MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2014/2015

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

Second Year First Semester Examination for Certificate in Building and Civil Engineering

INFORMATION & COMMUNICATION TECHNOLOGY

Date: 10/12/2014   **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

Question One

a. Outline the difference between *formatting* and *editing* as used in Ms Word. **(2 marks)**

b. Differentiate between the *two* types computer memory. **(2 marks)**

c. List *four* examples of output devices as used in computers. **(2 marks)**

d. Outline the difference between *functions* and *formulas* as used in spreadsheets.**(2 marks)**

e. Describe *four* mouse techniques as used in I.C.T**.** **(8 marks)**

f. Explain *two* disadvantages associated with the use of computers. **(4 marks)**

g. Explain *two* ways of coping with emerging trends in I.C.T. **(4 marks)**

h. Outline *three* roles played by I.C.T as a tool for eradicating poverty in Kenya. **(6 marks)**

SECTION B

Question Two

a. Distinguish between *application packages* and *user programs***.** **(4marks)**

b. 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. Fourth Cloud consultants are on a mission to purchase new software programs for their use in their company. Other than cost, explain *three* factors they should consider when purchasing the software programs. **(6 marks)**

b. Other than cost, state *four* factors one should consider when procuring printers for their new business. **(4 marks)**

c. The I.C.T Technicians within MUC have noted with concern that the spread of computer virus within the campus is alarming. Discuss any *three* possible sources of computer virus within the institutions computers. **(6 marks)**

d. Differentiate between *data* and *information* as used in computers. **(4 marks)**

Question Four

a. Maisha mapya are in a process of installing internet connection in their new offices. Outline any four benefits they will get after completion of the project. **(4 marks)**

b. Differentiate between *headers* and *footers* as used in word processing **(4 marks)**

c. Outline the difference between *hardware* and *software* as used in I.C.T **(4 marks)**

d. 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)**

THE END

Wishing all the best
Wishing you blessed Holidays