

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

CHUKA/EMBU CAMPUS

EXAMINATION FOR THE AWARD OF CERTIFICATE IN COMPUTER SCIENCE,
CERTIFICATE IN ANIMAL HEALTH, CERTIFICATE IN COMMUNITY
DEVELOPMENT, CERTIFICATE IN TOURISM AND HOTEL MANAGEMENT

COSC 00102: INTRODUCTION TO COMPUTER APPLICATIONS

STREAMS: AS ABOVE

TIME: 2 HOURS

DAY/DATE: MONDAY 14/04/2025

11.30 A.M. – 1.30 P.M.

INSTRUCTIONS

- Answer questions **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.

SECTION A (Answer ALL questions in this section)

QUESTION ONE [30 MARKS]

- a) Explain the purpose of the following application software:
- PowerPoint. (2 marks)
 - Ms. Excel. (2 marks)
 - Ms Word. (2 marks)
- b) Explain the difference between system software and application software by providing examples of each. (4 marks)
- c) Explain the concept of a Graphical User Interface (GUI); by explaining how it makes computer applications more user-friendly. (2 marks)

- d) Explain the significance of software updates and patches. (2 marks)
- e) Explain the main differences of the following terms:
 - i. Primary memory and Secondary memory. (2 marks)
 - ii. Absolute cell referencing and Relative Cell referencing. (2 marks)
 - iii. Copy and Cut. (2 marks)
 - iv. Formulae and function. (2 marks)
- f) State and explain THREE characteristics of a computer. (3 marks)
- g) Explain what a warranty is for the purchase of computers. (2 marks)
- h) Explain the correct procedure for shutting down a computer. (3 marks)

SECTION B (ANSWER ANY TWO QUESTIONS)

QUESTION TWO (20marks)

- a) State any TWO examples of auxiliary storage devices. (2 marks)
- b) State and explain any FOUR functions of an operating system software. (8 marks)
- c) State and explain any FIVE formatting features available in MS Word. (5 marks)
- d) Briefly explain any FIVE factors contributing to internet access and growth in Kenya. (5 marks)

QUESTION THREE (20 marks)

- a) State and explain any FOUR application areas of spreadsheets. (8 marks)
- b) State and explain any FOUR areas where computers are widely used in society today. (8 marks)
- c) Explain the difference between hanging indent and first line indent as used in Microsoft Office Word. (4 marks)

QUESTION FOUR (20 marks)

- a) A computer is an electronic device, operating under the control of instructions stored in its own memory that can accept data as inputs, process the data according to specified rules, produce results, and store the results for future use.
 - i. Explain the limitations of computers. (3 Marks)
 - ii. Differentiate between memory and arithmetic logic units. (2 Marks)
 - iii. Vincent said “Computers are versatile” clarify. (2 Marks)

- b) Word processing is the process of creating, storing, formatting, and printing text and graphics documents using an electronic word processor to produce professionally looking documents such as letters, reports thesis, essays, etc.

Describe the following operations as used in word processing;

- i. Mail merge (2 Marks)
 - ii. SAVE AS and SAVE (2 Mark)
 - iii. Margin setting (1 Mark)
 - iv. Print previewing a document (2 Mark)
 - v. Finding and replacing the text (2 Mark)
- c) State and explain any TWO positive impacts of the internet in the business sector. (4 marks)

QUESTION FIVE (20 marks)

- a) Explain the advantages of electronic word processors over manual typewriters. (5 marks)
- b) Given a range of numeric values in an electronic worksheet say B4:B10.
- i. Write a Function to compute the maximum value in the range. (2 marks)
 - ii. Write a function to compute the average of the values. (2 marks)
- c) Explain the term computer virus and explain any THREE common types of viruses. (8 marks)
- d) State and explain any THREE reasons for having computer networks. (3 marks)
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