



MACHAKOS UNIVERSITY

University Examinations 2020/2021

SCHOOL OF ENGINEERING AND TECHNOLOGY
DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY
FIRST YEAR FIRST SEMESTER EXAMINATION FOR
CERTIFICATE IN INFORMATION TECHNOLOGY
COMPUTER APPLICATIONS I

DATE:

TIME:

INSTRUCTIONS

Answer question one in section A and any four questions in section B

SECTION A

QUESTION ONE (32 marks)

- a) Identify four components of a window in Microsoft windows and window-based applications. (4 marks)
- b) Describe two mouse operations. (2 marks)
- c) Differentiate between the following keys on the computer keyboard with respect to their use. (8 marks)
- i. Shift and Caps Lock
 - ii. Delete and Backspace
 - iii. Home and End
 - iv. Page Up and Page Down.
- d) Differentiate between the following pairs of terms as used in computers. (8 marks)
- i. Soft copy and Hard copy
 - ii. Save and Save As
 - iii. Move and copy
 - iv. Cold boot and warm boot

e) 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)

SECTION B

QUESTION ONE (17 MARKS)

- a) Identify three examples of menus found in Microsoft windows and window-based applications (3 marks)
- b) Identify four components of a dialog in Microsoft windows and window-based applications. (4 marks)
- c) Explain how the following keyboard keys are used. (2 marks)
 - i. Enter
 - ii. Insert
- d) Differentiate between the following pairs of terms in relation to computers: (8 marks)
 - i. file and folder
 - ii. folder and sub folder

QUESTION TWO (17 MARKS)

- a) State the function(s) of the following computer keyboard keys. (1 mark)
 - i. ESC
 - ii. Ctrl
- b) Outline the procedure of creating a folder on the desktop of a microcomputer. (3 marks)
- c) Classify the following software as either operating system or application software. (4 marks)
Microsoft Windows, Linux, Microsoft Excel, Microsoft Word
- d) Outline the steps a computer user would follow to achieve the following in Microsoft Word.
 - i. Create a table (3 marks)
 - ii. Apply paragraph spacing (3 marks)
 - iii. Create a numbered list (3 marks)

QUESTION THREE (17 marks)

- a) State one example of a computer aided design application software. (2 marks)
- b) Outline the steps a computer user would follow to achieve the following in Microsoft Word.
 - i. Create text columns (3 marks)
 - ii. Apply line spacing (3 marks)
 - iii. Create a bulleted list (3 marks)
- c) Explain the following terms as used in an application package like a Word Processing software
 - i. Title bar (2 marks)
 - ii. Scroll bar (2 marks)
 - iii. Menu bar (2 marks)

QUESTION FOUR (17 marks)

- a) State the use of the following features as used in word processing.
 - i. Drop cap (2 marks)
 - ii. Mail merging (2 marks)
- b) In word processing, *indent* means moving the text away from the margin. Identify two types of indents. (2 marks)
- c) Outline the functions of the following keys as used in word processing
 - i. Delete key (1 marks)
 - ii. F1 (2 marks)
- d) Explain the function of thesaurus feature as used in word processing programs. (2 marks)
- e) Describe the following terms as used in word processing;
 - i. footer (2 marks)
 - ii. end note (2 marks)
 - iii. margins (2 marks)

QUESTION FIVE (17 marks)

- a) List two cursor movement keys and two editing keys. (4 marks)
- b) Identify two spreadsheet software found in the market today. (2 marks)
- c) Describe three spreadsheet application areas. (3 marks)
- d) State one example of a desk-top publishing application software. (2 marks)
- e) Explain the role of recycle bin in Microsoft windows. (2 marks)
- f) Differentiate between the following pairs of terms as used in application packages.
 - i. Subscript and superscript (2 marks)
 - ii. Headers and Footers (2 marks)