



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR FIRST TERM EXAMINATION FOR

CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY

1920/102: COMPUTER APPLICATIONS

DATE: 8/6/2021

TIME: 11.30-2.30 PM

INSTRUCTIONS

Answer all FIVE questions

Don't write on this question paper

QUESTION ONE

- a) Explain the function of the following keyboard combinations when applied in word processing document:
- i. Shift + Ctrl + >;
 - ii. Shift + F3;
 - iii. Ctrl + P
 - iv. Ctrl + V. (8 marks)
- b) Charlyn, a computer student, typed a document comprising several paragraphs using a word processing program. Outline the procedure she would follow to achieve each of the following;
- i. Select an entire paragraph; (2 marks)
 - ii. Select an entire document. (2 marks)
- c) Differentiate between the following;
- i. headers and footers;
 - ii. End notes and foot notes;

iii. Landscape and Portrait Orientation;

iv. Drop cap and Word Art.

(8 marks)

QUESTION TWO

a) Outline **four** features of the graphical user interface of an operating system.

(4 marks)

b) State the meaning of the following terms

i. Font size

ii. Font color

iii. Font style

(6 marks)

c) Differentiate between the following pair of terms in reference to word processing:

i. Undo and Redo;

ii. Superscript and Subscript;

iii. Line and Paragraph spacing

(6 marks)

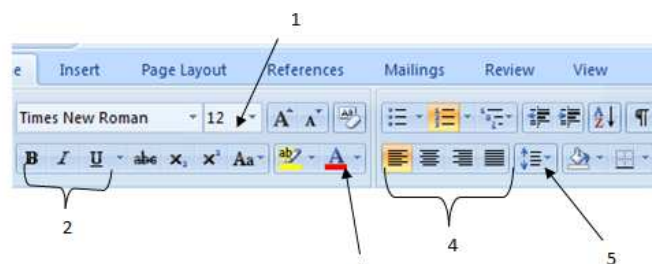
d) Highlight **two** purposes of sorting data.

(4 marks)

QUESTION THREE

a) Describe the function of the following word processing tools

(10 marks)



b) Assuming a Windows 7 environment, describe the following area of a computer desktop.



(2 marks)

c) Briefly explain the **four** types of alignments used in MS-Word

(8 marks)

QUESTION FOUR

- a) Describe any three configurations that can be done through control panel dialog box. (6 marks)
- b) Differentiate between numbers and Bullets as used in Ms Word (4 marks)
- c) Explain the meaning of the following terms as used in computing
 - i. Window
 - ii. Icon
 - iii. Computer desktop (6 marks)
- d) State any four types of lines spacing styles as used in word processing (4 marks)

QUESTION FIVE

- a) Outline how to carry out the following operations:
 - i. Create a folder on the desktop;
 - ii. Change the windows background appearance. (4 marks)
- b) Describe any three mouse techniques and indicate how they interact with icons in a GUI. (6 marks)
- c) 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. (6 marks)
- d) In word processing, indent means moving the text away from the margin. Describe two types of indents. (4 marks)