# THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

## *Faculty of Business & Social Studies*

DEPARTMENT OF LIBERAL STUDIES, COMMUNITY DEVELOPMENT & COUNSELING

DIPLOMA IN COMMUNITY DEVELOPMENT & COUNSELLING

(DCDC J09)

## COMPUTER APPLICATIONS

END OF SEMESTER EXAMS

**SERIES:**   APRIL/MAY 2010.

**TIME:** 2  HOURS

### INSTRUCTIONS TO CANDIDATES

1.      The paper consists of **FIVE** questions.

2.      Attempt Question **ONE** and any other **TWO** questions.

Q.1 (a) Briefly describe any **FIVE** features of a wordprocessor program which make them advantageous to use than manual systems. (10 marks)

(b) Explain the **FIVE** organizational components of a computer system. (12 marks)

(c) Describe **FOUR** methods you can use to start programs in MS Windows Operating System. (8 marks)


Q.2 (a) Differentiate between computer hardware and computer software. (4 marks)

(b) Describe the **FOUR** main sections of a Taskbar in MS Windows Operating System. (8 marks)

(c) Explain any **FOUR** characteristics of earlier computer generations. (8 marks)

Q.3 (a) State the function of the following MS-DOS commands giving one example on how the command is used.

(i) Del
(ii) RD
(iii) MD
(iv) CD..
(v) CD\ (10 marks)

(b) Explain the functions of the following parts of a window:-

(i) Status Bar

(ii) Title Bar

(iii) Scroll Bars

(iv) Menu Bar

(vi) Standard Toolbar. (10 marks)

Q.4 (a) List any **FOUR** computer input devices and **FOUR** output devices. (8 marks)

(b) Describe three devices or methods you could use to transfer files from one computer to another. (6 marks)

(c)     Explain the function of the following MS Word 2007 interface.

     (i)      Quick Access Toolbar

     (ii)     The Ribbon

     (iii)    The laucher

     (iv)     Office button                                                    (8 marks)


Q.5   (a)     List **SIX** services offered on the internet.                      (6 marks)

    (b)     Explain the meaning of the following Ms Excel Terminologies.

     (i)      Cell

     (ii)     Cell Reference

     (iii)    Work book

     (iv)     Worksheet.                                                      (8 marks)

    (c)     Describe **THREE** methods of arranging multiple windows in

    MS Windows.                                                            (6 marks)