



MACHAKOS UNIVERSITY

University Examinations for 2017/2018

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

SECOND YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN
ELECTRICAL AND ELECTRONICS ENGINEERING

EED 208: COMPUTER PRINCIPLES

DATE: 14/12/2017

TIME: 8.30-10.30 AM

INSTRUCTIONS: Answer Question ONE and any other TWO Questions

QUESTION ONE

- a) *Define* the following terms as used in information technology giving examples for each.
- i. Pointing devices
 - ii. Scanning devices
 - iii. drives (6 marks)
- b) *Define* the following terms as used in Microsoft word
- i. Drop Cap
 - ii. Borders
 - iii. Alignments. (6 marks)
- c) Explain the process of *inserting* a Clip Art in MS Word (3 marks)
- d) State **two** components of *central processing unit*. (2 marks)
- e) Highlight the function of the following shortcut keys as used in Microsoft word
- i. Ctrl + I
 - ii. Ctrl+B
 - iii. Ctrl+z
 - iv. Ctrl+c (4 marks)

QUESTION TWO (20 MARKS)

- a) Explain the following functionalities of a mouse
 - i. Right click
 - ii. Double clicking
 - iii. Drag and drop (6 marks)
- b) Peter wants to set his picture as the background in his computer. Explain to him how he can achieve this (4 marks)
- c) List any **four** uses of a word processing program (4 marks)
- d) Explain the different types of *alignments* found in *MS word* (4 marks)
- e) Explain the process of setting a *hanging indent* in a MS Word document. (2 marks)

QUESTION THREE (20 MARKS)

- a) Explain the meaning of following terms as used in MS Word
 - i. Clip Art
 - ii. Word Art
 - iii. Text Box
 - iv. Thesaurus (4 marks)
- b) State difference between the following terms as used in computer systems:
 - i. Soft copy and Hard copy
 - ii. Footers and Headers
 - iii. Find and Replace
 - iv. Cold boot and warm boot (8 marks)
- c) Describe any **three** functions of *operating system* (6 marks)
- d) Explain the process of changing a computer screen saver (2 marks)

QUESTION FOUR

- a) Explain the **process** of mail merging a document (10 marks)
- b) State any **four** disadvantages of computerization of an organisation (4 marks)
- c) Explain the **three** methods of inserting a table in a MS Word document (6 marks)

QUESTION FIVE

- a) Explain the *process* of inserting **two** columns in a document (4 marks)
- b) Explain the differences between subscript and superscript (3 marks)
- c) Explain any **four** social implications of the introduction of computers to the modern society (8 marks)
- d) Explain any **five** factors that one should consider when buying a computer. (5 marks)