



(University of Choice)

# **MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**(MMUST)**

**MAIN CAMPUS**

**UNIVERSITY EXAMINATIONS**

**2021 / 2022 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER EXAMINATIONS**

**FOR THE CERTIFICATE**

**IN**

**RADIO PRODUCTION**

**COURSE CODE: CRP 105**

**COURSE TITLE: INTRODUCTION TO COMPUTERS**

**DATE: Wednesday 27/04/2022**

**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 3 Printed Pages. Please Turn Over. ▲

### QUESTION ONE (30 MARKS)-COMPULSORY

- a. Define the following terms: (4 Marks)
- Computer
  - Data
  - Hardware
  - Input devices
- b. Briefly describe FIVE features of Word processors. (5 Marks)
- c. State the FOUR major functions of a computer system. (4 Marks)
- d. Explain FOUR functions of an operating system (4 Marks)
- e. Describe FIVE guidelines to consider when creating a PowerPoint presentation. (5 Marks)
- f. Briefly explain FOUR characteristics of a computer. (4 Marks)
- g. State the computer device that performs the following functions: (4 Marks)
- A device that transfers/displays data from a computer onto paper
  - A pointing device that has two buttons and resembles a rodent
  - A scanner used in supermarkets
  - A storage device used to store music and videos with a minimum storage capacity of 4.7GB

### QUESTION TWO (20 MARKS)

- a. Distinguish between a system software and application software (2 Marks)
- b. i. State FOUR examples of operating systems used in computers or mobile phones (4 Marks)
- ii. Which operating system works best in the media industry and why? (3 Marks)
- c. Explain FIVE ways to protect data/information and computers from theft in media (5 Marks)
- d. Describe with the use of examples, applications of computers in the media industry. (6 Marks)

### QUESTION THREE (20 MARKS)

- a. Explain the meaning of each of the following concepts as used in MS Excel (5 Marks)
- Worksheet
  - Cell
  - Formula
  - Function
  - Chart

b. Study the Ms. Excel table below

A	B	C	D	E	F	G	H
Name	Adm. No.	CAT 1	CAT 2	Total	Average	Remark	Position
1	Maina John	60	70				
2	Ken Korir	75	55				
3	Bernard K	50	59				
4	John Soi	80	79				
	<b>Average</b>						

- i. Write the formula to compute the following
  - a) Total Mark for each student **(2 Marks)**
  - b) Average Mark for each student **(2 Marks)**
  - c) Class Average in CAT 1 **(2 Marks)**
  - d) Class Average in CAT 2 **(2 Marks)**
- ii. Explain the use of spreadsheets such as Ms. Excel as used in the media industry. **(7 Marks)**

#### QUESTION FOUR (20 MARKS)

- a. You have been asked to send e-mails to many different people in your organization through mail merging.
  - i. Explain the three different types of documents used in mail merging **(6 Marks)**
  - ii. Discuss the importance of mail Merge **(2 Marks)**
- b. Describe THREE uses of Ms. Word to a journalist. **(6 Marks)**
- c. Distinguish between input devices and output devices. **(2 Marks)**
- d. What do the following keyboard shortcuts do in Ms. Word **(4 Marks)**
  - i. CTRL+S
  - ii. CTRL+P
  - iii. CTRL+B
  - iv. CTRL+U

#### QUESTION FIVE (20 MARKS)

- a. Differentiate between the term software and hardware. **(2 Marks)**
- b. i. What does the term "internet" mean? **(1 Mark)**
  - ii. List TWO softwares that can be used to access the internet. **(1 Mark)**
- c. **Discuss** the positive and negative impact of use of computers. **(10 Marks)**
- d. Explain THREE current trends that involve use of computing devices in the media industry. **(6 Marks)**