



*(Knowledge for Development)*

**KIBABII UNIVERSITY**  
**(KIBU)**

**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/DCR053**  
**COURSE TITLE : COMPUTER**  
**APPLICATIONS**

**DATE: 02/02/2022 TIME: 02.00 P.M – 04.00 P.M**

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**INSTRUCTIONS TO CANDIDATES**

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

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

- a. Define the following terms as used in computer: [4 Marks]
- i. Computer
  - ii. Data
  - iii. Information
  - iv. Program
- b. Explain the application of an Optical Mark Recognition as used in computers. [3 Marks]
- c. Printer is one of the output devices of a system unit. Name and explain the two categories of computers giving example of each category. [6 Marks]
- d. Outline five functions of an operating system [10 Marks]
- e. Write a typical format of an email address. [1 Mark]

**QUESTION TWO [18 MARKS]**

- a. Outline the function of the following shortcut keys [4 Marks]
- i. Ctrl+C
  - ii. Ctrl+X
  - iii. Ctrl+A
  - iv. F2
- b. What do you understand by arithmetic logic unit (ALU) [2 Marks]
- c. Distinguish between sorting and filtering as used in spreadsheet programs [4 Marks]
- d. What is an internet? Outline the importance of internet in an organization. [8 Marks]

**QUESTION THREE [18 MARKS]**

- a. Explain the difference between the following: [8 Marks]
- i. RAM and RAM
  - 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 FOUR [18 MARKS]**

- a. Outline the functions of a watermark [4 Marks]
- b. Explain two areas in which computers have been applied in the entertainment industry [4 Marks]
- c. Describe the following mouse activities [6 Marks]
- i. Scrolling
  - ii. Dragging
  - iii. Double clicking
- d. Distinguish between digital and analogue computers [4 Marks]

**QUESTION FIVE [18 MARKS]**

- a. State four font formatting options that could be found in spreadsheet programs [4 Marks]
- b. Describe a hybrid computer [2 Marks]
- c. A PC can be booted through two ways: Cold Booting and Warm Booting. Describe how each works. [4 Marks]
- d. Explain any four of the features of E-mail that makes it a better way to communicate in organizations. [8 Marks]