



(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

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]