



# The Co-operative University of Kenya

**END OF SEMESTER EXAMINATION – NOVEMBER 2016**

**EXAMINATION FOR THE BACHELOR OF CO-OPERATIVES AND COMMUNITY  
DEVELOPMENT/ BACHELOR OF DISASTER & RISK MANAGEMENT  
(BCCD YR I SEM I/ BDRM YR I SEM I)**

**UNIT CODE: CMBC 2104/ CMCU 2102**

**UNIT TITLE: COMPUTER APPLICATIONS TO CO-OPERATIVES**

**DATE: 8<sup>TH</sup> DECEMBER, 2016**

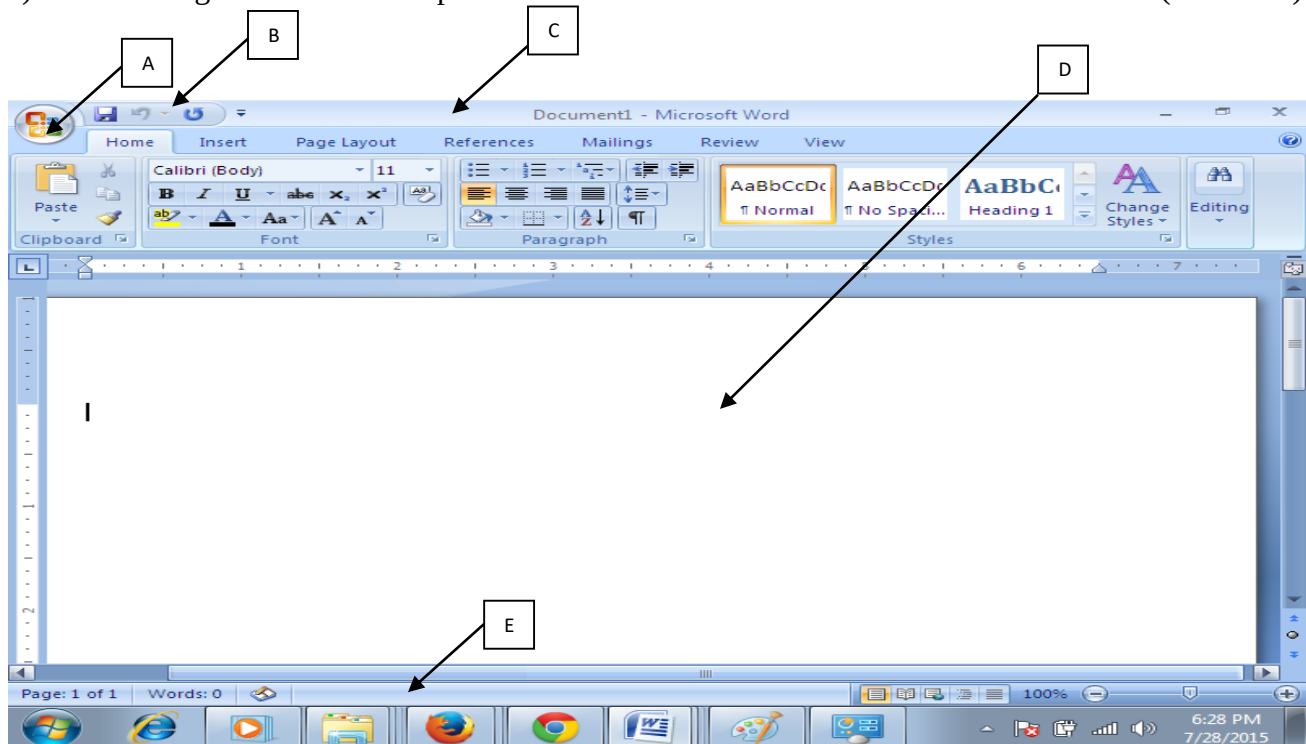
**TIME: 9.00 A.M. – 11. 00 A.M.**

## INSTRUCTIONS:

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

## QUESTION ONE

- a) Name and give the use of the parts labeled A-E of the Ms Word Screen below (10 Marks)



- b) Define the following terms as used in Ms Office 2007 (5 Marks)
- Spreadsheet
  - Work book
  - Cell
  - Document

v. The Ribbon

- c) With the aid of a diagram discuss the computer system architecture (5 Marks)
- d) Distinguish between Input and Output devices and state **TWO** examples of each (4 Marks)
- e) State **TWO** qualities of good Information (2 Marks)
- f) Computers can be classified in terms of configuration/types, explain **TWO** types of computers (4 Marks)

**QUESTION TWO**

- a) Define the following terms as used in Computing (5 Marks)
  - i. Computer
  - ii. Program
  - iii. Information
  - iv. Data
  - v. Booting
- b) Explain **THREE** benefits of the Internet to an organization (6 Marks)
- c) Distinguish between the following terms as used in computing (4 Marks)
  - (i) Hardware and Software
  - (ii) Application software and System software
- d) Highlight FIVE Computer Input Devices (5 Marks)

**QUESTION THREE**

- a) Distinguish between the following terms as used in computing giving examples for each(4 Marks)
  - i. Hardware and Software
  - ii. Slow Peripherals and Fast Peripherals
- b) Give the correct procedure for performing the following tasks in Ms Word (8 Marks)
  - i. Make text Bold
  - ii. Underline text
  - iii. Save a document
  - iv. Align a paragraph to the right
- c) Highlight two advantages of electronic spreadsheets (2 Marks)
- d) Study the Ms Excel sheet below then answer the questions that follow:

|    | A            | B              | C                    | D     | E       | F         | G          | H            |
|----|--------------|----------------|----------------------|-------|---------|-----------|------------|--------------|
| 1  | Student Name | Student Number | No. of Subjects done | Maths | English | Kiswahili | Total Mark | Average Mark |
| 2  | Duncan Nyale | WOC/2015/001   |                      | 45    | 54      | 56        |            |              |
| 3  |              |                |                      |       |         |           |            |              |
| 4  |              |                |                      |       |         |           |            |              |
| 5  |              |                |                      |       |         |           |            |              |
| 6  |              |                |                      |       |         |           |            |              |
| 7  |              |                |                      |       |         |           |            |              |
| 8  |              |                |                      |       |         |           |            |              |
| 9  |              |                |                      |       |         |           |            |              |
| 10 |              |                |                      |       |         |           |            |              |
| 11 |              |                |                      |       |         |           |            |              |
| 12 |              |                |                      |       |         |           |            |              |
| 13 |              |                |                      |       |         |           |            |              |
| 14 |              |                |                      |       |         |           |            |              |
| 15 |              |                |                      |       |         |           |            |              |
| 16 |              |                |                      |       |         |           |            |              |
| 17 |              |                |                      |       |         |           |            |              |

- i. Give the correct formula to Calculate the Total Mark (2 Marks)
- ii. Give the correct formula to Calculate the average mark (2 Marks)
- iii. Give the correct formula to automatically insert the number of subjects done (2 Marks)

#### QUESTION FOUR

- a) Highlight the **FIVE** Computer generations (5 Marks)
- b) Name **THREE** types of output devices (3 Marks)
- c) Give the correct procedure for performing the following tasks in Ms Excel (8 Marks)
  - i. Create a new workbook
  - ii. Create a new worksheet
  - iii. Rename a worksheet
  - iv. Save a workbook
- d) Give **FOUR** uses of computers in society (4 Marks)