



Machakos University College

(A Constituent College of Kenyatta University)

University Examinations 2014/2015

DEPARTMENT OF COMPUTING AND APPLIED SCIENCES

Examination for Craft Certificate in Marketing/Supplies - Craft 1

Information & Communication Technology I.C.T

Date: 26/03/2014

Time: 2:00 – 4:00pm

INSTRUCTIONS

Answer **all** the questions on this questions' booklet

All questions carry the same marks

Question One

- a. List any **four** examples of database programs available in the market today. (2 marks)
- b. 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)
- c. Explain the use of the following computer application software in a business.
 - i. Database application software. (2 marks)
 - ii. Spreadsheets application software. (2 marks)
- d. Outline any **four** roles played by I.C.T in the business field. (4 marks)
- e. Explain any **four** causes of computer virus. (8 marks)

Question Two

- a. Define the following terms as used in application packages.
 - i. Editing (2 marks)
 - ii. Absolute cell referencing (2 marks)
 - iii. Worksheet (2 marks)
 - iv. Formatting (2 marks)
- b. Mawazo Mapya; Procurement Officer with Express Communications Co. Ltd wants to purchase new computers for their new branch in Machakos town, outline any **four** factors he should consider when purchasing the computers. (4 marks)
- c. With the aid of a well label block diagram, outline the components of a digital computer system. (4 marks)
- d. Explain the difference between **compatibility** and **Portability** as used in I.C.T. (4 marks)

Question Three

- a. Mawathe and Friends Co. Ltd are on a mission to purchase new software for use in their company. Other than cost, explain any **three** factors they should consider when purchasing the programs. (6 marks)
- b. Other than cost, briefly explain any **four** factors one should consider when procuring printers for their Business department (4 marks)
- c. Outline the difference between **Spreadsheets** and **Word processor** as used in I.C.T. Show some examples in each. (4 marks)
- d. With the aid of diagrams, outline the difference between **pie** and **bar charts** as used in Ms Excel. (4 marks)
- e. Outline any **one** procedure of merging cells in Ms Excel program. (2 marks)

Question Four

- a. Explain the following terms as used in I.C.T.
 - i. Special purpose computers. (2 marks)
 - ii. Computer. (2 marks)
 - iii. Input devices. (2 marks)
- b. Explain the **four** main operational functions of computer hardware (8 marks)
- c. Define the term **Information and Communication Technology**. (2 marks)
- d. Differentiate **Hardware** and **Software** as used in computers. (4 marks)

Question Five

- a. Differentiate between **application packages** and **user programs** (4 marks)
- b. Explain the **three** components of the C.P.U (6 marks)
- c. A company has decided to computerize their operations. They have decided to purchase packages instead of developing their own programs. Outline **two** advantages and **two** disadvantages of this approach. (4 marks)
- d. Use the diagram below, outline the use of each of the following parts labeled below. (6 marks)

