



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2018/2019 ACADEMIC YEAR

FOURTH YEAR SECOND SEMESTER

**SCHOOL OF TOURISM AND NATURAL
RESOURCES**

BACHELOR OF SCIENCE (FORESTRY)

COURSE CODE: FOR 321

COURSE TITLE: COMPUTER APPLICATIONS

24TH APRIL, 2019

0830 – 1030 HRS

INSTRUCTIONS TO CANDIDATES

(i) Answer Question **ONE** and any other **TWO** questions

This paper consists of 3 printed pages. Please turn over.

SECTION A (30Marks): Answer all questions from this section

QUESTION 1

- (a) List four types of specific application software **(4 Marks)**
- (b) Give two advantages and two disadvantages of application packages **(4 Marks)**
- (c) List and explain categories of computer software. **(2 Marks)**
- (d) Explain the different ways computers can be categorized. **(4 Marks)**
- (e) Give three data types that can be used in excel **(3 Marks)**
- (f) State five advantages of using a word processor **(5 Marks)**
- (g) Give four counter measures against antivirus **(4 Marks)**
- (h) What are the four major components of a computer **(4 Marks)**

SECTION B (40Marks): Answer TWO questions from this section

QUESTION 2

- (a) Suppose you are given the following excel spreadsheet

	A	B	C	D	E	F	G	H	I
1	Anne College								
2	Mark sheet for A/L Biology - Class A								
3	Index No.	Name	Physics	Chemistry	Biology	English	Total	Average	Rank
4	1001	Liyanage	65	78	56	45			
5	1002	Ratnayake	53	85	88	78			
6	1003	Nilani	45	96	ab	98			
7	1004	Silva	78	76	76	65			
8	1005	Withanage	23	ab	74	36			
9	1006	Mendis	78	32	64	52			

- (i) Give the relevant formula to calculate the total marks for Liyanage (Index 1001). **(4 Marks)**
- (ii) Give the relevant formula to calculate the average marks for Silva (Index 1004). **(4 Marks)**
- (iii) Suggest a formula to give grades to the student **(4 Marks)**
- (iv) If the average pass mark is 40, suggest a formula to display how many students have passed and failed **(4 Marks)**

- (b) List four limitations of using computers in automating office records
(4 Marks)

QUESTION 3

- (a) Give five of the most important consideration you will take when buying a notebook computer
(5 Marks)
- (b) Explain how to perform the following in Microsoft word.
(12 marks)
- (i) Table of contents
 - (ii) Tables of Equations
 - (iii) References
 - (iv) Table of figures
- (c) What are “Userless computers” and where are they used?
(3 Marks)

QUESTION 4

- (a) Explain the major basic operations of a computer
(4 Marks)
- (b) Explain how you can secure your computer from unauthorized access
(4 Marks)
- (c) Computer memory is of two types, explain
(2 Marks)
- (d) Explain four functions of an operating system
(4 Marks)
- (e) Use a block diagram to explain the computer system
(6 Marks)