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*(Knowledge for Development)*

**KIBABII UNIVERSITY  
(KIBU)**

**UNIVERSITY EXAMINATIONS  
2021 /2022 ACADEMIC YEAR**

**SPECIAL/SUPPLEMENTARY EXAMINATIONS  
YEAR ONE SEMESTER ONE EXAMINATIONS**

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

**COURSE CODE** : DCR/DSW053  
**COURSE TITLE** : COMPUTER APPLICATIONS

**DATE:** 20/07/2022 **TIME:** 11.00 A.M – 01.00 P.M

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**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTIONS ONE AND ANY OTHER TWO.**

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

- a. What is a Desktop? [2 Marks]
- b. Differentiate between: - [8 Marks]
- i. Data and information
  - ii. Input and output devices
  - iii. Memory Unit and Control Unit:
  - iv. Spell-check and Thesaurus:
- c. Outline the types of Networks depending on geographical location. [6 Marks]
- d. Distinguish between sorting and filtering as used in spreadsheet programs [4 Marks]
- e. Explain any four of the features of E-mail that makes it a better way to communicate in organizations. [4 Marks]

**QUESTION TWO [18 MARKS]**

- a. Explain the term search engine as used in the Internet. [2 Marks]
- b. Most of desktop keyboards have five main parts. Describe the parts giving example of each. [5 Marks]
- c. Outline what the shortcut keys below represent [4 Marks]
- i. Ctrl + P
  - ii. Ctrl + S
  - iii. Ctrl + F
  - iv. Ctrl + X
- d. Below is an email address:  
belinda2002@kibu.edu.ke  
Name the parts of the above email address [4 Marks]
- e. A computer performs three operations. Outline the operations in sequence. [3 Marks]

**QUESTION THREE [18 MARKS]**

- a. What is a system unit? [2 Marks]
- b) Outline the types of Networks depending on geographical location. [6 Marks]
- c) Discuss different generations of computers [10 Marks]

#### QUESTION FOUR [18 MARKS]

- a. Explain the difference between the following: [8 Marks]
- i. RAM and ROM
  - ii. Primary and secondary memory
  - iii. Cold and warm booting
  - iv. CD-ROM and DVD
- b. Give steps on how to create a folder on the computer desktop. [4 Marks]
- c. There are three ways to delete text on a word document. Outline and explain. [6 Marks]

#### QUESTION FIVE [18 MARKS]

- a) What is Mail merging? [2 Marks]
- b) Differentiate between active cell and anchor cell in spreadsheet. [4 Marks]
- c) By default, there are 4-5 icons on the desktop. State any four of the icons. [4 Marks]
- d) What are the following shortcut keys representing on the keyboard? [5 Marks]
- i. Ctrl + U
  - ii. Ctrl + A
  - iii. Ctrl + Z
  - iv. Ctrl + Del
  - v. Ctrl + W
- e) Use a function to get the position in spreadsheet using average that is in column G and using row 2 to 9 [3 Marks]