



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

(A Centre of Excellence)

Faculty of Business & Social Studies

DEPARTMENT OF LIBERAL STUDIES & COMMUNITY DEVELOPMENT

**DIPLOMA IN COMMUNITY DEVELOPMENT & COUNSELLING
(DCDC 12M)**

BLS 2103: COMPUTER APPLICATIONS

END OF SEMESTER EXAMINATION

SERIES: AUGUST 2012

TIME: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer Booklet*

This paper consist of **FIVE** questions in **TWO** sections A & B

Answer question **ONE (COMPULSORY)** 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) Explain the meaning of the terms: **(6 marks)**
i) Word processing
ii) Desktop Publishing
iii) Paragraph Indent
- b) Describe **SIX** functions of operating system software. **(6 marks)**
- c) Describe **FOUR** methods of starting application program in ms windows. **(4 marks)**
- d) List **FOUR** advantages of application packages. **(4 marks)**

SECTION B (Answer Any Two Questions)

Question Two (20 marks)

- a) Describe **FIVE** types of computers based on size and processing power. **(10 marks)**
- b) Define the following internet terms:
i) Home Page
ii) Hyper Media
iii) Search Engine **(6 marks)**
- c) List **FOUR** characteristics of earlier computer generations. **(4 marks)**

Question Three (20 marks)

- a) Explain **SIX** uses of the internet in your profession. **(6 marks)**
- b) Describe **FOUR** main sections of Ms Windows Taskbar. **(8 marks)**
- c) List **FOUR** methods of classifying computers. **(4 marks)**
- d) Name **TWO** applications which are part of Ms Office 2007. **(2 marks)**

Question Four (20 marks)

- a) What is a Computer Peripheral? **(2 marks)**
- b) Distinguish between:
i) RD and Del commands in Ms-Dos
ii) CD and CD commands in Ms-Dos
iii) Main Memory and Secondary Memory **(6 marks)**
- c) Describe **SIX** features of a word processing application. **(6 marks)**
- d) Describe **THREE** components of the CPU. **(6 marks)**

Question Five (20 marks)

- a) Differentiate between a worksheet and a workbook in Ms Excel. **(4 marks)**
- b) Describe the use of the following features of a window:
- i) Office button
 - ii) Launcher
 - iii) Title bar
- (6 marks)**
- c) Use the following section of a worksheet to answer questions (i) to (iv) below.

	A	B	C	D	E	F
1		EXAMINATION MARKS				
2	ST NO.	NAME	CAT (40)	EXAM (60)	TOTAL MARKS	GRAD E
3	DCDC090/201 2	JANE	23	23		
4	DCDC094/201 2	KEN	15	35		
5	DCDC099/201 2	OMAR	30	51		
6	DCDC097/201 2	RAHAB	22	44		
7						

Write Excel function to:

- i) Calculate total marks for Jane **(2 marks)**
- ii) Calculate the Mean Exam score **(2 marks)**
- iii) Determine the highest exam score. **(2 marks)**
- iv) Award a "Pass" to Jane if her total mark is greater than 40. **(4 marks)**