



Machakos University College

(A Constituent College of Kenyatta University) 

University Examinations 2014/2015

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

First Year Second Semester Examination for Certificate in Supplies and Chain Management Business Management

COMPUTER APPLICATIONS

DATE: 11/12/2014

TIME: 2.00-4.00 PM

INSTRUCTIONS

- Answer Question one; compulsory and any other two questions from section B
All questions carry the same marks

SECTION A

Question One

- Explain *two* uses of computers in the world today. **(4 marks)**
- Differentiate between *headers* and *footers* as used in ms word. **(2 marks)**
- Outline *two* uses of databases in an organization. **(2 marks)**
- Outline the difference between *functions* and *formulas* as used in spreadsheets. **(2 marks)**
- Explain three uses of the internet in a business setup today. **(6 marks)**
- Explain *two* disadvantages associated with the use of computers. **(4 marks)**
 - Explain the following terms as used in computers.
 - Icons **(2 marks)**
 - Interface **(2 marks)**
 - Menu **(2 marks)**
 - User friendly **(2 marks)**

SECTION B

Question Two

- Distinguish between *application packages* and *user programs*. **(4marks)**
- Holliness, a procurement officer with Express Communications Co. Ltd wants to purchase new computers for their new branch in Machakos city, outline *four* factors she should consider when purchasing the computers. **(8 marks)**

- c. Matheas would want to set up a new network for his company, explain four advantages he will get after the completion of this project. (4 marks)
- d. Outline *four* uses of computer networks. (4 marks)

Question Three

- a. Explain the term *computer* as used in I.C.T (2 marks)
- b. Fourth Cloud consultants are on a mission to purchase new software programs for their use in their company. Other than cost, explain *four* factors they should consider when purchasing the software programs. (8 marks)
- c. Other than cost, state *four* factors one should consider when procuring printers for their new business. (2 marks)
- d. The I.C.T Technicians working in the computer lab have noted with concern that the spread of computer virus within the campus is alarming. Discuss any *three* possible symptoms of computer virus within the institutions computers. (6 marks)
- e. Assuming a *range of A1:A6* in an excel program, write the function that can be used to compute the totals of all the values above 70. (2 marks)

Question Four

- a. Outline the difference between *hardware* and *software* as used in I.C.T (4 marks)
- b. It has come to the attention of the University administration that there has been a lot of loss of computers and data in the computer laboratories. Explain any *four* ways they can use to control the loss of computer hardware and data in the institution. (8 marks)
- c. List *four* types of input devices as used in computers. (2 marks)
- d. With the aid of a sketch diagram, outline *two* types of page orientation that can be applied in a word processing document. (2 marks)
- e. Explain *two* ways of coping with emerging trends in I.C.T. (4 marks)

THE END

*Wishing all the best
Wishing you blessed Holidays*