



(University of Choice)

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

**UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR SEMESTER I**

FOR THE DIPLOMA

IN

SOCIAL WORK/CRIMINOLOGY AND CRIMINAL JUSTICE

COURSE CODE: DSC 053/DCR 053

COURSE TITLE: COMPUTER APPLICATIONS

DATE: 22/5/2019 TIME: 2:00-4:00PM

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) Describe the following classifications of computers and give examples of each.
- i) Analogue computers [3 Marks]
 - ii) Digital computers [3 Marks]
 - iii) Hybrid computers [3 Marks]
- b) Computer software is categorized into two, system and application software. List FIVE examples of applications software. [5 Marks]
- c) Briefly explain FIVE major advantages of using computers as opposed to manual systems in our day to day lives. [10 Marks]
- d) Explain the functions of the following computer units.
- i) Input device [2 Marks]
 - ii) Output device [2 Marks]
 - iii) Central processing unit (CPU) [2 Marks]

QUESTION TWO

- a) State the function of the following keyboard short cut keys as used in word processing soft wares. [4 Marks]
- i) CTRL + X
 - ii) CTRL + C
 - iii) CTRL + V
 - iv) CTRL + A
- b) Outline any SIX features of word processing software. [6 Marks]
- c) Describe how you can perform the following tasks using Microsoft Word.
- i) Creating a new document [2 Marks]
 - ii) Saving a document [2 Marks]
 - iii) Deleting text [2 Marks]
- d) List FOUR types of documents you can create, edit and format using Microsoft Word. [4 Marks]

QUESTION THREE

- a) State and explain FOUR important features of Microsoft Excel. [8 Marks]
- b) Clearly differentiate between a formula and a function as used in MS excel. Give an example(s) of each. [4 Marks]
- c) Use the data given below to write a formula or function for the following questions within the range:

	A	B	C	D	E	F	G
1		Mon	Tue	Wed	Thur	Fri	TOTAL
2	Breakfast	3,560	3,186	2,952	3,395	3,436	
3	Lunch	20,163	21,416	19,912	19,681	18,628	
4	Bar	9,873	12,172	12,642	12,711	18,846	
5	Snacks	2,405	3,544	2,694	3,120	3,712	
6	TOTALS						

- i) Calculate the total amount of money spend for breakfast. [2 Marks]
- ii) Calculate the amount of money allocated for Monday (breakfast, lunch, bar, and snacks). [2 Marks]
- iii) Calculate the difference between the totals of Fri and that of Wed. [2 Marks]
- d) Differentiate between SAVE and SAVE AS as used in Microsoft office packages. [2 Marks]

QUESTION FOUR

- a) Explain the role of computers in the following areas.
 - i) In education [3 Marks]
 - ii) In business [3 Marks]
 - iii) Home use [3 Marks]
- b) Why is internet important in our daily lives? [5 Marks]
- c) Discuss the role of the computers in your area of specialization. [6 Marks]

QUESTION FIVE

- a) List FOUR different views of MS power point software. [4 Marks]
- b) Define the following terms as used in power point presentation design. [4 Marks]
 - i) Slide
 - ii) Slide show
 - iii) Slide animations
 - iv) Slide transition
- c) Discuss the procedures used to create a new publication using design templates. [4 Marks]
- d) Define what an operating system is? [2 Marks]
- e) State SIX functions of an operating system. [6 Marks]