



# THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

*Faculty of Business & Social Studies*

DEPARTMENT OF HOSPITALITY & TOURISM

DIPLOMA IN HOTEL MANAGEMENT (DHM12J)

**EIT 2102: COMPUTER APPLICATIONS**

END OF SEMESTER EXAMINATION

**SERIES: APRIL 2012**

**TIME: 2 HOURS**

## **Instructions to Candidates:**

You should have the following for this examination

- *Answer Booklet*

This paper consists of **FIVE** questions.

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

### Question One (Compulsory - 30 Marks)

- a) Define the following terms (6 marks)
- (i) Output devices
  - (ii) Input devices
  - (iii) CPU
  - (iv) Storage Media
- b) State and explain the function of the CPU components (4 marks)
- c) Write short notes on the following output devices (6 marks)
- (i) Visual Display Unit
  - (ii) Printers
  - (iii) Voice data output devices
- d) Define a computer (2 marks)
- e) Describe output devices explaining THREE common output devices (4 marks)
- f) Distinguish between ROM and RAM (4 marks)
- g) Write short notes on the following input devices (4 marks)
- (i) Keyboard
  - (ii) Scanner
  - (iii) Mouse
  - (iv) Voice data input devices

### Question Two (15marks)

- a) How would you perform the following (5 marks)
- (i) Insert a worksheet
  - (ii) Rename a worksheet
  - (iii) Delete a worksheet
  - (iv) Insert a worksheet
  - (v) Insert a column
- b) What is a folder; write down steps to follow when creating a folder in windows explorer. (5 marks)
- c) Write down the procedure followed to insert columns in Ms Word (2 marks)
- d) Write down the procedure for creating a table using a blank database option in ms access (3 marks)

### Question Three (15 marks)

- a) Define the term software and give **THREE** classification of software (5 marks)
- b) Name **FOUR** Databases in the market? (2 marks)
- c) Name **FOUR** types of graphs/charts in Ms Excel (4 marks)
- d) Give **FOUR** functions of operating system (4 marks)

### Question Four (15 marks)

- a) What is Microsoft Excel (2 marks)

- b) Explain the effects of the following mouse operation (6 marks)
- (i) Single click on an icon
  - (ii) Double click on a program icon
  - (iii) Double click on a document icon
- c) Write down the procedure of copying and pasting data in Ms Excel (4 marks)
- d) Write down the procedure to follow when inserting a table in a document in Ms Word (3 marks)

**Question Five (15 marks)**

- a) List down **FOUR** formatting styles (4 marks)
- b) Ms Word is a word processor, explain (4 marks)
- c) Who needs a word processor? (2 marks)
- d) Name at least **FOUR** spreadsheets in the market (2 mark)
- e) What is a cell? (1 mark)
- f) Name **FOUR** types of charts or graphs (2 marks)