(Knowledge for Development)

KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS
2020/2021 ACADEMIC YEAR

SPECIAL / SUPPLEMENTARYEXAMINATIONS
YEAR ONE SEMESTER TWO EXAMINATIONS

FOR THE DEGREE OF BACHELOR OF SCIENCE
COMPUTER SCIENCE

COURSE CODE : **CSC 124**

COURSE TITLE : **INTRODUCTION TO COMPUTING ESSSENTIALS II**

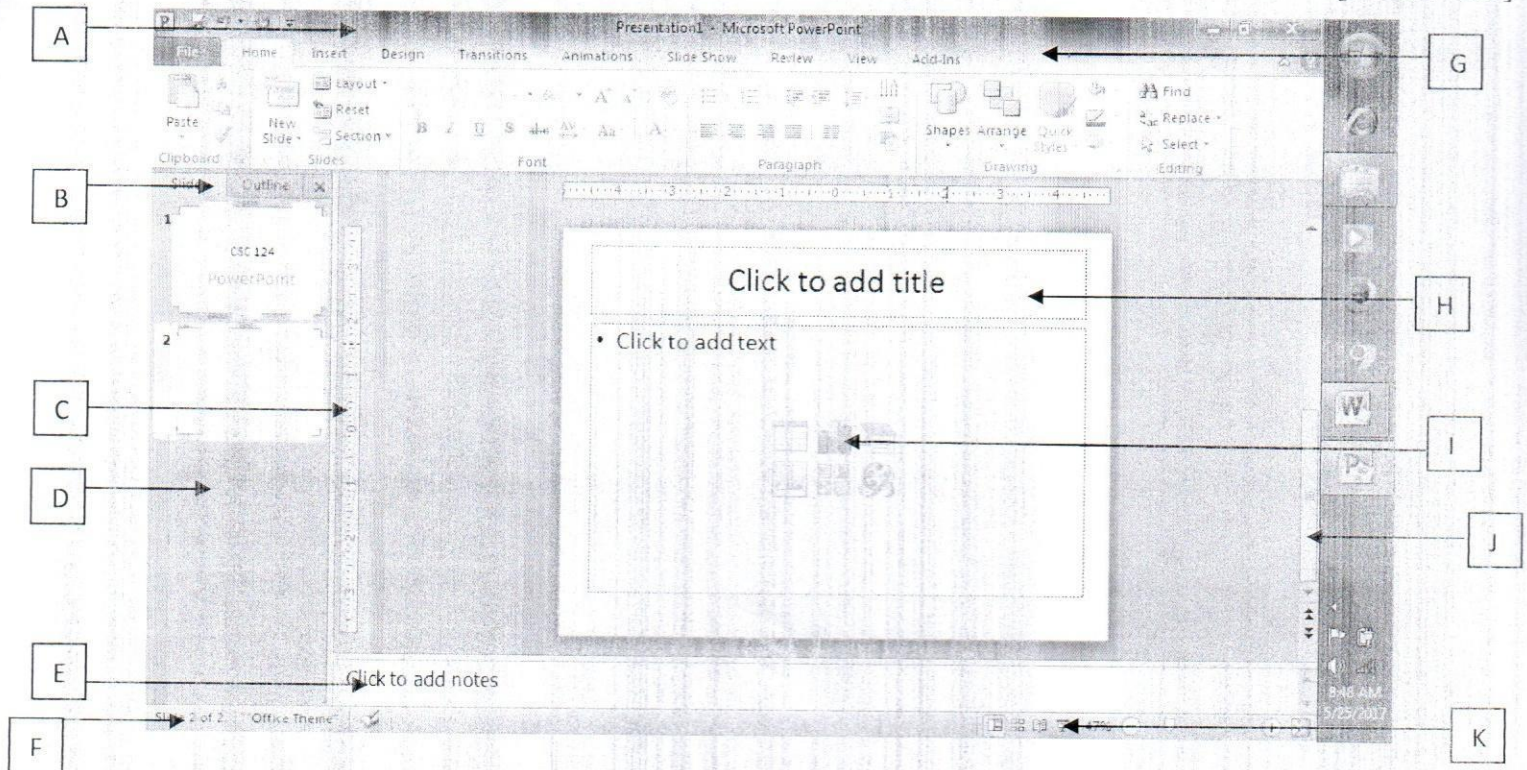DATE: 30 /09/2021   TIME: 08:00 A.M – 10:00 A.M

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE [COMPULSORY] [30 MARKS]

a) i. All the open applications in windows are available on the _____ [1mark]

ii. The rectangular area displaying content independently of other areas of the screen is _____ [1 mark]

iii. The _____ is also the handle for the window. [1 mark]

iv. The _____ provides such information as current page number, words in a doc, etc. [1 mark]

v. _____ a document gives a hard copy of the text. [1 mark]

vi. To select a whole sentence you _____ [1 mark]

vii. Spreadsheet displays data in the form of _____ and _____ [1 mark]

viii. In excel a single workbook can contain up to a maximum of _____ worksheets. [1 mark]

ix. The _____ displays the contents of the active cell [1 mark]

x. An application that enables a user store, maintain, organize and retrieve data is _____ [1 mark]

b. Detail five rules for naming files in Ms DOS. [5 marks]

c. Describe what is a computer network. [2 marks]

Give a description of three types of networks. [3 marks]

d) Give five ways through which viruses are spread and explain the measures that can be taken to avoid spread of viruses. [5 marks]

e) i. Give any six default items found on the computer desktop. [3 marks]

ii. Explain the significance of the computer graphics software to a user. [2 marks]

QUESTION TWO [20 MARKS]

a) Describe five things a computer user can use the standard tool bar to do while preparing a power point business presentation [5 marks]

b) Differentiate between outline tab and slides tab in PowerPoint. [4 marks]

c) Name the parts marked A – K [1 mark each]

QUESTION THREE: [20 MARKS]

a) What is a spreadsheet? Of what importance is it in an office? [4 marks]

b) Discuss five important features of Ms. Excel. [10 marks]

c) MS- Excel evaluates the formula according to the order of precedence of the operators. Using a table, draw the correct order that Excel uses. [6 marks]

QUESTION FOUR [20 MARKS]

a) Fields in Ms Access accept certain types of data types. Describe such four types. [4 marks]

b) Describe three ways a user can create tables in Ms Access. [6 marks]

c) What advantages does a user connected to the internet have over one who's not connected. [5 marks]

d) Explain modern challenges brought about by the internet today [5 marks]

QUESTION FIVE [20 MARKS]

a) Suppose the value of the cell B6 is 50125. Show how you will divide the value by 5 and have the results in the cell E6.

[4 marks]

b) word-processing is concerned with preparation of a document, describe six units of the document in details.

[12 marks]

c) Explain the following as used in Ms Word:

    i. Word Wrap

    ii. Thesaurus

[4 marks]