



PAN AFRICA CHRISTIAN UNIVERSITY

END OF TERM EXAMINATION

GES1123: COMPUTER STUDIES

THURSDAY, MARCH 29, 2012

1500HRS – 1800HRS

INSTRUCTIONS

- This Exam Script has **TWO (2)** sections
- Answer **ALL** questions in section A and B. and **ANY FIVE** questions of your choice in part C.
- Write your **student number** on the Answer Booklet.
- Read all questions carefully before attempting.

COMPUTER STUDIES EXAMINATION – DAY STUDENTS (MARANATHA)

INSTRUCTION: Attempt all questions. Note that section A is theory while section B is practical questions.

SECTION A – THEORY (40 marks)

a. Describe the following terminologies as applied in computing:

- iii. Computer
- iv. Operating System (4 Marks)

b. Distinguish between:

- v. Hardware and software
- vi. System Software and Application Software (4 marks)

c.

- vii. Explain **FOUR** general operations of information processing cycle (4 marks)
- viii. What is special purpose computer? Support your answer with two examples. (3 marks)
- ix. Discuss **ANY ONE**, of the five computer generations. (3 marks)

d.

- x. Outline **ANY TWO** examples of:

- ~ Input devices
- ~ Output Device
- ~ Storage Devices (6 marks)

- iii. Explain the following Windows Terminologies:

- ~ Operating system
- ~ User Interface
- ~ Desktop
- ~ Folder (4 marks)

e. Explain how a computer knows what to do.
(2 Marks)

f.

- i. Outline any four factors that you would consider when buying a personal computer. (4 Marks)
- ii. Describe the process of connecting the external computer components. (6 marks)

SECTION B – PRACTICAL (Two questions each 30 marks)

QUESTION 2 - WORD PROCESSING. Using a suitable word processor, perform the following tasks:

a. Create a folder on the desktop called ADDICT.

(2 Marks)

b. Type and format the document for HOW TO TALK TO AN ADDICT as it appears below. Save your document as ADDICT in folder created in (a) above. Insert any appropriate clip art.

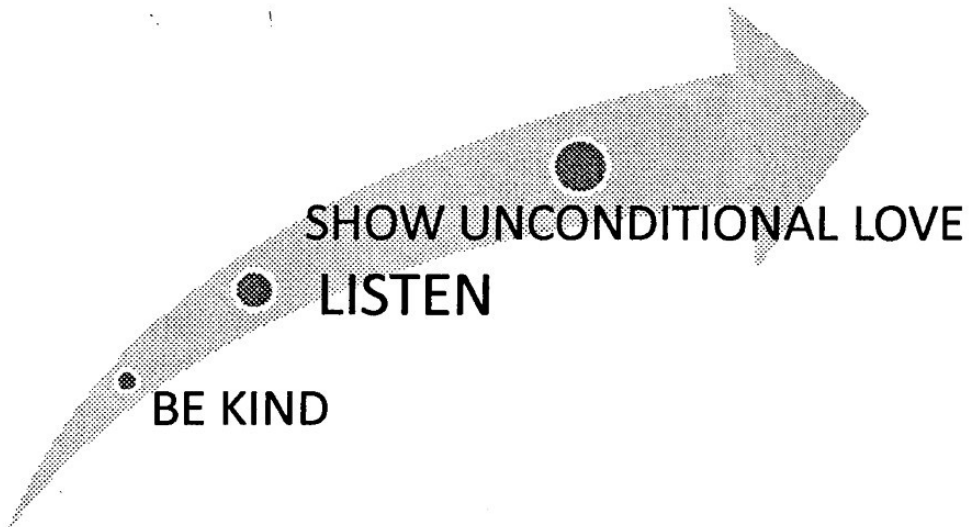
(18 Marks)

HOW TO TALK TO AN ADDICT



No-one automatically knows how to talk to an addict. Although people who have lived and worked with addicts may have discovered ways to talk to an addict, it is always difficult because of the confusion addiction creates in the addict, and in those around them. Add the shock of discovering a loved one is an addict, and you have a recipe for poor communication. But there are ways of communicating with an addict that produce better outcomes than we might expect.

- Always be kind to an addict
- Listen to an addict at least as much as you talk
- Always be consistent with an addict
- Try to be predictable with an addict
- Show unconditional love or concern to an addict
- Support an addict's process of change
- Do it the addict's way
- Seek information on where the addict can get help



c. Turn on the tracking feature on your word processor and perform the following tasks:

- i. Automatically find the occurrences of the word “**addict**” and replace with the synonym “**fanatic**”.
(3 Marks)
- ii. Indent the paragraph starting with 0.5 inches.
(2 marks)
- iii. Select the paragraph starting with “*No-one automatically ...*” and set it into two columns.
(2 marks)

d. Insert a footer with the following words “*Talking to an addict by << type your name>>*”. Also insert page number at the bottom of the document.
(3 marks)

Save the adjusted addict document as **ADDICT VERSION 2** on the same folder.

QUESTION 3 - SPREAD SHEET

You were hired as a part-time assistant in the accounting department of Esther's Music Emporium, a popular music store that sells new and used compact discs. You have been provided with the customer's accounts receivable data below:

CUSTOMER NO.	NAME	BEGINNING BALANCE	PURCHASES	PAYMENTS	CREDITS
2325	Jordan Ojode	325	83	250	00
5521	Deyna Maiyo	56	122	10	25
1011	Bart Mark	225	27	15	12
6528	Rose Kimani	455	210	100	175
3496	Bill Hans	62	45	00	33

Required:

- Create a new workbook and a new worksheet. Assign the worksheet title "**Esther's Music Emporium**" and include all the six items shown in the above table. Add two blank columns; Service Charge and New Balance columns for each customer.
(6 Marks)
- Use the following formulas to determine the monthly service charge and the new balance for each account respectively:
 - Service charge = 2.25 % (Beginning Balance – Payments - Credits)
 - New balance = Beginning Balance + Purchases – Payments – Credits + Service Charge
(8 Marks)
- Calculate totals for beginning balance, purchases, payments, credits, service charge and New Balance
(6 marks)
- Assign the appropriate function to calculate the maximum **beginning balance value**. Expand the function to the rest of the values. (2 Marks)
 - Assign the appropriate function to calculate the minimum **beginning balance value**. Expand the function to the rest of the values. (2 marks)

Save the workbook using the file name **Esther's Music** on the folder you created earlier.

- Draw a 3D pie chart showing the contribution of each customer to the total new balance. Save the worksheet with the chart as **Esther's Music Version 2**
(6 Marks)