THE TECHNICAL UNIVERISTY OF MOMBASA

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN COMMUNITY DEVELOPMENT & CONSELLING (DCDC J13)

EIT 2101: COMPUTER APPLICATIONS I

END OF SEMESTER EXAMINATION
SERIES: APRIL 2013
TIME: 2 HOURS

<u>**Instructions to Candidates:**</u>
You should have the following for this examination

- *Answer Booklet*

This paper consists of **FIVE** questions. Attempt 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

Question One (Compulsory)

a) List **FOUR** components found on the desktop.   **(4 marks)**

b) List **FOUR** necessary requirements essential for accessing the internet on your computer.

                                                                                          (4 marks)

c) Name **TWO** functions of a database.   **(2 marks)**

d) Write down the steps followed when renaming a file or a folder.   **(3 marks)**

e) Name **FOUR** advantages of the internet in modern day organization.   **(4 marks)**

f) Describe **THREE** basic features of word-processing.   **(3 marks)**

Question Two

a) With examples, briefly describe the following:
   (i)   Primary storage
   (ii)   Secondary storage
   (iii)   Output device
   (iv)   Input device
   (v)   Processing

b) Draw and explain the following parts as seen on a window. Indicate their position.
   (i)   Title bar
   (ii)   Status bar
   (iii)   Scroll bar
   (iv)   Menu bar
   (v)   Tool bar   **(10 marks)**

Question Three

a) Describe the necessary steps that are followed when carrying out the following operation.

                                                                                          (12 marks)

   (i)   Creating a folder
   (ii)   Emptying the recycle bin
   (iii)   Creating a shortcut on the desktop
   (iv)   Pasting a folder on the desktop
   (v)   Renaming a saved file
   (vi)   Opening an Excel workbook.

b) How can secure data stored on their computers list a few examples?   **(4 marks)**

c) Differentiate between primary and secondary storage media.   **(4 marks)**

Question Four

a) List **FOUR** examples of application software and their purposes.   **(8 marks)**

b) Explain the advantages of using an automated system over manual system.   **(8 marks)**

c) Explain how a word processor is very useful in any working environment. **(4 marks)**

Question Five

a) Students from the Liberal Department were given the following tasks to complete:
  (i) Write a letter to the Vice-Chancellor to congratulate him on opening the new building in their faculty
  (ii) Calculate the actual budge for hosting a luncheon for a visiting Professor
  (iii) Make a presentation for their Head of Department on the issues affecting liberal students
  (iv) Maintain the details of each student under their department plus their relevant details

  Using suitable examples in each of the four cases, explain the importance of using information systems in order to achieve the above tasks. **(10 marks)**

b) List the characteristics of the following computer system:
  (i) Mini Computer
  (ii) Personal Digital Assistant PDA
  (iii) Mainframe
  (iv) Super Computer
  (v) Workstation **(10 marks)**