Machakos University College

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

DEPARTMENT OF   COMPUTING AND APPLIED SCIENCE

Examination for Diploma in Information science Dip one

Computer Application

Date: Thursday 27th 2014   Time:2:30-4:30 PM

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)