



Machakos University College

(A Constituent College of Kenyatta University)

University Examinations 2014/2015

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

EXAMINATION FOR DIPLOMA ONE IN ICT

COMPUTER APPLICATIONS

Date: 15/12/2014

Time: 8:30-10:30 AM

Instructions

Answer question ONE and any other TWO questions

Don't write on this question paper

Question One

- a) Assuming a windows 2007 environment, explain how you would perform each of the following tasks:
- Format a removable storage device e.g. flash disk;
 - Scan a removable storage device for viruses;
 - Copying a file from the desktop to a folder in my documents;
 - Set the system date and time.
- (8 marks)
- b) Given a personal computer system with the following secondary storage drive configuration:
- One internal DVD-RW drive.
 - No floppy disk drive.
 - One external DVD-RW drive connected to the system.
 - One USB flash memory connected to the system.
 - One internal HDD drive with no partitioning.
 - One memory card inserted into the system.
- Outline the letter names which would automatically be assigned to the storage drives for the PC described above. For removable drives, assume they were connected in the same order as in the list above.
- (5 marks)
- c) Outline **five** advantages of using a word processing program over a typewriter.
- (5 marks)
- d) Briefly explain the following word processing features:
- Find and Replace;
 - Thesaurus;
 - Autocorrect.
- (6 marks)
- e) Describe **two** areas where spreadsheet programs can be applied.
- (4 marks)
- f) Outline **four** examples of desktop publishing packages found in the market today.
- (2 marks)

Question Two

- a) Assuming you are a computer technician at Machakos university and a student calls you with a problem, describe **two** ways, in each case, in which you can solve the following examples of problems:
- He/she says that the computer has locked up (hang) and/or is acting weird;
(4 marks)
 - He/she says that the computer is completely dead or won't switch on (boot).
(4 marks)
- b) Differentiate between the following pair of terms in reference to word processing:
- Save and Save As;
 - Undo and Redo;
 - Superscript and Subscript;
 - Landscape and Portrait Orientation.
(8 marks)
- c) Differentiate between Alphanumeric keys and special keys found on a computer keyboard.
(4 marks)

Question Three

- a) Assuming a Microsoft word 2007 environment, identify the formatting features applied on the text below.
(7 marks)

CENTRAL PROCESSING UNIT (CPU)

It is the portion of a computer system that carries out the instructions of a computer program, to perform the basic arithmetical, logical, and input/output operations of the system. The CPU is the brain of the computer. Sometimes referred to



simply as the *central processor*, but more commonly called processor, the CPU is where most calculations take place. In terms of computing power, the CPU is the most important element of a computer system.

- b) In word processing, Indent refers to moving text away from the margin. Describe the **three** types of indents.
(6 marks)
- c) Outline **four** examples of spreadsheet programs available in the market today.
(2 marks)
- d) Outline **five** functions of database management software.
(5 marks)

Question Four

- a) Study the spreadsheet below of marks of two students in a diploma in ICT class at Machakos university and answer the questions that follow:

	A	B	C	D	E	F
1		C. A	MATHS	PROG.	TOTAL	
2	JOHN	45	18	28		
3	MARY	75	56	59		
4						

- i. Write down the formula that can be used to calculate the following:
- I. Total marks obtained by the two students in PROG (programming). (2 marks)
 - II. The highest mark obtained by Mary in the three units. (2 marks)
 - III. Count the number of students who scored 50 and above in Maths. (2 marks)
 - IV. Using the IF function, grade the students with the following criteria;
Total marks > 150 , Pass
Total marks < 150 , Fail (4 marks)
- b) Differentiate between the following pair of terms in reference to spreadsheets:
- i. Formulae and Functions; (2 marks)
 - ii. Relative and Absolute Referencing; (4 marks)
 - iii. Sorting and Filtering. (4 marks)

Question Five

- a) Describe the following terms in relation to windows 2007:
- i. GUI operating system;
 - ii. Menu bar. (4 marks)
- b) Briefly explain the following features of a database:
- i. Tables;
 - ii. Queries;
 - iii. Report. (6 marks)
- c) Differentiate between the following terms in relation to database.
- i. Field and Record;
 - ii. Primary key and Foreign Key; (4 marks)
- d) Databases offer the ability for creating relationships in the tables you have created.
Describe the **three** types of relationships in databases. (6 marks)