6 Marks)
(e) List three examples of storage devices. (3 Marks)
(f) What do you understand by WYSIWYG (1 Mark)
(g) State three examples of operating systems (3 Marks)

QUESTION FOUR – (20 MARKS)

(a) Define the following terms as used in a word document.
(i) Header and footer (1 Mark)
(ii) Footnote and endnote (1 Mark)
(iii)Drop cap (1 Mark)
(iv)Hyperlink (1 Mark)
(v) Watermark (1 Mark)
(b) Differentiate between a table and chart as used in Microsoft word. (4 Marks)
(c) Discuss two advantages and two disadvantages of the internet to society. (4 Marks)
(d) State three advantages of spreadsheet. (3 Marks)
(e) List two examples of input and two examples of output devices. (4 Marks)

QUESTION FIVE – (20 MARKS)

(a) State and explain two process of opening an Ms Word document. (4 Marks)
(b) Explain the terms COPY, CUT and PASTE. (6 Marks)
(c) State five functions of an operating system (5 Marks)
(d) What are the uses of the following keyboard shortcuts?
(i) Alt + Ctrl + D
(ii) Ctrl + Alt + Delete
(iii)Ctrl + Shift + C
(iv)Ctrl + X
(v) Ctrl + K (5 Marks)