



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR FIRST SEMESTER DIPLOMA IN SUPPLIES MANAGEMENT/ACCOUNTANCY/MARKETING/HOSPITALITY AND
TOURISM/HR

INFORMATION COMMUNICATION TECHNOLOGY

Date: 17/12/2014

Time: 11:00 – 1:00 pm

INSTRUCTIONS

Answer Question 1 and any other two questions

Question 1 (Compulsory)

- i. Define the following terms in respect to ICT (4 marks)
 - a. Information
 - b. Hardware
 - c. Software
 - d. Peripherals
- ii. Outline how to carry out the following operations (5 marks)
 - a. Create a folder on the desktop
 - b. Change the windows background appearance
- iii. Illustrate and briefly describe the information processing cycle (5 marks)
- iv. List **five** formatting features that can be applied on fonts in MS-Word (5 marks)
- v. Describe the **three** files of mail merge. (5 marks)
- vi. Differentiate between the following terms as used in Ms-Excel. (6 marks)
 - a) Formulae and Function
 - b) Label and Value
 - c) Worksheet and Workbook

Question Two

- i. Using a diagram clearly illustrate the flow of data and instructions in a digital computer. (10 marks)
- ii. Explain any **five** reasons why a computer is considered as a powerful tool. (10 marks)

Question Three

- i. Classify the following devices as either input or output (5 marks)
Plotter, Scanner, Digital camera, Barcode reader, Monitor, Speaker, Microphone, Keyboard, Printer, Joystick
- ii. Using an appropriate example in each case, illustrate **three** statistical functions as used in MS-Excel. (6 marks)
- iii. Differentiate between relative and absolute referencing in respect to MS-Excel. Use an illustration. (6 marks)
- iv. Name the technology used in the first, second and third generation computers. (3 marks)

Question Four

- i. Analyse **six** factors that you would consider when selecting hardware (12 marks)
- ii. Describe **three** ways of creating tables in MS Word. (6 marks)
- iii. Give **two** reasons why it is likely to find a UPS in a computer room. (2 marks)

Question five

- i. List **three** reasons why employees would resist the use of computers in a firm (3 marks)
- ii. Briefly describe the **four** types of alignments used in MS-Word (8 marks)
- iii. Describe any **three** mouse clicking techniques and explain how they are used with icons in a GUI. (9 marks)