



**KIBABII UNIVERSITY  
(KIBU)**

**UNIVERSITY EXAMINATIONS  
2019/2020 ACADEMIC YEAR**

**SPECIAL/ SUPPLEMENTARY EXAMINATIONS  
YEAR ONE SEMESTER ONE EXAMINATIONS  
FOR THE CERTIFICATE IN INFORMATION  
TECHNOLOGY**

**COURSE CODE : CCR/CSD 004**

**COURSE TITLE : COMPUTER APPLICATIONS**

**DATE: 12/02/2021**

**TIME: 2.00 P.M-4.00 P.M**

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**INSTRUCTIONS TO CANDIDATE**

**ANSWER QUESTION ONE AND ANY OTHER TWO**

**QUESTION ONE (COMPULSORY) [24 MARKS]**

- a. Define the following terms as used in computer [10 marks]
- i. Computer
  - ii. Input device
  - iii. Hardware
  - iv. Software
  - v. Output device
- b. Explain the use of the following shortcut keyboard functions [6marks]
- i. Ctrl+B
  - ii. Ctrl+C
  - iii. Ctrl+V
  - iv. Ctrl+X
  - v. Ctrl+S
  - vi. Ctrl+A
- c. Outline how you would perform the following [8marks]
- i. Italicize type text
  - ii. Centre align your text
  - iii. Saving your word document for the first time
  - iv. Creating a folder in a desktop

**QUESTION TWO [18 MARKS]**

- a. Name and Explain three units of a computer system [6marks]
- b. Computer primary memories are classified into two categories. State and briefly describe them and give two examples of each category [4marks]
- c. Give six merits of computers [6marks]
- d. Explain the term word wrap as used in word processing [2marks]

**QUESTION THREE [18 MARKS]**

- a. List and explain the functions of any three input device [6marks]
- b. Name three parts of a window [3marks]
- c. Give two examples of application software and describe their use [3marks]
- d. Any storage unit in a computer system is classified on the basis three criteria discuss. [6marks]

**QUESTION FOUR [18 MARKS]**

- a. Describe the following types of printers [4 marks]
- i. Line printer
  - ii. Ink jet printer
- b. Give three examples of a computer software [6 marks]
- c. Explain the procedure of mail merging [8 marks]

**QUESTION FIVE [18 MARKS]**

- a. In Excel a row and a column can be inserted or deleted without affecting the surrounding rows, columns and cell. Write a procedure of inserting a row and deleting a column [2 marks]
- b. List and explain five components of MS Excel window [10 marks]
- c. State and explain three functions of operating systems [6 marks]