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University Examinations 2012/2013

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

HDC 0103: COMPUTER APPLICATION

DATE: AUGUST 2013

TIME: 1½ HOURS

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

QUESTION ONE – (30 MARKS)

- a. Define the following terms as used in computer science. (2 Marks)
 - i. Data
 - ii. Data processing

- b. List five advantages of a computerized system over a manual system. (5 Marks)
- c. Give four characteristics of first generation computer. (4 Marks)
- d. State the functions of the following keys on the keyboard. (4 Marks)
 - i. Caps lock
 - ii. Spacebar
 - iii. Enter key
 - iv. Backspace

- e. Identify four devices under the control of an operating systems. (4 Marks)
- f. List any three examples of special purpose computers. (3 Marks)
- g. List four types of information that can be entered into a spread sheet cell. (4 Marks)
- h. Identify institutions whose e-mail addresses end with the following extensions: (4 Marks)
 - i. .org
 - ii. .gov
 - iii. edu
 - iv. .com

QUESTION TWO – 20 MARKS

- a. Using the values shown in the worksheet below, write a formula to calculate the cost of the milk. (2 Marks)

	A	B	C	D
1	Item	Quantity	Price	Total Cost
2	Milk	26 Litres	15.00	
3	Sugar	19Kgs	48.90	

- b. Name any four classes of computers based on size and processing power. (4 Marks)
- c. List and explain two sources of computer viruses. (4 Marks)
- d. Explain any four differences between human beings and computer systems. (4 Marks)
- e. Define the following terms with respect to the internet. (4 Marks)
- i. Website
 - ii. Browser
- f. Give two examples of search engines. (2 Marks)

QUESTION THREE – 20 MARKS

- a. Why is a computer referred to as an electronic device? (2 Marks)
- b. Identify any four advantages of using a word processor to prepare documents compared to manual typewriter. (4 Marks)
- c. Other than windows, name any three other examples of operating systems. (3 Marks)
- d. What causes the following error messages in Microsoft Excel? (4 Marks)
- i. #####
 - ii. #REF!
 - iii. #DIV/0!
 - iv. #NAME
- e. List and explain four salient features of a computer. (4 Marks)
- f. Name any three components found in the system unit. (3 Marks)

QUESTION FOUR – 20 MARKS

- a. List down the components that make up a computer. (4 Marks)
- b. What does the term GIGO stand for (1 Mark)
- c. Opongo a computer applications student wants to buy a storage device to use in his project.
- i. Give three reasons why he should go for optical storage media other than magnetic storage media. (3 Marks)
 - ii. Give two examples of optical storage media referred to as WORM. (2 Marks)
- d. Give two types of keyboards found in the current market. (2 Marks)
- e. Explain the differences between *type over* and *insert mode* in word processing. (4 Marks)
- f. Give two examples of e-mail softwares. (2 Marks)
- g. Draft an example of an e-mail address. (2 Marks)

QUESTION FIVE – 20 MARKS

- a. Differentiate the following types of computers. (6 Marks)
- i. Supercomputer and mainframe computer
 - ii. Embedded and a special purpose computer
 - iii. Dedicated computers and general purpose computers
- b. Explain why three threats to data and information. (6 Marks)
- c. List any four general functions of an operating system. (4 Marks)
- d. Explain how you would do the following operations on a worksheet in Microsoft excel. (4 Marks)
- i. Rename a worksheet
 - ii. Move from one worksheet to another
 - iii. Select a range of cells
 - iv. Select everything in a worksheet