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(Knowledge for Development)

KIBABII UNIVERSITY

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**UNIVERSITY EXAMINATIONS
2021/2022 ACADEMIC YEAR**

**END OF SEMESTER EXAMINATIONS
YEAR ONE SEMESTER ONE EXAMINATIONS**

**FOR THE DIPLOMA IN
(CRIMINOLOGY/SOCIAL WORK)**

COURSE CODE : DCR/DSW053

COURSE TITLE : COMPUTER APPLICATIONS

DATE: 18/05/2022

TIME: 02.00 P.M – 04.00 P.M

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE(COMPULSORY) [24 MARKS]

- a) What is a computer system? **[2 Marks]**
- b) Explain FIVE types of printers **[5 Marks]**
- c) Give THREE differences between a workbook and worksheet in a spreadsheet. **[6 Marks]**
- d) Differentiate between the following **[10 Marks]**
 - i. Ms Word and Ms Publisher
 - ii. Flash disk and floppy disk
 - iii. Special and general purpose computers
 - iv. Cold Booting and Warm Booting.
 - v. Taskbar and The Status Bar
- e) Write a function to calculate average in excel of data from column B to F and row 3 **[1 Mark]**

QUESTION TWO [18 MARKS]

- a) What is a query as used in Ms Access? **[2 Marks]**
- b) Outline FIVE views that are used in Ms PowerPoint **[5 Marks]**
- c) State and explain FOUR resources that an operating system manages **[8 Marks]**
- d) Outline how you use a function to get the position in spreadsheet using average that is in Column H and row 3 to 10 **[3 Marks]**

QUESTION THREE [18 MARKS]

- a) What is World Wide Web (WWW): **[2 Marks]**
- b) Outline four types of monitors or terminals **[4 Marks]**
- c) Outline the requirements for connecting to the Internet in terms of hardware and software **[8 Marks]**
- d) List and explain types of computers based on size memory capacity. **[4 Marks]**

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QUESTION FOUR [18 MARKS]

- a) What is Mail merging? **[2 Marks]**
- b) Explain the following Word-processing features **[4 Marks]**
- i. Thesaurus
 - ii. Spell-check
 - iii. Word-wrap
 - iv. Printing:
- c) Outline THREE differences between Ms Word and Ms Publisher **[6 Marks]**
- d) There are SIX different views you can use to look at your PowerPoint presentation and each one has its advantages over the others. What is Slide Sorter View and how can one navigate to slide sorter view? **[6 marks]**

QUESTION FIVE [18 MARKS]

- a) What is Ms PowerPoint? **[2 Marks]**
- b) What are the following shortcut keys representing on the keyboard? **[5 Marks]**
- i. Ctrl + V
 - ii. Ctrl + A
 - iii. Ctrl + P
 - iv. Ctrl + I
 - v. Ctrl + D
- c) Write the following abbreviations in full. **[3 Marks]**
- i. URL
 - ii. HTTPS
 - iii. ISP
- d) Explain how to insert a table of 4 rows and 5 columns in word document. **[5 Marks]**
- e) Define the following:
- i. Data
 - ii. Information
 - iii. Program