THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Business & Social Studies

DEPARTMENT OF HOSPITALITY & TOURISM

CERTIFICATE IN TOUR AND TRAVEL OPERATIONS

(CTTO J10)

COMPUTER APPLICATION

END SEMESTER EXAMS

SERIES: APRIL/MAY 2010.

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1.   The paper consists of **TWO** Sections **A** and **B**.

2.   Section **A** is compulsory.   Answer ALL questions.

3.   Answer any **TWO** questions from Section **B.**

SECTION A (Answer **ALL** questions)

Q.1 Define the following terms:

(i) Hardware
(ii) Software
(iii) Program
(iv) Input
(v) Central processing unit. (10 marks)

Q.2 (a) State any **FIVE** areas where computes can be applied. (5 marks)

(b) Define the term word processing. (2 marks)

(c) Outline the steps followed in saving a worksheet in Ms-Excel. (3 marks)

Q.3 (a) Explain any **FOUR** disadvantages of the 1st generation computers. (8 marks)

(b) State any **TWO** devices which marked the historical development of computers. (2 marks)

SECTION B

Answer any **TWO** questions from this Section.

Q.4 (a) Explain on the following types of computers classified under power of processing.

(i) Mini computer
(ii) Mainframe computer
(iii) Super computer
(iv) Micro computer
(v) Laptop computer (10 marks)

(b) State and explain on computers classified under data representation.
(6 marks)
(c) State any **FOUR** advantages of computers. (4 marks)

Q.5 (a) Describe the following terms:

(i) Up-ward compatibility
(ii) Data processing
(iii) Sub-Routine concept
(iv) Stored program concept. (8 marks)

(b) State any **THREE** characteristics for each of the first FOUR computer generations. (12 marks)

Q.6 (a) Explain any **THREE** advantages of the Ms-Word program. (6 marks)

(b) State any **THREE** word processors. (3 marks)

(c) Explain any **THREE** formatting task when using the Ms-Word program. (6 marks)

(d) State any **FIVE** editing task when using the Ms-Word program. (5 marks)

Q.7 (a) Explain the function of the following components of the computer hardware:-

(i) Peripheral unit
(ii) Central processing unit
(iii) Control unit
(iv) Main memory
(v) Backing storage
(vi) Output devices. (12 marks)

(b) Distinguish between the following terms as used in Ms-Excel.

(i) Formula
(ii) Function. (4 marks)

(c) State any **FOUR** functions found in the Ms-Excel program. (4 marks)