



**SUPPLEMENTARY/ SPECIAL EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF  
DIPLOMA IN COMMUNITY DEVELOPMENT, DIPLOMA IN ANIMAL HEALTH, DIPLOMA  
IN CRIMINOLOGY AND SECURITY STUDIES, DIPLOMA IN PROJECT MANAGEMENT,  
DIPLOMA IN TOURISM AND HOSPITALITY MANAGEMENT**

**COSC 0102: INTRODUCTION TO COMPUTER APPLICATIONS**

**STREAMS: DIP (CDEV, ANHE, CRSS, PPMA, TOHM)**

**TIME: 2 HOURS**

**DAY/DATE: MONDAY 01/02/2021**

**8.30 AM – 10.30 AM**

**INSTRUCTIONS:**

- Answer question **ONE** and **TWO** other questions
- Do not write anything on the question paper
- This is a **closed book exam**, no reference materials are allowed in the examination room
- There will be **NO** use of mobile phones or any other unauthorized materials
- Write your answers legibly and use your time wisely.

**Question one (30 marks)**

- a. What do you understand by the following terms as used in Microsoft word (4marks)
  - i. Save and save as
  - ii. Subscript and superscript
- b. Explain the application of computers in the following sectors
  - i. Banking (2marks)
  - ii. Communication industry (2marks)
  - iii. Industries (2marks)
- c. differentiate between data and information (4marks)
- d. give three examples of special purpose computers (3marks)
- e. differentiate between cold and warm booting (2marks)
- f. state any three factors to consider when buying an application package (3marks)
- g. list any three examples of presentation graphic packages (3marks)
- h. Name any three input devices (3marks)

- i. Differentiate between field and a record (2marks)

**SECTION B (ANSWER ANY TWO QUESTIONS)**

**Question two (20marks)**

- a. State and briefly explain the five categories of keys found on a standard keyboard (10marks)
- b. Giving an example for each differentiate between application and system software (6marks)
- c. Distinguish between data and database (4marks)

**Question three (20marks)**

- a. Outline how you would perform the following
- i. Italicize typed text [2 marks]
  - ii. Centre align your text [2 marks]
  - iii. Saving your word document for the first time [2 marks]
  - iv. Inserting bullets [2marks]
- b. List four things that can spoil a printer if they are not of the correct specification and explain what damaged may be caused (8marks)
- c. State and explain the two principal ways of connecting to the internet (4marks)

**Question four (20marks)**

- a. Use the following spread sheet table to answer the questions that follows.

	A	B	C	D	E
1	MARK LIST FOR CATS				
2	NAME	CAT 1	CAT 2	TOTAL	AVERAGE
3	ESTHER				
4	JOSEPH				
5	TOM				
6	ANN			####	

- i. Explain the formatting in A1:E1 (2 marks)
- ii. Write down the function that would give the average for Esther. (3 marks)
- iii. After computing the total for ANN, the cell D6 appeared as shown in the table. Explain the cause of this and how it can be rectified. (3 marks)
- iv. In cell E5 you computed the average and got the result inform of date format. Explain how you would modify this to get the correct average for TOM.(2 marks)

- b.** List and explain five ways in which computer viruses can be spread  
(10marks)

**Question five (20marks)**

- a. With an aid of a diagram; describe three major Local Area Network topologies.  
(12marks)
- b. Computers can be classified into many different categories, discuss the classification of computers according to purpose.  
(6marks)
- c. Name any three views available in power point  
(2marks)
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