CHUKA   **UNI**

                                        UNIVER SITY

SUPPLEMENTARY/ SPECIAL EXAMINATIONS

**EXAMINATION FOR THE AWARD OF
DIPLOMA IN COMMUNITY DEVELOPMENT, DIPLOMA IN
ANIMAL HEALTH, DIPLOMA IN CRIMINOLOGY AND
SECURITY STUDIES, DIPLOMA IN PROJECT
MANAGEMENT, DIPLOMA IN TOURISM AND HOSPITALITY
MANAGEMENT**

**COSC 0102: INTRODUCTION TO COMPUTER
APPLICATIONS**

**STREAMS: DIP (CDEV, ANHE, CRSS, PPMA,TOHM)
         TIME: 2 HOURS**

**DAY/DATE: MONDAY 01/02/2021
         8.30 AM – 10.30 AM**

INSTRUCTIONS:

- Answer question **ONE** and **TWO** other questions
- Do not write anything on the question paper
- This is a **closed book exam**, no reference materials are allowed in the examination room
- There will be **NO** use of mobile phones or any other unauthorized materials
- Write your answers legibly and use your time wisely.

Question one (30 marks)

a. What do you understand by the following terms as used in Microsoft word   (4marks)
   i.   Save and save as
   ii. Subscript and superscript

b. Explain the application of computers in the following sectors
   i.   Banking   (2marks)
   ii. Communication industry   (2marks)
   iii. Industries   (2marks)

c. differentiate between data and information   (4marks)

d. give three examples of special purpose computers (3marks)

e. differentiate between cold and warm booting (2marks)

f. state any three factors to consider when buying an application package (3marks)

g. list any three examples of presentation graphic packages (3marks)

h. Name any three input devices (3marks)

i. Differentiate between field and a record (2marks)

SECTION B (ANSWER ANY TWO QUESTIONS)

Question two (20marks)

a. State and briefly explain the five categories of keys found on a standard keyboard (10marks)
b. Giving an example for each differentiate between application and system software
(6marks)
c. Distinguish between data and database (4marks)

Question three (20marks)

a. Outline how you would perform the following
   i. Italicize typed text [2 marks]
   ii. Centre align your text [2 marks]
   iii. Saving your word document for the first time [2 marks]
   iv. Inserting bullets [2marks]

b. List four things that can spoil a printer if they are not of the correct specification and explain what damaged may be caused (8marks)

c. State and explain the two principal ways of connecting to the internet (4marks)

Question four (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	ESTHER				
4	JOSEPH				
5	TOM				
6	ANN			####	

i. Explain the formatting in A1:E1 (2 marks)

ii. Write down the function that would give the average for Esther. (3 marks)

iii. After computing the total for ANN, 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 five (20marks)

a. With an aid of a diagram; describe three major Local Area Network topologies.

(12marks*)*

b. Computers can be classified into many different categories, discuss the classification of computers according to purpose. (6marks)

c. Name any three views available in power point (2marks)