MACHAKOS UNIVERSITY

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY
MODULE 1

COMPUTER APPLICATIONS

END OF TERM EXAMINAATION

JULY 2019

ALLOCATED TIME: TWO HOURS

INSTRUCTIONS TO THE CANDIDATES:

1. You should have the following for this examination:-
   - Answer booklet
2. Answer **ANY FOUR** questions
3. All the questions carry twenty marks

This paper consists of four printed pages

Candidates should check the question paper to ensure that all the pages are printed as indicated and that no questions are missing

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Question One

a. Explain the term computer as used in ICT. **(2 marks)**

b. Explain the role played by the following components within a computer system

    i.   Output devices

    ii.   Input devices **(2 marks)**

c. Explain *four* functions of operating systems **(8 marks)**

d. With the aid of a hierarchical diagram, illustrate the levels of computer software. **(4 marks)**

e. Outline any four impacts of internet in a business organization. **(4 marks)**

Question Two

a. Antony Mukabana; Procurement Officer with Express Communications Co. Ltd wants to purchase new computers for their new branch in Machakos town, outline four factors he should consider when purchasing the computers. **(8 marks)**

b. With the aid of an example, explain the function of each of the functions for each of the following DOS commands. **(6 marks)**

    i.   XCOPY

    ii.   ATTRIB

    iii.   RMDIR

c. Explain any three types of menus as used in computers. **(6 marks)**

Question Three

a. Explain the meaning of *menu* as used in I.C.T **(2 marks)**

b. Discuss the process of creating a folder called "MOD1" on the desktop. **(4 marks)**

c. Assuming that you are working on a Microsoft Office word - 2010 document, briefly explain the process of saving the document on the folder created in Question Three (b) above. **(4 marks)**

d. Outline any four uses of a word processing program **(3 marks)**

e. State any four components of a windows screen layout. **(4 marks)**

f. Outline any three ways that can used by organization to protect their data from unauthorized access. **(3 marks)**

Question Four

a. Discuss the use of the following parts of Microsoft Word 2010 as used in word processing.

    i.   Title bar **(2 marks)**

    ii.   Insertion point **(2 marks)**

b. Outline the functions of the following keys as used in word processing

    i.   Delete key **(2 marks)**

    ii.   Backspace **(2 marks)**

	iii.	Caps lock	**(2 marks)**
	iv.	Spacebar	**(2 marks)**
	v.	Enter Key	**(2 marks)**

c. Explain two ways through which any Microsoft Word user can use to insert tables to his/her document. **(6 marks)**

Question Five

a. Define the following terms as used in word processing:-
   i. Formatting **(2 marks)**
   ii. Editing **(2 marks)**
   iii. Header **(2 marks)**

b. In an effort to provide various ways in which to view your work in progress and remain organized, Word 2007 offers different views for your document. Outline four types of views.

   (4 marks)

c. Explain the three text alignment features used in Ms Word **(6 marks)**

d. Using the diagram below, answer illustrate the use of the parts (i-iv) as indicated on this MS word extract. **(4 marks)**