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University Examinations 2013/2014

**STAGE I, EXAMINATION FOR DIPLOMA IN ELECTRICAL ENGINEERING, BUILDING
AND CIVIL ENGINEERING**

ECA0001: COMPUTER APPLICATIONS

DATE: APRIL 2014

TIME: 1½ HOURS

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

QUESTION ONE - (30 MARKS)

1. Explain any three characteristics of the fourth generation computers. (3 marks)
2. State any three advantages of digital data over analog data. (3 marks)
3. Distinguish between the deletion of characters using the otype and delete keys. (2 marks)
4. Computer output can be of two forms. Describe each of the forms listed below giving an example in each case of the device used to produce the output.
 - (i) Softcopy (2 marks)
 - (ii) Hardcopy (2 marks)
5. Explain any three causes of computer data loss. (3 marks)
6. List any four toggle keys found on a computer keyboard. (2 marks)
7. Give the key combination for worm booting a computer. (1 mark)
8. Explain any two ways by which a software can be acquired. (2 marks)

9. A student obtained the following marks in an examination:70,80,60,33,76. If the values are written at cells C5 to C9, write a formula that will be used to sum all the marks greater than 50. (3 marks)
10. List any four types of special memories. (2 marks)
11. How many 1.44 MB diskettes would be used to store data that requires storage space of 4.7 GB. (3 marks)
12. List any four examples of proof reading tools in word processor. (2 marks)

QUESTION TWO – (15 MARKS)

1. The following is a list of students and the marks they scored in various subjects:

	A	B	C	D
1	NAMES	BIOLOGY	HISTORY	COMPUTER
2	Musa	43	45	65
3	Abdi	43	54	87
4	Baraka	89	98	78
5	Scots	25	54	98
6	Hamata	27	32	26

Required:

- a) Write the formula to perform the following operations
 - i. Calculate the total marks for Hamata (2 marks)
 - ii. Calculate the average score for Baraka (2 marks)
 - iii. Calculate the highest score for Musa (2 marks)
- b) Write the formula to count all the computer students with marks greater than 60. (3 marks)
- c) Give the functions of the following types of charts: bar graph, line graph, pie chart and scatter chart. (4 marks)
- d) List any two data management tools in spreadsheets. (2 marks)

QUESTION THREE – (15 MARKS)

1. Explain any four features of desktop publishing software. (4 marks)
2. List any six publications that can be produced using desktop publisher. (3 marks)
3. Explain the following terms as used in desktop publishing;
 - i. Gutter (2 marks)
 - ii. Tracking (2 marks)

iii. Kerning (2 marks)

4. Explain two sources of pictures used in any publication. (2 marks)

QUESTION FOUR – (15 MARKS)

a) (i) Give two examples of modern Word processors. (2 marks)

(ii) Give 2 advantages of using Microsoft Word and a word processor. (2 marks)

b) When using Microsoft words there are details that are displayed on the status bar. What do these details represent? (2 marks)

c) You have just started the Microsoft Word program and discovered that the Drawing toolbar and the Rulers are not displayed. Describe how you would display them. (3 marks)

d) Describe the use of each of the following commands in saving a document.

i. Save (1 mark)

ii. Save As (1 mark)

e) Explain the following computer specifications

i. 3GHZ processor (1 mark)

ii. 3.00GB RAM (1 mark)

iii. 320 GB HDD (1 mark)

iv. 17” LCD monitor (1 mark)

QUESTION FIVE (15 MARKS)

a) Describe the following mouse actions and their effects.

i. Double click (2 marks)

ii. Right click (2 marks)

iii. Drag and drop (2 marks)

b) One of the functions of computers is to process and provide storage for information.

i. Explain any three ways in which doctors and nurses would benefit from the use of computers in the hospitals (3 marks)

ii Explain any three ways in which a car industry would benefit the customers from the use of computers. (3 marks)

c) Susan a student in Form 1 would like to carry out the following tasks using a keyboard:

i) Quickly display the start menu

ii) Create a blank space between two characters

iii) Remove a character to the left of the cursor

For each of the tasks, state the appropriate key she can use to achieve her objective. (3 marks)