



COLLEGE OF HUMAN RESOURCE MANAGEMENT

HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

SUBJECT: COMPUTER APPLICATIONS

LECTURER: ANTHONY KARANI

INSTRUCTIONS

- Attempt all questions
- Marks will be awarded for the use of relevant examples
- Allowed time: 2 hours 30mins

SECTION A: THEORY

[30MARKS]

- Describe the following network topologies [9 marks]
 - Star topology
 - Mesh topology
 - Ring topology
- Distinguish between customized packages and utility programs [4 marks]
- Briefly describe the following terms [8 marks]
 - Modem
 - Malware
 - Booting
 - Master file
- What are the health challenges posed by the continuous use of a computer system? [3 marks]
- Outline three Microsoft excel functions [3marks]
- Benefits of using an excel application in a human resource department [3marks]

SECTION B: PRACTICAL

[70MARKS]

- Create the document below

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