



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

FACULTY OF BUSINESS AND SOCIAL STUDIES

DEPARTMENT OF HOSPITALITY AND TOURISM

DIPLOMA IN HOTEL MANAGEMENT

DIPLOMA IN TOURISM MANAGEMENT (DTM J10)

(DHM J10/DTM J10)

COMPUTER APPLICATION

END OF SEMESTER EXAMS

SERIES: APRIL/MAY 2010

TIME: 2 HOURS

Instructions

1. This paper consists of **TWO** Section **A & B**.
2. Section **A** is **COMPULSORY**. Answer **ALL** Questions.
3. Answer **ANY TWO** Questions from Section **B**.

SECTION A
(Answer **ALL** the Questions)

QUESTION ONE

Define the following terms:

- (i) Peripheral unit
- (ii) Data
- (iii) Information
- (iv) Program
- (v) Hardware

(10 Marks)

QUESTION TWO

- (a) Outline the steps followed in saving a document in MS-Word. **(4 Marks)**
- (b) Explain the use of the following keyboard keys when using the Ms-Word program.
 - (i) Enter key
 - (ii) Back space key
 - (iii) Space bar

(6 Marks)

QUESTION THREE

- (a) Explain on the following types of computer.
 - (i) Commercial application computer.
 - (ii) Scientific application computer.**(4 Marks)**
- (b) State and explain on computer classified under data representation.
(6 Marks)

SECTION B
(Answer ANY **TWO** Questions)

QUESTION FOUR

- (a) Explain on the following input devices.
 - (i) Digitizer
 - (ii) Keyboard
 - (iii) Mouse
 - (iv) Bar Code Reader**(8 Marks)**

(b) State and explain on the **FOUR** output devices. **(8 Marks)**

(c) Explain on the following types of memory:

- (i) Random Access Memory (RAM)
- (ii) Read only Memory (ROM)

(4 Marks)

QUESTION FIVE

(a) Explain on the following types of computers:

- (i) Hybrid computer
- (ii) Desktop computer
- (iii) Analogue computer
- (iv) Special purpose computer
- (v) General purpose computer

(10 Marks)

(b) Explain on any **FIVE** disadvantages of the first generation computers.

(10 Marks)

QUESTION SIX

(a) Draw the block structure of the computer hardware and state the **SIX** elements. **(12 Marks)**

(b) Describe the following types of data processing modes:

- (i) Batch processing
- (ii) Time sharing
- (iii) Multi processing
- (iv) Real time

(8 Marks)

QUESTION SEVEN

(a) Outline the steps followed in activating ms-excel program. **(4 Marks)**

(b) Explain any **FOUR** features of ms-word program. **(8 Marks)**

(c) State any **FOUR** use of the ms-excel program. **(4 Marks)**

(d) State any **FOUR** editing tasks in ms-word. **(4 Marks)**