



*(Knowledge for Development)*

# **KIBABII UNIVERSITY**

## **UNIVERSITY EXAMINATIONS**

**2021/2022 ACADEMIC YEAR  
FIRST YEAR FIRST SEMESTER**

**END YEAR EXAMINATION**

**FOR THE DIPLOMA OF JOURNALISM & MASS  
COMMUNICATION**

**COURSE CODE: DUC 113**

**COURSE TITLE: COMPUTER AND KEYBOARDING**

**DATE: 21<sup>ST</sup> DECEMBER, 2022**

**TIME: 2:00 – 4:00PM**

---

### **INSTRUCTION TO CANDIDATES**

Answer Question **ONE** and any other **TWO** Questions. Avoid duplication of materials.

**TIME: 2 Hours**

**KIBU** observes **ZERO** tolerance to examination cheating

**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
- a) Give three examples of a computer software [6 marks]
- b) Explain the procedure of mail merging [8 marks]

**QUESTION FIVE [18 MARKS]**

- b) 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

- c) List and explain five components of Ms Excel window
- d) State and explain three functions of operating systems

[2 marks]

[10 marks]

[6 marks]