

CHUKA



UNIVERSITY

**RESIT/SPECIAL EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN COMMUNITY  
DEVELOPMENT, ANIMAL HEALTH, CRIMINOLOGY, TOURISM**

**COSC 00102: INTRODUCTION TO COMPUTER APPLICATIONS**

**STREAMS**

**TIME: 2 HOURS**

**DAY/DATE: MONDAY 03/05/2021**

**8.30 A.M – 10.30 A.M**

---

**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)
-