



*(University of Choice)*

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

**MAIN CAMPUS**

**UNIVERSITY EXAMINATIONS  
2018/2019 ACADEMIC YEAR**

**FOR THE CERTIFICATE**

**IN**

**SOCIAL WORK/CRIMINOLOGY**

**COURSE CODE: CCR 004/CSD 04**

**COURSE TITLE: COMPUTER APPLICATIONS**

**DATE: 23/05/2019**

**TIME: 9:00-11:00 AM**

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**INSTRUCTIONS TO CANDIDATES**

Answer **Questions ONE** and **ANY OTHER TWO**.

**TIME: 2 HOURS**

MMUST observes **ZERO** tolerance to examination cheating

This Paper Consists of 3 Printed Pages. Please Turn Over. ►

### QUESTION ONE

- a) Define the following terms
  - i) Computer [2 Marks]
  - ii) Hardware [2 Marks]
  - iii) Data [2 Marks]
  - iv) Information [2 Marks]
  - v) Software [2 Marks]
- b) Discuss FOUR advantages of computers. [8 Marks]
- c) List FOUR examples of a computer input devices. [4 Marks]
- d) What is an operating system? [1 Mark]
- e) State THREE examples of modern operating systems in use today. [4 Marks]
- f) Enumerate facilities required to connect to the internet. [3 Marks]

### QUESTION TWO

- a) List SIX features of a word processing software. [6 Marks]
- b) Outline how you would perform the following in MS word.
  - i) Save a document [2 Marks]
  - ii) Bold text [2 Marks]
  - iii) Select text [2 Marks]
- c) Discuss the role of computers in your area of specialization. [8 Marks]

### QUESTION THREE

- a) Define the following terms as used in internet applications. [8 Marks]
  - i) Internet
  - ii) Browser
  - iii) Website
  - iv) URL
- b) State FIVE disadvantages of using the internet. [5 Marks]
- c) State the FOUR classifications of digital computers in use today which is based on their size and their general purpose. [4 Marks]
- d) State the functions of the following keyboard shortcuts as used in MS word. [3 Marks]
  - i) CTRL + C
  - ii) CTRL + V
  - iii) CTRL + S

### QUESTION FOUR

- a) Clearly differentiate between system software and application software. [4 Marks]
- b) List any FOUR types of application software. [4 Marks]
- c) Define what MS power point is. [2 Marks]
- d) List FOUR different views in MS power point software. [4 Marks]
- e) List any FOUR physical parts of a computer. [4 Marks]
- f) Differentiate between a slide and a slide show as used MS power point. [2 Marks]

### QUESTION FIVE

- a) Define the following terms as used in MS excel.
  - i) Cell [2 Marks]
  - ii) Work sheet [2 Marks]
  - iii) Formula [2 Marks]
  - iv) Function [2 Marks]
- b) Define what a spreadsheet is. [2 Marks]
- c) Discuss THREE important features of spreadsheet. [6 Marks]
- d) Describe why a word processing application is important to an organization and state any two word processing software application you would recommend for use. [4 Marks]