



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SECOND TERM EXAMINATION FOR

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

COMPUTER APPLICATIONS

DATE: 4/6/2021

TIME: 11.30-2.30 PM

INSTRUCTIONS

1. You should have the following for this examination:-

- Answer booklet

2. Answer **ANY FIVE** 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

QUESTION ONE

- a) Outline three categories of character cases as used in word processing. (6 marks)
- b) Webtech Enterprises prints duplicate receipts for her clients.
 - i. Describe the category of printers recommended for this task. (2 marks)
 - ii. State two examples of printers in the categories described in (i) (2 marks)
- c) With the aid of diagrams, explain the following types of DOS commands. (6 marks)
 - i. Internal commands
 - ii. External commands
 - iii. Performance optimization command
- d) Differentiate between cookies and history as used in internet applications. (4 marks)

QUESTION TWO

- a) Hapa Kule, a 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 aid of well labelled diagrams, illustrate three types of relationships as used in databases. (6 marks)
- c) Outline two types of menus as used in computers. (2 marks)
- d) Outline two characteristics of main frame computers. (4 marks)

QUESTION THREE

- a) Explain the meaning of digital marketing as used in I.C.T (2 marks)
- b) Discuss the process of creating a folder called “KNEC EXAM” on the desktop. (4 marks)
- c) Assuming that you are working on a Microsoft Office word document, briefly explain the process of saving the document on the folder created in Question Three (b) above. (4 marks)
- d) Outline two etiquette rules that should be observed while using email program. (4 marks)
- e) State four components of a windows screen layout. (4 marks)
- f) Explain the function of thesaurus feature used as in used in word processing programs. (2 marks)

QUESTION FOUR

- a) Outline two major advantages of using computer in any organization. (2 marks)
- b) Explain the function of each of the following terms as used in computers.
 - i. Hyperlink (2 marks)
 - ii. Email client (2 marks)
 - iii. Page break (2 marks)
 - iv. Signature line (2 marks)
- c) Discuss the use of the following features as used in word processing.
 - i. Drop cap (2 marks)
 - ii. Mail merging (2 marks)
- d) Outline the functions of the following keys as used in word processing
 - i. Delete key (2 marks)
 - ii. Backspace (2 marks)
 - iii. Enter Key (2 marks)

QUESTION FIVE

- a) Define the following terms as used in word processing:-
- i. footers (2 marks)
 - ii. End note (2 marks)
 - iii. margins (2 marks)
- b) In an effort to provide various ways in which to view your work in progress and remain organized, Ms Word offers different views for your document. Explain the use of print layout view: (2 marks)
- c) Explain the four types of views as used in presentation application software. (8 marks)
- d) Describe the procedure for printing documents in Ms Office. (4marks)

QUESTION SIX

- a) Explain three types of errors and suggest ways of correcting them in MS excel programs. (6 marks)
- b) State two advantages of using labels in a spreadsheet program. (4 marks)
- c) With the aid of a sketch in each case, describe the following features as used in word processing program:
- i. Strikethrough (2 marks)
 - ii. Page break (2 marks)
 - iii. Change case (2 marks)
 - iv. Increase Indent (2 marks)
 - v. WordArt (2 marks)