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University Examinations 2013/2014

**YEAR ONE, SEMESTER ONE EXAMINATION FOR DIPLOMA IN BUSINESS
ADMINISTRATION AND PURCHASING AND SUPPLIES MANAGEMENT**

CDS 0104/HDC 0103: COMPUTER APPLICATIONS

DATE: APRIL 2014

TIME: 1½ HOURS

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

QUESTION ONE - (30 MARKS)

- a) List down the FOUR components that make up a computer set. (4 marks)
- b) List any TWO computer peripheral devices. (2marks)
- c) Describe the following terms as used in word processing. (4 marks)
 - i. Word wrap
 - ii. Formatting
 - iii. Password
 - iv. Printing
- d) Describe any two ways of protecting data in a computer from unauthorized access. (4 marks)
- e) Give four reasons why mobile phones are regarded as computers. (4 marks)
- f) Describe any three functions of an operating system. (6 marks)
- g) Name any FOUR classes of computers based on size and complexity. (4 marks)
- h) Give two services provided in the internet. (2 marks)

QUESTION TWO – (20 MARKS)

- a) Give THREE reasons why optical storage media are preferred to magnetic storage media. (3 marks)
- b) Describe THREE characteristics that make computers better than human beings. (6 marks)
- c) Give THREE ways in which a user can protect his/her eyes in the computer laboratory. (3 marks)
- d) The keyboard shortcuts are helpful when moving through the text of a document. Give the keyboard short cuts which when pressed can perform the following actions.(4marks)

Move action	Key stroke
Closing a document	
Saving the document for the first time	
Moving the cursor to beginning of document	
One page down	

- e) List and explain TWO sources of computer viruses. (4 marks)

QUESTION THREE – (20 MARKS)

- a) List the three components of a spreadsheet (3 marks)
- b) Describe the THREE components of the Central Processing Unit. (6 marks)
- c) What are the two major problems with using vacuum tubes in computers? (2 marks)
- d) Identify three features that make word processors to be more preferred than other methods of document creation. (3 marks)
- e) Give any three importance of networking computers in an organization. (3 marks)
- f) Define the following terms as used in internet. (3 marks)
 - i. Wireless communication
 - ii. Hyperlink
 - iii. Web browser

QUESTION FOUR – (20 MARKS)

- a) By the use of a diagram describe any THREE types of network topologies. (6 marks)
- b) Distinguish between special purpose computers and embedded computers. (4 marks)
- c) Differentiate between the following as used in word processing:
 - i. Autocomplete and autocorrect (2 marks)
 - ii. File-Save and File-Save As (2 marks)
- d) Describe the purpose of backing up your data in computing. (2 marks)
- e) Other than windows operating system, list down other two types of operating system. (2 marks)
- f) Give two reasons why laptops tend to be more expensive than desktop computers. (2 marks)