MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SPECIAL/SUPPLEMENTARY EXAMINATION FOR

BACHELOR OF SCIENCE (HOSPITALITY AND TOURISM MANAGEMENT)

HTM110-1: COMPUTER APPLICATIONS 1

DATE:25/3/2021   **TIME: 2.00-4.00 PM**

INSTRUCTIONS

*This paper consists of **FIVE** questions*

*Answer question **ONE** and any other **TWO** questions in this paper*

QUESTION ONE - COMPULSORY (30 MARKS)

a) Distinguish between the following concepts: (6 marks)

    i.   System Software and Application Software.

    ii.   Hardware and Software.

    iii. Analog Computer and digital computers.

b) With the aid of a diagram explain the functional components of a computer   (6 marks)

c) Outline Four principles features of spreadsheet software   (4 marks)

d) Explain Three basic functions of an operating system   (6 marks)

e) Explain Two characteristics of each of the following categories of computers: (4 marks)

    i.   Minicomputers

    ii.   Microcomputers.

f) Catherine was working on a presentation created using a presentation program and wished to insert a slide between slides 3 and 4. Outline the steps she would follow to achieve her objective.   (4 marks)

QUESTION TWO (20 MARKS)

a) Explain why a Tours company might choose special purpose software over a general-purpose package. (3 marks)

b) Explain Three challenges that the Hospitality Industry could face while using computers (6 marks)

c) Describe the function of the following elements of the central processing unit: (6 marks)

    i. The Control Unit;

    ii. Registers;

    iii. Execution Unit.

d) Susan came across the following examples of softwares when revising for her computer applications exam. Classify them as either application or system software:

Mozilla firefox, Windows Xp, Mac OS, Railways Reservation Software, Database Management system. (5 marks)

QUESTION THREE (20 MARKS)

a) Explain the circumstances under which the following are used in word processing:

    i. Line spacing

    ii. Character spacing

    iii. Drop cap (6 marks)

b) Faith, a computer technician, would like to prepare a report detailing quantities of equipment in the laboratory. Explain Two application programs that she could use to achieve her objective. (4 marks)

c) Kampuni Ltd has purchased computers for its business operations. Explain three precautions that could be taken when using the computers. (6 marks)

d) Outline Two measures that could be used to control hacking on computers by an organization. (4 marks)

QUESTION FOUR (20 MARKS)

a) Define the term workbook as used in spreadsheet programs (2 marks)

b)   Outline Two-page formatting features used in word processing documents   (4 marks)

c)   Explain Four views for slides provided by PowerPoint in a presentation   (8 marks)

d)   Describe Three roles played by an operating system in a computer   (6 marks)

QUESTION FIVE (20 MARKS)

a)   Explain the function of the following features in a presentation application: (6 marks)

     i.   Zoom button

     ii.   Zoom In and Zoom Out icons

     iii.   Zoom Slider

     iv.   Fit slide button

b)   Using suitable diagrams, outline Four paragraph alignments used in word documents

     (6 marks)

c)   Ann has bought a new laptop and intends to install an application software. Explain Two sources from which she can acquire the application.   (4 marks)

d)   Figure 1 below shows a worksheet extract of pupils' progress in three main subjects. Use it to answer the questions that follow.

     i.   Write the formula used in cell G4.   (2 marks)

     ii.   If the data was sorted in column G in descending order, write down the name of the student who would be at the top of the list.   (2 marks)

	A	B	C	D	E	F	G
1	First Name	Second Name	Gender	English	Maths	Science	Average
2							
3	Jammie	Ali	M	60	78	68	67
3	MacDonald	Ronny	M	55	83	65	66
4	Janemary	Sabina	F	87	85	73	82
5	Lillian	Ryle	F	60	75	66	67
6	Kings	Chris	M	86	60	85	77
7	James	Jean	M	45	65	60	57
8	Delphy	Jacobs	F	70	70	67	69
9	Kelly	Daniels	F	93	85	80	86

Figure 1