



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF SCIENCE
AND TECHNOLOGY**

BUTULA CAMPUS

UNIVERSITY EXAMINATIONS

2023/2024 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATIONS

IN

SOCIAL WORK AND COMMUNITY DEVELOPMENT

COURSE CODE: CCR 004

COURSE TITLE: COMPUTER APPLICATION

DATE: 6/12/2023

TIME: 12:00 – 2:00PM

INSTRUCTIONS TO CANDIDATES

Answer Question **One** and any other **Two** questions

TIME: 2 Hours

MMUST observes ZERO tolerance to examination cheating

Question ONE [30 Marks]

- a. Name 5 components of a computer (3Marks)
- b. Explain the difference between RAM and ROM? (3Marks)
- c. What are peripheral devices? Give 3 examples. (3Marks)
- d. What is the difference between a cell, a column, and a row in excel? (3Marks)
- e. Give 3 examples of excel functions and define what they do. (5Marks)
- f. Name 4 applications of a word processor. (2Marks)
- g. What is the difference between a computer and a computer system? (2Marks)
- h. What is the difference between a bit and a byte? (3Marks)
- i. What is the brain of the computer? (1 Mark)
- j. Define and give two examples of operating system. (5Marks)

Question TWO [20 Marks]

There are three stages of computing which include input, processing, and output. Explain what happens at each stage. (6Marks)

Draw a basic diagram of the CPU and list its major components. (5marks)

Which parts of the CPU are associated to the following functions;

- a. Perform arithmetic and logic operations (2Marks)
- b. Store programs and data so that they are ready for use when the CPU needs them. (2Marks)

The CPU rely on programs to function. Explain how the CPU work with programs. (5Marks)

Question THREE [20 Marks]

Explain how you can use spreadsheet in your area of specialization. (5Marks)

Describe the steps involved in sorting and filtering data in a spreadsheet. (7marks)

How is a Formula different from a Function in Excel? (4Marks)

How will you write the formula for the following? Multiply the value in cell A1 by 10, add the result by 5, and divide it by 2. (4Marks)

Question FOUR [20Marks]

Define the term internet (2Marks)

State Six benefits of the Internet. (6Marks)

List Four types of application Software (4Marks)

Clearly differentiate between computer hardware and software (4Marks)

Distinguish between data and information as used in computing (4Marks)

Question FIVE [20Marks]

a) Outline how you would perform the following in MS word.

- i) Italicize typed text (2Marks)
- ii) Centre align your text (2Marks)
- iii) Saving your word document for the first time (2Marks)
- iv) Changing the color of your text (2Marks)

b) William is working in company Z and his manager asks him to capture some data in a piece of paper electronically. The data include the names of customers, their location, contact, and the amount of products they ordered in the last 10 months. He asks you to automatically sort the data in descending order to capture the customer with the highest number of orders to the lowest.

- i) Between spreadsheet and word processor which one will you use to complete this task? Why? (4Marks)
- ii) For the option you choose in (i) above, explain how you will record the data and how you will sort them in descending order. (8Mark)