



MURANG'A UNIVERSITY COLLEGE

(A Constituent College of Jomo Kenyatta University of Agriculture and Technology)

University Examinations 2015/2016

**FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF
BACHELOR OF SCIENCE IN SOFTWARE ENGINEERING/HOSPITALITY
MANAGEMENT/MATHEMATICS AND ECONOMICS/STATISTICS WITH
PROGRAMMING**

UCU 2104: INTRODUCTION TO COMPUTER APPLICATIONS

COURSE: B.Sc. SE/Hosp/Maths/Statistics

TIME: 2HRS

DAY/TIME: Wednesday 8.30 a.m.

DATE: 9/12/15

Instructions: Answer Question 1 and Any Other Two.

Question One (30 marks)

- a) Explain any two categories of computer software systems giving relevant examples of each.
 - i) System software
 - ii) Application software. (4 marks)
- b) Define the following types of application software and give two examples of each.
 - i) Word processor.
 - ii) Spreadsheets.
 - iii) Presentation software. (6 marks)
- c) Distinguish between text editors and Desktop publishing. (2 marks)
- d) Explain on the usage of word processors software in the following areas. (4 marks)
- e) Differentiate between freeware and public domain software. (2 marks)
- f) Briefly explain the term internet. (2 marks)
- g) Describe any four types of web pages. (8 marks)
- h) Explain the term Hypertext mark-up language. (2 marks)

Question Two (20 marks)

- a) Explain any two different ways you can use to launch Microsoft word windows XP environment. (2 marks)
- b) Outline how to insert a symbol in Ms Word. (2 marks)
- c) You are trying to find all references to a particular client in the current Ms Word document. You know you could just read the document but it's very long and doing so would take much more time than you have. What do you do to make this work easier. (2 marks)
- d) You are sending overdue fee notices to club members and you want the outstanding amount to really stand out. You decide to print the amount in Red. Describe the procedure for achieving this. (2 marks)
- e) Outline the procedure of inserting a chart in Ms. Word. (2 marks)
- f) Outline the default Margin Ms. Word. (2 marks)
- g) How can you see how your document will appear in printed form? Outline the procedure. (2 marks)
- h) Outline the steps of doing the following in Microsoft Word Environment:-
 - i) Insert a watermark
 - ii) Check spelling and grammar
 - iii) Modify page margins and orientation. (6 marks)

Question Three (20 marks)

- a) Outline the symbol to enter a number as text in Ms Excel. (2 Marks)
- b) Outline the procedure of arranging data in ascending or descending order in Ms Excel. (2 Marks)
- c) Explain the term freezing as it applies in Ms Excel within Excel application. (2 marks)
- d) Describe the steps of achieving the following activities in Microsoft Excel environments.
 - i) Creating a basic formula. (2 Marks)
 - ii) Creating a chart. (2 Marks)
 - iii) Convert text to columns. (2 Marks)
 - iv) Add borders and colors to cells. (2 Marks)
 - v) Merge cells. (2 Marks)
- e) Describe two types of computer networks (4 marks)

Question Four (20 marks)

- a) Explain any five factors that you should bear in mind when designing a power point presentation (5 marks)
- b) Outline the steps of doing the following tasks in Microsoft PowerPoint environment.
 - i) Changing background style of a theme.
 - ii) Creating a chart
 - iii) Adding a picture to a slide transition.
 - iv) Applying an animation effect. (8 marks)
- c) Briefly explain the term E-commerce. (2 marks)
- d) State the major difference between Offline and online storage (2 marks)
- e) Discuss at least 3 classifications of computers (3 marks)///