



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.**

$\textbf{SECTION A} \; (\textbf{Answer ALL questions})$

Q.1	Define the following terms:				
	(i) (ii) (iii) (iv) (v)	Hardware Software Program Input 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 computers.	of (2 marks)		
		SECTION B			
		Answer any TWO questions from this Section.			
Q.4	(a)	(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 representati			
	(c)	State any FOUR advantages of computers.	(6 marks) (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 compgenerations.	outer (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)