(*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: CRP 105 COURSE TITLE: INTRODUCTION TO COMPUTER

DATE:-----------------------------------   **TIME: 2HRS**

INSTRUCTIONS TO CANDIDATES:
Answer Question **ONE** and any Other **TWO** questions

    Answer -------------
TIME: 2 Hours

MMUST observes ZERO tolerance to examination cheating

Paper Consists of 3 Printed Pages. Please Turn Over

QUESTION ONE (30 Marks).

    a. Define the following terms as use in computer applications.   5mks
- i. Data
- ii. Information
- iii. Hardware.
- iv. Software.
- v. Computer virus

    b. Discuss the major classification of computers based on computer purpose.   4mks.

    c. Computer system is divided into different parts. Explain the functions of following computer units.   4mks.
- i. Input devices
- ii. Output device
- iii. Central processing unit
- iv. Storage unit

    d. Describe the procedure for creating a folder in windows explorer   3mks

    e. Differentiate between internet, Internet and extranet   3mks

    f. Adoption of computers have greatly improved people's livelihood. Discuss.   6mks

    g. Operating system is considered as one of the most important software on a computer. Validate this statement.   5mks

QUESTION TWO (20 Marks).

    a. Explain the use of the following shortcuts used in computer.   4mks
- i. CTRL + X
- ii. CTRL+ C
- iii. CTRL+ Z
- iv. CTRL+Y
- v. CTRL+A

    b. Explain different features found in Microsoft office word.   6mks

    c. Describe the procedure for performing the following operations.   6mks
- i. opening an existing document
- ii. Saving a document.
- iii. Printing a document

    d. State different document view in MS word.   3mks

QUESTION THREE (20 Marks)

a. Distinguish between a formula and a function   4mks

b. Define the following terms as used in MS Excel   3mks
   - i. Worksheet
   - ii. Workbook
   - iii. Range

c. Discuss the advantages of MS excel.   5mks

d. Write an excel formula that performs the following computations
   - i. Product   2mks
   - ii. Sum   2mks
   - iii. Computes maximum value   2mks
   - iv. Returns Minimum value   2mks

QUESTION FOUR (20 MARKS).

a. State the role of computers in your area of specialization.   6mks

b. Distinguish between application software and system software   4mks

c. Introduction of internet has positively affected the lives of people. Discuss   6mks

d. Explain how human beings communicate to computers   4mks

QUESTION FIVE (20 Marks).

a. Contrast between database and database management system.   4mks

b. State the functions of database management system.   5mks

c. Explain the application of presentation software   2mks

d. Definition of following terms used in slide presentation.   4mks
   - i. Title
   - ii. Slide
   - iii. Slide show
   - iv. Slide animation

e. State five views of the slide.   5mks