



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)
- Zoom button
 - Zoom In and Zoom Out icons
 - Zoom Slider
 - 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.
- Write the formula used in cell G4. (2 marks)
 - 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)

Figure 1

	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