



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

(A Centre of Excellence)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

**CERTIFICATE IN COMMUNITY DEVELOPMENT & COUNSELLING
(CCDC 12M)**

BLS 1103: COMPUTER APPLICATIONS

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: OCTOBER 2012

TIME: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer Booklet*

This paper consist of **FIVE** questions

Answer question **ONE** and any other **TWO** questions
Maximum marks for each part of a question are as shown
This paper consists of **THREE** printed pages

SECTION A (COMPULSORY)

Question One (20 marks)

- a) Define the following computing terms:
i) Window
ii) Desktop
iii) Computer **(6 marks)**
- b) Describe **SIX** benefits of using computers in the office. **(6 marks)**
- c) What is Ms PowerPoint? **(2 marks)**
- d) Explain **THREE** methods of arranging multiple windows in Desktop. **(3 marks)**
- e) List **THREE** computer storage devices. **(3 marks)**

SECTION B (Answer Any Two Questions)

Question Two (20 marks)

- a) Describe **SIX** uses of the internet in your profession. **(6 marks)**
- b) State the function of the following parts of a window.
i) Title bar
ii) Status bar
iii) Office button **(6 marks)**
- c) List **FOUR** paragraph alignment styles. **(4 marks)**
- d) Draw a diagram to illustrate the organization of the keyboard. **(4 marks)**

Question Three (20 marks)

- a) Define the following Ms PowerPoint terms:
i) Slide
ii) Animation
iii) Transition **(6 marks)**
- b) Describe **FOUR** uses of Ms Excel in your profession. **(8 marks)**
- c) List **FOUR** methods of starting program in Ms Windows **(4 marks)**
- d) What is a peripheral Device? **(2 marks)**

Question Four (20 marks)

- a) By use of a diagram, illustrate the functional organization of a computer system. **(8 marks)**
- b) Describe **FOUR** functions of an operating system software. **(4 marks)**
- c) List **FIVE** types of computers based on price and processing power. **(8 marks)**

Question Five (20 marks)

a) Define the following Ms Excel terms:

- i) Cell
- ii) Function
- iii) Worksheet
- iv) Workbook

(8 marks)

b) Describe any **FOUR** commonly used functions in Ms Excel.

(8 marks)

c) List **FOUR** uses of the internet in your profession.

(4 marks)