



The Co-operative University of Kenya

END OF SEMESTER EXAMINATION FEBRUARY 2021

EXAMINATION FOR THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

(YR I SEM I)

UNIT CODE: DUCU 1103

UNIT TITLE: COMPUTER APPLICATIONS

DATE: 23RD FEBRUARY, 2021

TIME: 9:00 AM – 12:00 PM

Instructions: Answer question one (compulsory) and any other two questions

Question One

- a. Define the terms below,
- i. Computer
 - ii. Software
 - iii. Computer network
 - iv. Information
 - v. Information System
- [5marks]
- b. In relation to electronic spreadsheets, define the following terms. [5marks]
- (i) Formula
 - (ii) Chart
 - (iii) Worksheet
 - (iv) Function
 - (v) Cell
- c. Explain three policy issues that should be put in place to reduce viruses from your network [6marks]
- d. Give a brief history on the evolution of computers [3marks]
- e. Write how you would use a function to find the sum of the contents of the following cells;
- i. B1, B2, B3, B4 [2marks]
 - ii. B1, C10, E3, W40 [2marks]
- f. Briefly describe five functions of an operating system. [5marks]
- g. Describe two ways in which you can create a PowerPoint presentation. [2marks]

Question Two

- a. Describe why a word processing application is important to an organization and state any two word processing software application you would recommend for use. [4marks]
- b. Explain the difference between application software and system software. [4marks]
- c. A computer as a collection of machines may be defined by the composition of its parts. Using a diagram, explain these various parts of the computer. [8marks]
- d. State FOUR things to avoid when working on a computer. [4marks]

Question three

- Andersen, a student at Co-operative University was asked by his lecturer to “identify and classify five types of computers”. Explain how he will solve the problem. [10marks]
- List four services provided by a Local Area Network. [4marks]
- Discuss the use of application software in computers in performing various operations. You must show one advantage of using this application in operations you will state as compared to manual operations. [6marks]

Question four

- Distinguish between the following terms as used on the internet [6marks]
 - Hypertext and Hyperlink
 - Internet and intranet
 - Search engine and browser
- John’s computer recently started carrying out normal processes in a very unfamiliar manner. Upon being checked by a technician, it was stated that it had a virus.
 - List four symptoms that would make you conclude that a computer has been infected by viruses. [2marks]
 - Describe two ways of avoiding viruses. [2marks]
- Differentiate between RAM and ROM [4marks]
- Explain any three functions of operating system [6marks]

Question five

- Differentiate between a formula and a function as used in electronic spreadsheet [2marks]
- The following data is an extract of data obtained from Chai company records. Study the data and answer the questions that follow.

	B	C	D	E	F	G	H
	Producer id	Name	Quantity delivered (KG)	Gross pay	Transport cost	Deduction	Net pay
1	115	Alloys Otieno	23				
2	145	Kiragu Gerald	45				
3	012	Antony Waaz	235				
4	561	Joseph Koni	234				
5	061	Victor Oloo	21				

- Describe how you insert borders after every cell and every row [2marks]
- Write the formula to calculate gross pay for John Kamau given that the price per KG of the produce is Sh.41 .00. [2marks]

- iii. Use the formula for gross pay obtained for producer John Kamau to calculate the gross pay for all the farmers [5marks]
- iv. Use if function to calculate transport cost for all the producers given that transport is charged per Kg is as follows [5marks]

	Price per KG
Less than 5kgs	30
6 -100 kgs	20
More than 100kgs	10

- v. Describe the process of inserting a bar chart for all the farm produce [4marks]