

60



(University of Choice)

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

(MMUST)

MAIN CAMPUS

UNIVERSITY EXAMINATIONS

2022/2023 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER MAIN EXAMINATION

FOR THE DIPLOMA

IN

SOCIAL WORK AND CRIMINOLOGY

COURSE CODE: DSC 053

COURSE TITLE: COMPUTER APPLICATIONS

DATE: 26/4/2023

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 4 Printed Pages. Please Turn Over.

Question one (30Marks)

1. Define the following terms as used in computer applications. [3 Marks]
 - i) Computer
 - ii) Software
 - iii) Cell

2. State three characteristics of a computer [3 Marks]
3. There are several types of operating systems in use today. State three examples of Operating systems which you are familiar with. [3 Marks]

4. State three functions of the operating system. [3 Marks]

5. Explain any three measures that can be used to combat computer crime. [3 Marks]

6. Name any three secondary storage devices [3 marks]

7. Give any three default icons found on a desktop of a computer [3 marks]

8. Give an example of a: [3 marks]
 - i) Device that reads data.
 - ii) Pointing device.
 - iii) Voice input device.

9. List any three major services provided of the Internet. [3 marks]

10. State the function of the following buttons on file menu [5 marks]
 - i) Save
 - ii) Save as
 - iii) Undo

Question two (20Marks)

- a) A computer must go through the process of booting/initialization before use.
 - i. Briefly explain the term “computer booting”. [2 Marks]
 - ii. Explain what happens in the computer during the booting process. [2 Marks]
 - iii. Give and explain two types of booting. [4 Marks]

- b) Explain briefly the following concepts as used in the Windows environment:
 - i. Desktop. [2 Marks]
 - ii. Window. [2 Marks]
 - iii. Icon. [2 Marks]

- c) Briefly outline the procedures for performing the following functions in a windows environment.
 - i. Creating a folder [2 Marks]
 - ii. Shutting down a computer [2 Marks]
 - iii. Saving a document [2 Marks]

Question three (20Marks)

- a) What is Electronic spreadsheet software? [2 Marks]
- b) Explain the use of electronic spreadsheet software in business organizations. [4 marks]
- c) Distinguish between the following sets of terms as used in spreadsheets.
 - (i) Worksheet and workbook. [2 Marks]
 - (ii) Row and column. [2 Marks]
- d) Below is a simple payroll. Use the data given below to write a formula or function for the following

	A	B	C	D	E	F	G	H	I
1	Name	Hours Worked	Hourly Rate	Basic Pay	Gross Pay	Tax Deductions	NSSF Contributions	Allowances	Net Pay
2	John	8	200						
3	Peter	12	450						
4	Sam	22	300						
5	Njogu	30	286						
6	Mary	16	220						
7	Sally	45	468						
8	Jane	15	150						
9	Tina	3	280						

questions within the range:

Write formulae using cell names for the following expressions. State where the formula is placed.

- i) Basic Pay = Hours Worked * Hourly Rate. [2 Marks]
- ii) Allowances are allocated at 10% of the Basic Pay. [2 Marks]
- iii) Gross Pay = Basic Pay + Allowances. [2 Marks]
- iv) Tax Deduction is calculated at 20% of the Gross Pay. [2 Marks]
- v) Net Pay = Gross Pay – Tax Deductions. [2 Marks]

Question four (20Marks)

- a) You have been invited by the state department of social services as a Social Worker or a probation officer for an interview. One of the requirements is to be computer literate. You have been asked to explain using examples how you apply the knowledge of computers in your office when you get employed. Convince the panel that you are the candidate for the job. [10 Marks]
- b) Majority of computers in use are digital. Depending on their use of their application, digital computers can be classified according to; physical size, functionality and purpose. Giving examples in each, explain where these computers can be used. [10 Marks]

Question five (20marks)

- a) Define the following terms as used in power point presentation design. [5 Marks]
- i) Title
 - ii) Slide
 - iii) Slide show
 - iv) Slide animations
 - v) Slide transition
- b) Mary wants to prepare her report in power point about a project they did in social work. Advise her on the tips that will help her PowerPoint slide shows look professional and promote effective visual clues to help her get points across [10 Marks]
- c) Explain FIVE benefits of the Internet [5 Marks]