



# COLLEGE OF HUMAN RESOURCE MANAGEMENT

HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

SUBJECT: COMPUTER APPLICATIONS

LECTURER: ANTHONY KARANI

## INSTRUCTIONS

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

## SECTION A: THEORY

[30MARKS]

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

## SECTION B: PRACTICAL

[70MARKS]

1. Create the document below

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