



**MASINDE MULIRO UNIVERSITY OF  
SCIENCE AND TECHNOLOGY  
(MMUST)**

**MAIN CAMPUS**

**UNIVERSITY EXAMINATIONS  
2021/2022 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER EXAMINATIONS**

**FOR THE DIPLOMA  
IN  
PUBLIC RELATIONS AND CREATIVE ADVERTISING**

**COURSE CODE: DPA 104**

**COURSE TITLE: INTRODUCTION TO COMPUTER  
APPLICATIONS**

**DATE: Thursday 28/04/2022**

**TIME: 12:00-2:00p.m**

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INSTRUCTIONS TO CANDIDATES

Attempt Question ONE (compulsory) and any other TWO questions

TIME: 2 Hours

MMUST observes ZERO tolerance to examination cheating

This Paper Consists of 4 Printed Pages. Please Turn Over. ▲

### **QUESTION ONE [COMPULSORY-30 MARKS]**

- a) Define the following terms;
- i. Computer [1 Mark]
  - ii. Operating system [1 Mark]
  - iii. Folder [1 Mark]
  - iv. Icon [1 Mark]
- b) Explain any FOUR application softwares and give examples of each [4 Marks]
- c) Distinguish between the following terms:  
i: Input devices and Output devices [6 Marks]  
ii: Impact printers and Non-impact printers  
iii: Hardware and software  
iv: Keyboard and Mouse
- d) Explain THREE uses of email in organizations. [6 Marks]
- e) Briefly explain some security measures that can be put in place to protect documents in your computer. [4 Marks]
- f) Describe THREE functions of an operating system. [6 Marks]

### **QUESTION TWO [20 MARKS]**

- a) Describe how you could carry out the following tasks  
(i) Mail merging [4 Marks]  
(ii) Inserting page numbers in a document [2 marks]
- b) Distinguish between Slide transition and Slide Animation as used in Ms. PowerPoint. [4 Marks]
- c) Differentiate between a status bar and a task bar in a windows environment. [2 Marks]
- d) Explain FIVE applications of the Internet to public relations officers. [5 Marks]
- e) Explain how to create a folder on the computer. [3 Marks]

### **QUESTION THREE [20 MARKS]**

- a) Distinguish between Slide transition and Slide Animation as used in Ms. PowerPoint. [4 Marks]
- b) Outline SIX factors to be considered when creating a presentation using Ms. PowerPoint. [6 Marks]
- c) Distinguish between system software from applications software giving an example of each [4 Marks]
- e) Explain the following terms  
(i) A spreadsheet and workbook [2 Marks]

- (ii) Autosum and Auto fill
- (iii) Function and formula

[2 Marks]  
[2 Marks]

### QUESTION FOUR [20 MARKS]

- a)
- i. Distinguish between *relative* and *absolute referencing* [2 Marks]
  - ii. Explain FOUR features of Ms. Excel that make it suitable for performing calculations. [4 Marks]
  - iii. Describe the process of placing charts in Ms. Excel. [4 Marks]
  - iv. Define the term “cell” as used in Ms. Excel [2 Marks]
- b) Use the following Excel Spreadsheet to answer the questions that follow:

| F5 |                      | fx           |              |   |
|----|----------------------|--------------|--------------|---|
|    | A                    | B            | C            | D |
| 1  | <b>Subject</b>       | <b>Score</b> | <b>Grade</b> |   |
| 2  | Maths                | 79           |              |   |
| 3  | English              | 81           |              |   |
| 4  | Kiswahili            | 66           |              |   |
| 5  | Social Studies       | 69           |              |   |
| 6  | Science              | 89           |              |   |
| 7  | <b>Total Score</b>   |              |              |   |
| 8  | <b>Average Score</b> |              |              |   |
| 9  |                      |              |              |   |
| 10 |                      |              |              |   |
| 11 |                      |              |              |   |
| 12 |                      |              |              |   |
| 13 |                      |              |              |   |

- i. Write a function to calculate the pupil's total score [2 Marks]
- ii. In which cell would you write the above function [1 Mark]
- iii. Write a function that would calculate the pupil's average score [2 Marks]
- iv. Write a function to assign the grade for Maths score based on the following scales: [2 Marks]

|          |   |
|----------|---|
| 75 – 100 | A |
| 60 – 74  | B |
| 50 - 59  | C |
| 40 - 49  | D |
| 0 - 39   | E |

- v. Explain how one would apply the function written above for the other subjects [1 Mark]

**QUESTION FIVE [20 MARKS]**

- a) Draw a well labelled diagram of a model of a computer system and give examples of the devices in each functional part of a computer. [10 Marks]
- b) Discuss the pros and cons of computers use in the world today. [10 Marks]