



(University of Choice)

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

MAIN CAMPUS

UNIVERSITY EXAMINATIONS

MAIN EXAM

2023/2024 ACADEMIC YEAR

FIRST YEAR SEMESTER ONE EXAMINATION

FOR THE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION

**COURSE CODE: DPA 104 COURSE TITLE: INTRODUCTION TO COMPUTER
APPLICATIONS**

DATE:-----

TIME: 2HRS

INSTRUCTIONS TO CANDIDATES:

Answer Question **ONE** and any Other **TWO** questions

Answer -----

TIME: 2 Hours

QUESTION ONE (30 marks).

- a. i. What is a digital computer 2mk
- ii. Giving at least three examples define the term computer peripherals? 4mks.
- ii. State the major functions of an electronic computer 5mks
- iii. Describe any three types of keys on a computer keyboard 3mks
- iv. Printers are the major output hardware used to output printed hardcopy documents. Explain the major two types of printers 4mks
- b. i. Discuss the functions of the three major components of the CPU. 6mks
- ii. Describing their functions, state the types of RAM 6mks

QUESTION TWO (20mks).

- a. State two examples of spreadsheet software 2mks
- b. Define the following terms as used in spreadsheet. 3mks.
 - i. Cell.
 - ii. Workbook.
 - iii. Worksheet.
- c. Explain the three types of cell referencing in spreadsheet giving an example for each case 3mks
- d. Describe the procedure of representing statistical data of spreadsheet in graphical way using bar charts 4mks
- e. Describe the procedure for highlighting continuous cells in a spreadsheet 3mks
- f. Write an excel formula that performs the following computations
 - i. Product 2mks
 - ii. Sum 2mks
 - iii. Returns maximum value 1mk

QUESTION THREE (20 marks).

- a. Computers are applied in diverse fields. Discuss 6mks.
- b. Stating examples, define the term word processor 3mks
- c. Describe the procedure for starting Microsoft word. 4mks.
- d. Give the meaning of the following abbreviations as use in MS office. 5mks
 - i. CTRL + X
 - ii. CTRL + Y
 - iii. CTRL + Z
 - iv. CTRL + A
 - v. CTRL+ C
- e. State the procedure of adding a clip art to an MS word document 2mks

QUESTION FOUR (20 marks)

- a. What is computer network? 2mks
- b. Differentiate the following terms: internet, intranet and extranet 3mks

- c. A class eight students wanted to join Facebook, explain to him what he needs to connect to internet. 3mks
- d. Explain three types of computer networks 3mks.
- e. Network topology is the layout structure of a computer network. State any network topologies you know 3mks
- f. Discuss the pros and cons of internet 5mks

QUESTION FIVE (20 Marks).

- a. State and explain the major mouse operations. 8mks
- b. Introduction of computers have contributed both negative and positive to our community. Discuss. 6mks
- c. Describe the procedure for saving a document for the first time. 2mks.
- d. An operating system is considered as one of the most important system software. Describe four functions of an operating system 4mks