



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

SUPPLEMENTARY EXAMS

SERIES: APRIL/MAY 2010.

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1. The paper consists of **FIVE** questions.
2. Attempt Question 1 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** main 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 generation of computers. (8 marks)
- Q.3 (a) State the function of the following MS-DOS commands giving one example on how the commands are 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 your 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 launcher
 - (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)