



The Co-operative University of Kenya

END OF SEMESTER EXAMINATION JUNE -2018

EXAMINATION FOR THE DIPLOMA IN CO-OPERATIVE MANAGEMENT

UNIT CODE: DUCU 1103

UNIT TITLE: COMPUTER APPLICATIONS

DATE: 5TH JUNE, 2018

TIME: 9:00 AM – 11:00 AM

INSTRUCTIONS:

- Answer question **ONE (compulsory)** and any other **TWO** questions

QUESTION ONE

- (a) Explain the difference between primary and secondary memory (4 marks)
- (b) What is an operating system? List examples of the various operating systems in use today (4 marks)
- (c) Explain THREE major differences between Analog and Digital computers (6 marks)
- (d) Describe the THREE main components of a computer (6 marks)
- (e) List the FOUR elements of a formula in a spreadsheet application (4 marks)
- (f) Describe the following terms;
 - i. Internet
 - ii. Web browser
 - iii. WWW

QUESTION TWO

- (a) Define the following terms as used in database application (6 marks)
 - i. Database
 - ii. DBMS
 - iii. Query
- (b) How would you recognize a computer that's infected by viruses (4 marks)
- (c) Explain the different types of system software (4 marks)
- (d) State the various computer ethics code of conduct to observe as a computer user. (5 marks)
- (e) What is a computer (1 mark)

QUESTION THREE

- (a) Explain the following terms as used in spreadsheet application (8 marks)
 - i. Workbook
 - ii. Cell
 - iii. Formula
 - iv. Absolute references
- (b) Convert the following required number system (4 marks)
 - i. 44_{10} into hexadecimal
 - ii. $1E_{16}$ into binary
- (c) List the features of a GUI based Operating System (5 marks)
- (d) Describe the various factors to consider when purchasing a computer for personal use. (3 marks)

QUESTION FOUR

- (a) Explain the FOUR uses of internet in our society today (4 marks)
- (b) List FOUR characteristics of a computer (4 marks)

- (c) Describe any FOUR different types of ports that are found in a computer and explain what they are used for (8 marks)
- (d) Distinguish between print layout view and web layout view as used in Microsoft Word processor. (4 marks)

QUESTION FIVE

- (a) Describe the following terms (6 marks)
- i. Word processor
 - ii. Word wrap
 - iii. Mail merge
- (b) Explain FOUR factors to consider when designing a database (4 marks)
- (c) List FOUR types of word processing application software's (4 marks)
- (d) Describe the various pointing devices in a computer (3 marks)
- (e) Explain what the following keyboard shortcut combinations do in a Microsoft Word application. (3 marks)
- i. Ctrl + shift ++
 - ii. Ctrl + C
 - iii. Ctrl + C