Evans Munene NIT-01-0285/2024
Computer Applications Assignment 1

(a) Outline the keyboard Combination that Could be used to achieve each of the Following in Ms Word

(i) Start a new document.   Ctrl + N

(ii) Save the Current document   Ctrl + S

(iii) save a Copy of current document   Ctrl + Shift S

(iv) Copy a paragraph of the Current document Ctrl + C

(v) Cut a paragraph of the Current document   Ctrl + X

(b) Explain two types of Software found in Computers.

(i) Application Software → They are programs that direct the performance of a particular use, or application of Computers to meet the information processing needs and users

(ii) System Software → Are programs that manage the resources of Computer System and Simplify Applications programing

(c) State two examples of Word processing programs

(i) Microsof Word

(ii) Word perfect

(d) Explain Features Of Second geneneration Computers

(i) There Main electronic Component has transistors → they used transtors technology for processing

(ii) Power and Size - They were Characterised with low power Consumption and Smaller in size Compared to 1st generation Computers.

(iii) Speed → They were improved interms of Speed and reliability incomparison with 1st generation Computers.

(ix) They used Punched Cards and Magnetic tapes For input and output of data.

(e) Outline two advantages of using a presentation program in teaching

i) It Makes it easy For Students to follow up because the notes are accompanied by images and Vedios Making the lessons interesting

ii) There is easy access as digital presentations can be shared made online allowing students to access materials For learning

(F) Differentiate Between word processing application and Spreadsheet application

Word processing application Focus on text and document formatting While Spreadsheet application emphasize on numerical data manipulation and analysis.