

CHUKA



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CHUKA/EMBU

EXAMINATION FOR THE AWARD OF DIPLOMA IN COMMUNITY DEVELOPMENT, ANIMAL HEALTH, CRIMINOLOGY, PROJECT PLANNING MANAGEMENT AND TOURISM AND HOTEL MANAGEMENT

COSC 0102: INTRODUCTION TO COMPUTER APPLICATIONS

STREAMS: DIP IN COMDEV, ANHE, CRSS, PPMA, TOHM YISI TIME: 2 HOURS

DAY/DATE: 08/07/2021

11.30 A.M – 1.30 P.M

INSTRUCTIONS:

- Answer question ONE and TWO other questions
- Do not write anything on the question paper

SECTION A

QUESTION ONE (30 MARKS)

- What do you understand by the following terms as used in Microsoft word (4marks)
 - Save and save as
 - Subscript and superscript
- Differentiate between a field and a record [3marks]
- List two functions of the ALU [2marks]
- state any three factors to consider when buying an application package (3marks)

- e. List four problems you are likely to encounter when printing a document [4 marks]
- f. Give two characteristics of a RAM [2 marks]
- g. Describe three advantages of using spreadsheet application and give any spreadsheet software application you would recommend for use. [4 marks]
- h. distinguish between a web browser and a search engine. giving an example. [4 marks]
- i. Explain four functions of operating system (4 marks)

QUESTION TWO (20MARKS)

- a. Use the following spread sheet table to answer the questions that follows.

	A	B	C	D	E
1	MARK LIST FOR CATS				
2	NAME	CAT 1	CAT 2	TOTAL	AVERAGE
3	MERCY				
4	KEVIN				
5	WINFRED				
6	JOY			#####	

- i. Explain the formatting in A1:E1 (2 marks)
 - ii. Write down the function that would give the average for MERCY. (3 marks)
 - iii. After computing the total for JOY, the cell D6 appeared as shown in the table. Explain the cause of this and how it can be rectified. (3 marks)
 - iv. In cell E5 you computed the average and got the result inform of date format. Explain how you would modify this to get the correct average for TOM.(2 marks)
- b. List and explain five ways in which computer viruses can be spread (10marks)

QUESTION THREE (20 MARKS)

- a. Name two transmission media used in computer networks [2 marks]
- b. Discuss the advantages associated with the use electronic mail over traditional paper mail [8 marks]
- c. Explain each of the following word processing features. (6 marks)
 - i. Word Wrap
 - ii. Macros
 - iii. Mail Merge

- b. State FOUR features that would be required to write the following statement as it is.

(4marks)

Computers are *essential* to business as H₂O is to LIFE.

QUESTION FOUR (20 MARKS)

- a. Discuss five main functions of an operating system. [10 marks]
 b. Use the following system properties of a computer to answer the questions below.

Device name	DESKTOP-3GAAS5G
Processor	Intel(R) Core(TM) i7-3687U CPU @ 2.10GHz 2.60 GHz
Installed RAM	4.00 GB (3.87 GB usable)
Device ID	B0561965-E74A-4880-8651-288125F9E21F
Product ID	00331-10000-00001-AA290
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

Rename this PC

Windows specifications

Edition	Windows 10 Pro
Version	1803
Installed on	6/14/2018
OS build	17134.345

Free version, www.schirmfoto.net

- i. What is the speed of the processor? [2 marks]
 ii. What is the capacity of primary memory? [2 marks]
 iii. Name the operating system installed in this computer? [2 marks]
 c. Although computers are without any doubt useful, explain two disadvantages of using computers. [4 marks]

QUESTION FIVE (20 MARKS)

- a. Explain five methods used to care and maintain computers [10 marks]
 b. Explain five ways in which computers are used in our society [10 marks]

