



The Co-operative University of Kenya

END OF SEMESTER EXAMINATION – NOVEMBER 2016

EXAMINATION FOR THE BACHELOR OF CO-OPERATIVES BUSINESS
(BCOB YR II SEM I)

UNIT CODE: HCOB 2205

UNIT TITLE: COMPUTER APPLICATIONS TO CO-OPERATIVES

DATE: 8TH DECEMBER, 2016

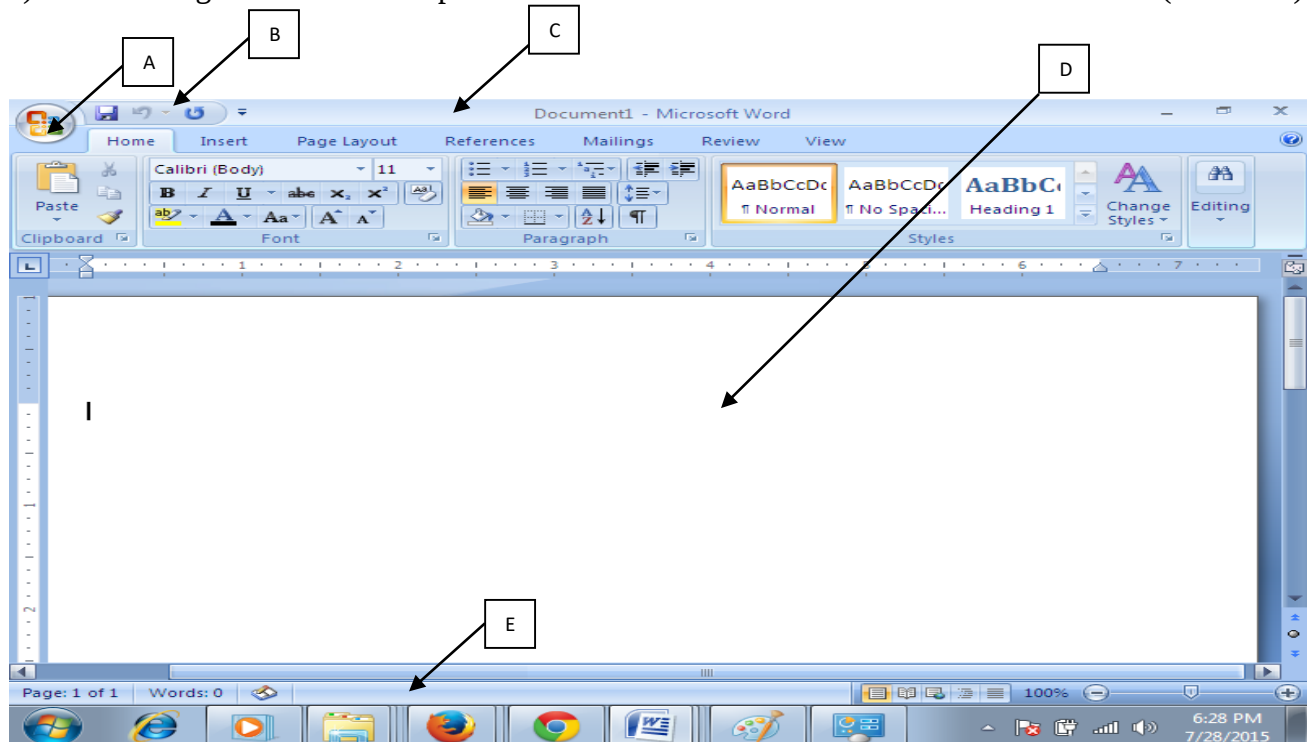
TIME: 9.00 A.M. – 11. 00 A.M.

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
- 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)