

43



(KNOWLEDGE FOR DEVELOPMENT)

**KIBABII UNIVERSITY
(KIBU)**

**UNIVERSITY EXAMINATIONS
2020/2021 ACADEMIC YEAR**

END OF SEMESTER EXAMINATIONS

FIRST YEAR FIRST SEMESTER

FOR THE DIPLOMA (CRIMINOLOGY/SOCIAL WORK)

COURSE CODE: DCR/DSW 053

COURSE TITLE: DCR053/DSW053 COMPUTER APPLICATIONS

DATE: 21/05/2021

TIME: 9.00AM-11.00AM

INSTRUCTIONS

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE [24 MARKS] COMPULSORY

1. MS Excel is a good example of a word processor [1 mark]
 - a) True
 - b) False
2. The processor is the 'brain' of the computer [1 mark]
 - a) True
 - b) False
3. PowerPoint is a presentation software. [1 mark]
 - a) True
 - b) False
4. Hardware can be broadly categorized into four major categories [1 mark]
 - a) True
 - b) False
5. Word star and word perfect is an example of a word processor [1 mark]
 - a) True
 - b) False
6. Thesaurus is a dictionary of synonyms and antonyms. [1 mark]
 - a) True
 - b) False
7. Internet is network of networks. [1 mark]
 - a) True
 - b) False
8. URL is referred to as a web address that connects the user to a particular website. [1 mark]
 - a) True
 - b) False
9. Random access memory is a volatile memory [1 mark]
 - a) True
 - b) False
10. MS access is a good example of a database management system [1 mark]
 - a) True
 - b) False
11. Which of the following statement is true? [1 mark]
 - a) Icons is a pictorial representation
 - b) Microsoft word is a database management system
 - c) Microsoft PowerPoint does not support videos clips
 - d) Drop Cap is a spreadsheet feature
12. This data type allows alphanumeric characters and special symbols. [1 mark]
 - a) Text
 - b) Currency
 - c) Date/Time
 - d) Number
13. _____ is a field that uniquely each record in a database. [1 mark]
 - a) Foreign key
 - b) Primary key
 - c) Key record
 - d) Candidate key
14. A _____ enable you to view database records that meet a given criteria. [1 mark]
 - a) Query

- b) Field
c) Table
d) Condition
15. A spreadsheet is a collection of pages is called a _____ [1 mark]
a) Workbook
b) Art book
c) Worksheet
d) Documents
16. What PowerPoint feature will you use to apply motion effects to different objects of a slide? [1 mark]
a) Slide transition
b) Slide design
c) Animation schemes
d) Slide layout
17. _____ is a good example of a pointing device. [1 mark]
a) Keyboard
b) Mouse
c) Scanner
d) Projector
18. Which of the following is the odd one out? [1 mark]
a) Monitor
b) Projector
c) Printer
d) Joy stick
19. _____ is ensures that the cell addresses do not change even when the formula is copied to other cells. [1 mark]
a) Referencing style
b) Mixed referencing
c) Absolute referencing
d) All the above
20. Match the following operations with the appropriate keyboard shortcut. [5 marks]

S/No	Operation	Keyboard shortcut
i.	Copy	CTRL+Y
ii.	Paste	CTRL+C
iii.	Center align	CTRL+Z
iv.	Undo	CTRL+E
v.	Redo	CTRL+V

QUESTION TWO [18 MARKS]

- a. State four advantages of using electronic spreadsheet over manual. [5 marks]
- b. Define the following terms as used in spreadsheet. [5 marks]
a. Cell
b. Worksheet
c. Spreadsheet
d. Name box
e. workbook
- c. Write formulas for the operations [i] – [iv] based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Albert	70	80	87	--	--
3	2	Caleb	90	98	89	--	--
4	3	Donald	90	90	98	--	--
5	4	Esther	60	76	79	--	--
6	5	Geoffrey	50	45	67	--	--
7	Max				--		
8	Total		--				

- To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F. [2 mark]
- To calculate the average marks for each student and display them in column G. [2 mark]
- To calculate the highest marks in Computers and display it in cell E7. [3 mark]
- To calculate the total number of students appearing for the Science test and display it in cell C8. [2 mark]

QUESTION THREE [18 MARKS]

- Given the following details database fields and sample data suggest the data type for each field. [4 marks]

Field	Sample Data	Data type
lastName	Eshiwani	
dateOfBirth	01 Oct 2000	
studentRegNo	COM/0020/19	
fee	KES 20,000	

- Suggest the most appropriate primary key for the table. Give reason. [2 mark]
- Highlight TWO advantages of using presentation software. [2 marks]
- Highlight THREE PowerPoint views. [3 marks]
- Define web browser. [1 mark]
- Explain six functions of the operating system. [6 marks]

QUESTION FOUR [18 MARKS]

- Define booting as used in computing. [1 mark]
 - Identify and describe the TWO types of computer booting. [4 marks]
- Define the term tab stop and explain any four tab stops associated with most computer applications. [5 marks]
- Giving examples, discuss the TWO broad categories of software. [8 marks]

QUESTION FIVE [18 MARKS]

- Define the following terms as used in word processing. [4 marks]
 - Thesaurus
 - Word wrap
 - Mail merge
 - Drop cap
- Identify and describe any three elements of an MS word window. [6 marks]
- Discuss FOUR benefits associated with the use of word processors. [8 marks]