



Machakos University College

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

DEPARTMENT OF COMPUTING AND APPLIED SCIENCE

Examination for Diploma in Social Work and Community Development Dip Two

Computer Application

Date: Friday 28th 2014

Time: 8:30-10:30 AM

Instructions: answer any five questions

Question 1

- a) Differentiate between *Save and Save-as* as used in file manipulation. (4 marks)
- b) Outline the procedure of changing the desktop back ground. (4 marks)
- c) Explain the following functionalities of a mouse:
 - i. Right click
 - ii. Double clicking
 - iii. Drag and drop (3 marks)
- d) Outline any **three** reasons why a mobile phone is regarded as a computer. (3 marks)
- e) Outline any **three** advantages and **three** disadvantages of laptops as compared to desktop computers. (6 marks)

Question 2

- a) List any **4** input/output devices used on an Automated Teller Machine. (4 marks)
- b) Define the following terms as used in computer applications:
 - i. I.C.T
 - ii. Data
 - iii. Information
 - iv. Application software (8 marks)
- C) Explain **four** Classifications of computers by size and processing power. (8 marks)

Question 3

- a) Using Microsoft Word 2007 describe the steps involved in:
- i. Opening an existing document
 - ii. Saving a document
 - iii. Closing an open document
 - iv. Renaming a document (8 marks)
- b) Distinguish between *computer hardware* and *computer software*. (4 marks)
- c) State any **two** advantages and **two** disadvantages of Third generation computers. (4 marks)
- d) Kamau wants to purchase a computer for his personal use, Outline any **four** reasons, why you would encourage him to buy a microcomputer. (4 marks)

Question 4

- a) With the aid of a block diagram, explain the functional components of a digital computer system. (6 marks)
- b) Differentiate the following terms in relation to computers:
- i. hardcopy and Softcopy
 - ii. Moving and copying (4 marks)
- c) Identify four computers as classified by Development/Age (4 marks)
- (b) List two examples of input devices under the following categories
- i. Pointing devices
 - ii. Scanning devices
 - iii. Terminals (6 marks)

Question 5

- a) Discuss **five** advantages and **five** disadvantages of computers (10 marks)
- b) Giving **two** examples, describe the term *icon* as used in ms windows. (4 marks)
- c) Describe the following types of computers:
- i. Special purpose computers
 - ii. General purpose computers
 - iii. Dedicated computers (6 marks)

Question 6

- a) Discuss **four** reasons why employees resist the use of computers. (8 marks)
- b) Define the following memory storage concepts:

- i. Bit
 - ii. Byte
 - iii. Storage capacity
 - iv. Mega byte (4 marks)
- c) State the differences between the following terms:
- i. Analog computer and Digital computer
 - ii. Desktop and Laptop
 - iii. RAM and ROM (6 marks)
- d) Outline **four** measures taken of avoiding virus infections on your P.C (2 marks)

Question 7

- (a) You have been requested to advice your manager on different computer software. Briefly explain, giving examples, the two classes of software. (4 marks)
- (b) For the following tasks, advice your manager on the best software to acquire.
- i. Writing invitation letters
 - ii. Preparing pay slips (4 marks)
- (c) State any **two** data types used in Ms-word (2 marks)
- d) List 1 examples of input/output devices under the following categories
- i. Pointing devices
 - ii. Scanning devices
 - iii. Printing Devices (3 marks)
- e) List down any **five** hardware considerations (4 marks)
- f) Define the term Hardware as use in ICT (2 marks)

Question 8

- a) With the aid of a block diagram, explain the functional components of a digital computer system. (10 marks)
- b) Differentiate the following terms in relation to computers
- iii. hardcopy and Softcopy
 - iv. Moving and copying
 - v. Slide and Slide Pane
 - vi. Cell address and Cell Formatting
 - vii. Word wrap and Justification (10 marks)

