



UNIVERSITY EXAMINATION

EMBU CAMPUS

**FIRST YEAR EXAMINATION FOR THE AWARD OF
CERTIFICATE IN TOURISM AND HOSPITALITY MANAGEMENT, CERTIFICATE IN EARLY
CHILDHOOD DEVELOPMENT EDUCATION, CERTIFICATE IN PROJECT PLANNING,
CERTIFICATE IN LEADERSHIP AND MANAGEMENT, CERTIFICATE IN CRIMINOLOGY AND
SECURITY STUDIES, CERTIFICATE IN COMMUNITY DEVELOPMENT**

COSC 00102:INTRODUCTION TO COMPUTER APPLICATIONS

STREAMS:

TIME: 2 HOURS

DAY/DATE:

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.
- Marks are awarded for clear and concise answers.

SECTION A (Answer ALL questions in this section)

QUESTION ONE (30 Marks)

- Explain the meaning of the following terms in relation to computer applications.(8Marks)
 - Software
 - Virus
 - Data
 - Cell
- Name any two output devices (2Marks)
- Differentiate between dedicated and non-dedicated word processors. (2 Marks)
- Describe why a word processing application is important to an organization and state any two word processing software application you would recommend for use. [4 marks]
- state any two disadvantages associated with the use of the internet (2 Marks)
- List any **THREE** charts that can be created in MS-Excel (3Marks)

- g. Giving an example of each Distinguish between System Software and Application Software. (4Marks)
- h. State three computer maintenance practices (3marks)
- i. Name any two desktop publishing software. (2Marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20 Marks)

- (a) Discuss any 5 features that are found in the word processor window. (10marks).
- (a) Matthew a student at Chuka university was asked by his lecturer to “identify and classify 5 types of computers according to their size”, Explain how he would solve the problem. [10 marks]

QUESTION THREE (20 Marks)

- a. State and explain the components of a Microsoft access database (10 Marks)
- b. Outline the procedure of setting slide transitions (4Marks)
- c. What causes the following error messages in Microsoft Excel? (4Marks)
 - i. #####
 - ii. #REF!
 - iii. #DIV/0!
 - iv. #NAME
- d. explain the use of freeze panes. (2marks)

QUESTION FOUR (20 Marks)

- a. List any four benefits arising from the use of the Internet. (4 Marks)
- b. states and explains the two principal ways of connecting to the internet [4 marks]
- c. List two examples of browsers. (2 Marks)
- d. Discuss the advantages associated with the use of computers (6 Marks)
- e. List four services provided by a Local Area Network. (4 marks)

QUESTION FIVE (20 Marks)

- a. Discuss the classification of computer networks according to geographical coverage. (6marks)
- b. Giving examples differentiate between primary and secondary memory (4mks)
- c. Discuss the roles of computers in the society today. (10 Marks)