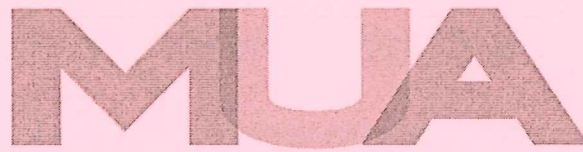


The
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CERTIFICATE UNIVERSITY EXAMINATIONS
SCHOOL OF MANAGEMENT AND LEADERSHIP
CERTIFICATE IN COMMON UNIT

CCU 102: INTRODUCTION TO COMPUTER APPLICATIONS

DATE: 5TH APRIL 2022

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **SIX (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **FOUR** questions.
6. Question **ONE** carries **30 MARKS** and the rest carry **10 MARKS** each.
7. Write all your answers in the Examination answer booklet provided.

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

A FILM PRODUCTION AND SERVICE COMPANY

VideMedia is a film production and Service Company based in Nairobi, where it offers various filming solutions such as movies, documentaries and TV series. For over five years VideMedia production has constantly upgraded its quality to provide quaint essential services to our clients who include TV broadcasters, corporate bodies and non - governmental institutions.

Some workstations are clearly better suited to VideMedia tasks than others, not all computers are useful when it comes to filmmaking. The best video editing computer needs a whole lot of power. There's simply no way around this. That means that to edit videos and render very large files, VideMedia needs one of the best video editing computers.

Although older computers still may be up for the task, some may lack certain functions or not include some important components.

VideMedia has a number of capable computers to do everything on the go and make sure you finish projects way before deadlines, and very specialized must-have filmmaking software, apps and gadgets for working filmmakers and producers. There are many video editing software options.

In summary, the most important things to consider when buying a computer for video editing is the processing power, storage space and screen size.

Required:

- a) List TWO examples of operating systems that can be utilized by VideMedia [2 MARKS]
- b) Discuss THREE categories of application software for video production [6 MARKS]
- c) Discuss FOUR components of a computer system [8 MARKS]
- d) Analyze FOUR threats to data in VideMedia organization [8 MARKS]
- e) Evaluate THREE benefits of the internet in the organization [6 MARKS]

QUESTION TWO

- a) Asses the functions of any THREE (3) parts of a computer keyboard [6 MARKS]
- b) List two examples of browsers [2 MARKS]
- c) Asses the functions of TWO utility software [2 MARKS]

QUESTION THREE

- a) Illustrate the importance of a RAM chip in a computer [2 MARKS]
- b) Give TWO reasons why it is a good idea to install updates for an operating system [4 MARKS]
- c) Other than doing research, asses TWO uses of the Internet that will assist learners with their school work [4 MARKS]

QUESTION FOUR

- a) Describe the 10-20-30 rule principles in presentation [6 MARKS]
- b) Compare and contrast the following concepts in spreadsheets: [4 MARKS]
 - i. Formula
 - ii. Function

QUESTION FIVE

- a) Compose TWO policy measures a company needs to adhere to protect the ethical standards of computer operations [4 MARKS]
- b) Explain the following concepts: [6 MARKS]
 - i. Database
 - ii. DBMS

QUESTION SIX

- a) Discuss TWO noticeable features of an email application [4 MARKS]
- b) Examine TWO features of an MS Word application [2 MARKS]
- c) State TWO ways in which printing can be reduced to save paper in the computer center [4 MARKS]