

CHUKA



UNIVERSITY

SUPPLEMENTARY / SPECIAL EXAMINATIONS

**EXAMINATION FOR THE AWARD OF CERTIFICATE AND DIPLOMA IN
COMMUNITY DEVELOPMENT**

COSC 0102: INTRODUCTION TO COMPUTER APPLICATIONS

STREAMS: Y1S1, ANHE Y1S1, CRSS Y1S1, PPMAY1S1, TOHM Y1S1

TIME: 2 HOURS

DAY/DATE: TUESDAY 17/11/2020

11.30 A.M - 1.30 P.M.

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)

COSC 0102

- 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			####	

COSC 0102

- 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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