



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)**