



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

SECOND YEAR FIRST SEMESTER EXAMINATION FOR CERTIFICATE BCE/SLT END OF SEMESTER

COMPUTER APPLICATIONS

Date: 18/11/2014

Time: 8:30 – 10:30 am

INSTRUCTIONS

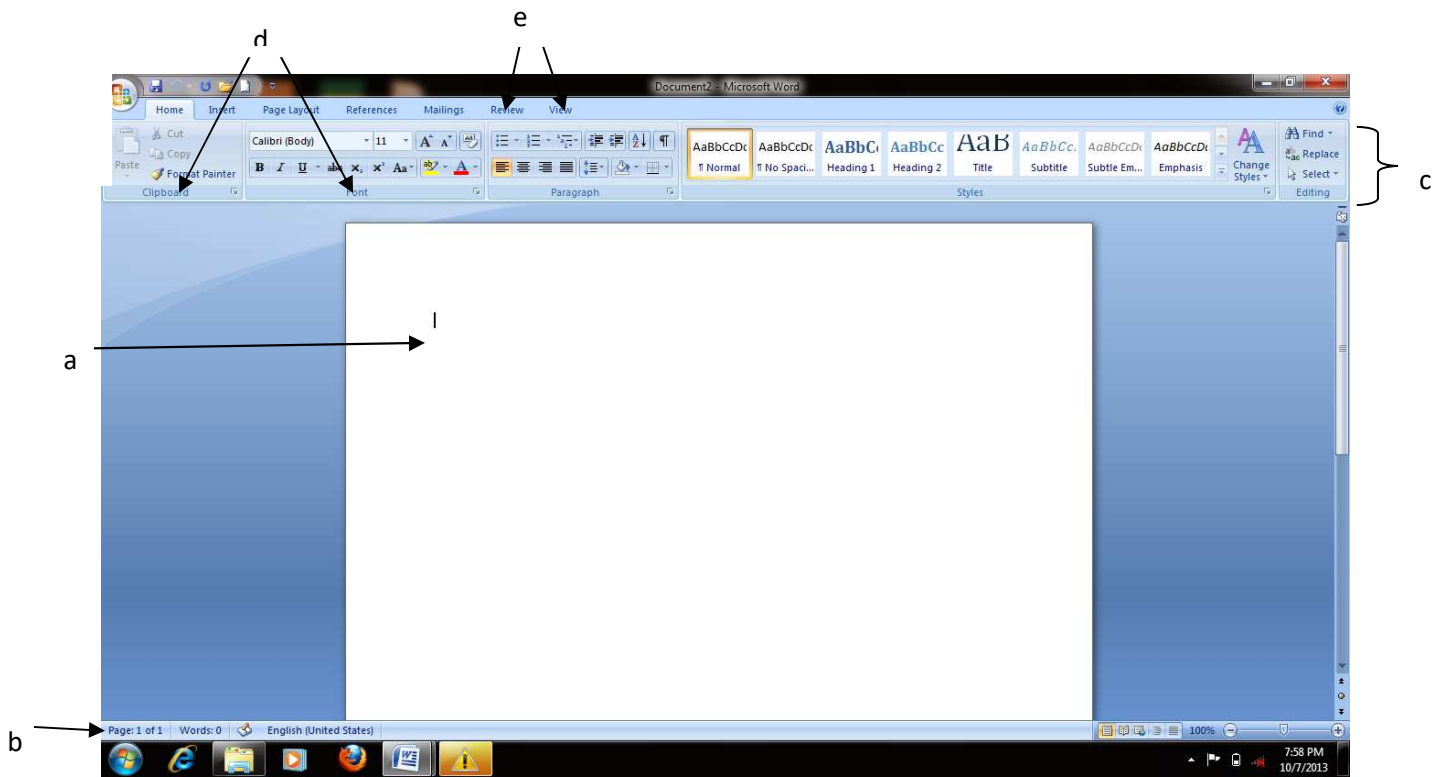
Answers question **one** and any other **two** questions.

QUESTION 1 (30MARKS)

- I. Define the following terms in respect to ICT (5 marks)
 - a. Data
 - b. Information
 - c. Hardware
 - d. Software
 - e. Peripherals
- II. Outline how to carry out the following operations (6 marks)
 - a. Create a folder on the desktop
 - b. Change the windows background appearance
- III. Illustrate and briefly describe the information processing cycle (5 marks)

IV. Name the labeled parts of the window below

(5 marks)



V. List any four formatting features that can be applied on a Ms-word document.

(5 marks)

VI. Differentiate between Videoconferencing and telecommuting.

(4 marks)

QUESTION TWO

I. Using a diagram, clearly illustrate the flow of data and instructions in a computer.

(10 marks)

II. Identify five areas where computers are used in Machakos University College and briefly explain the purpose for which they are used.

(10 marks)

QUESTION THREE

I. Explain any five benefits of using computers and three limitations associated with their use.

(8 marks)

II. Classify the following devices as either input or output; Scanner, Digital camera, Barcode reader, Monitor, Speaker, Microphone, Keyboard, Printer, Joystick

(4 marks)

III. Name the technology used in the 1st 2nd 3rd and 4th generation computers

(4 marks)

IV. Explain four reasons why many firms prefer using Microsoft Word instead of a typewriter

(4 marks)

QUESTION FOUR

- I. Define the term computer as used in ICT (1 mark)
- II. Describe three ways of creating tables in MS-Word. (3 marks)
- III. Explain any four types of 'case 'found in MS-Word (4 marks)
- IV. Distinguish between the two types of booting (2 marks)
- V. Describe any four mouse techniques as used in ICT (8 marks)
- VI. What is the keyboard shortcut for saving a document? (2 marks)

QUESTION FIVE

- I. Using two examples in each case, list two ways of classifying computers. (4 marks)
- II. Differentiate between softcopy and hardcopy output (2 marks)
- III. Differentiate between RAM and ROM as used in ICT (4 marks)
- IV. Describe the three files of mail merge. (5 marks)
- V. List five types of borders that can be used on a Word document. (5 marks)