

THARAKA



UNIVERSITY

COLLEGE

(A Constituent College of Chuka University)
UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF
BACHELOR OF EDUCATION ARTS**

COSC 103: INTRODUCTION TO COMPUTER APPLICATION

STREAMS: BED (ARTS) P/T YIS2

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 15/04/2020

2.30 PM – 4.30 PM

- Answer question **ONE** and **TWO** other questions

SECTION A (Answer ALL questions in this section)

QUESTION ONE (30 Marks)

- Distinguish between each of the following terms: (6 marks)
 - System Software and Application Software
 - RAM and ROM
 - Data and Information
- State and explain **THREE** classifications of networks according to geographical coverage (6 Marks)
- Explain the steps one takes to start up and use a computer (4 Marks)
- List **ONE** example of each of the following parts of a computer (2 Marks)
 - Output Device
 - Input Device
- Explain the function of each of the following components: (4 Marks)
 - Motherboard
 - CPU
 - Memory

iv. Expansion Card

- f. Explain the difference between formatting and proof reading a document as used in word processing applications (4 Marks)
- g. List any FOUR mouse actions used in operating a computer (4 Marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20 Marks)

- a. Computers play a major role in our daily lives. Discuss FIVE major applications of computers in society today. (10 marks)
- b. Explain in detail the steps to take to create and send a mail merged letter. (6 Marks)
- c. List TWO examples of Windows Operating systems (2 Marks)
- d. Explain the term alignment as used in MS-Word (2 marks)

QUESTION THREE (20 Marks)

- a. Browsing/surfing refers to the process of accessing Internet resources. Explain three ways of browsing/surfing. (3 Marks)
- b. List any FOUR **main** uses of the Internet. (4 Marks)
- c. Define each of the following terms as used in internet (5 Marks)
 - i. Spam
 - ii. Phishing
 - iii. Cybersecurity
 - iv. Hacking
- d. List THREE examples of browsers. (3 Marks)
- e. State and briefly describe any FIVE elements of an e-mail message (5 Marks)

QUESTION FOUR (20 Marks)

- a.) Describe two ways of creating a table in MS-Word. (4 Marks)
- b.) Explain the difference between “Save” and “Save As” in MS-Office (2 Marks)
- c.) Describe FOUR **major** functions of operating systems (8 Marks)
- d.) While stating what HTML stands for, explain the term HTML. (4 Marks)
- e.) List TWO examples of search engines (2 Marks)

QUESTION FIVE (20 Marks)

- a.) Distinguish between animation and transition as used in presentations (4 Marks)
 - b.) Explain each of the following word processing features. (6 marks)
 - i. Word Wrap
 - ii. Macros
 - iii. Mail Merge
 - c.) List any THREE charts that can be created in MS-Excel (3 Marks)
 - d.) Explain FOUR advantages of electronic presentations over traditional paper charts (4 Marks)
 - e.) Computers are a necessary evil. List three risks of over-reliance on computers (3 Marks)
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