



# MACHAKOS UNIVERSITY

University Examinations for 2022/2023

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SECOND SEMESTER EXAMINATION FOR THE DIPLOMA OF  
MECHANICAL AND AUTOMOTIVE ENGINEERING

2502/101: INFORMATION COMMUNICATION TECHNOLOGY

DATE: 28/3/2023

TIME: 8:30-11:30 AM

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Instructions:

Answer any **FOUR** Questions

Don't write on this question paper

## QUESTION ONE

- a) Differentiate between *relative* and *absolute* references as used in computers.(4 marks)
- b) Outline **two** disadvantages of a keyboard as an input device. (4 marks)
- c) Explain **four** reasons that could make a student prefer a laptop over a desktop computer. (8 marks)
- d) Describe **two** reasons that may prompt a computer user to perform a warm boot. (4 marks)

## QUESTION TWO

- a) Charles intends to create a table in a word processing document. Describe two methods that he would use to achieve his objective. (4 marks)
- b) Describe the function of the following Database features:
  - i. Form;
  - ii. Query. (4 marks)
- c) Briefly explain the following word processing features:
  - i. Find and Replace;
  - ii. Thesaurus;

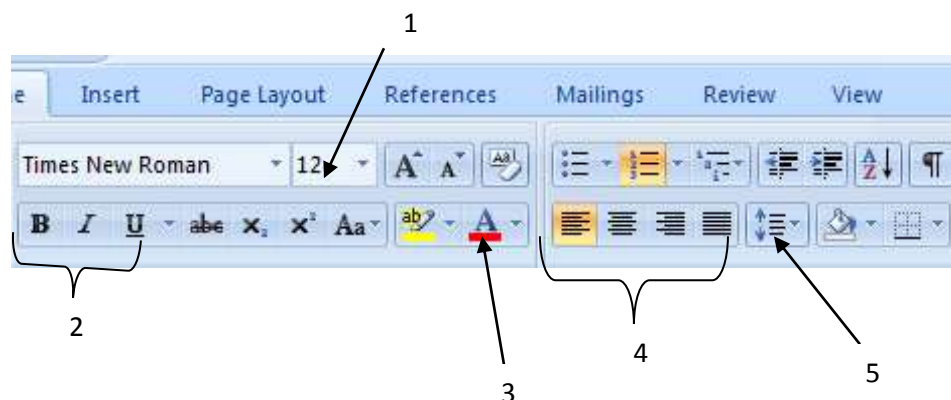
- iii. Autocorrect. (6 marks)
- d) Define a computer virus. (2 marks)
- e) Outline **four** ways in which a computer user would control the spread of viruses in his/her computer. (4 marks)

### QUESTION THREE

- a) Define the following terms in respect to computers.
  - i. Hardware
  - ii. Peripheral
  - iii. GIGO (6 marks)
- b) Indicate two application areas of the following software.
  - i. Word Processors (4 marks)
  - ii. Graphics packages
- c) Leo intends to upgrade his computer. Describe **two** examples of such upgrades. (4 marks)
- d) Describe any **three** optical scanners and clearly indicate where they are used. (6 marks)

### QUESTION FOUR

- a) Differentiate the following terms in relation to computers:
  - i. Soft copy and Hard copy
  - ii. Save and Save As
  - iii. Move and copy (6 marks)
- b) In word processing, *indent* means moving the text away from the margin. Describe **two** types of indents. (4 marks)
- c) Identify and state the function of the following tools. (10 Marks)



## QUESTION FIVE

- a) Study the spreadsheet below of marks of two students in a diploma in ICT class at Machakos university and answer the questions that follow:

|   | A    | B    | C     | D     | E     | F |
|---|------|------|-------|-------|-------|---|
| 1 | NAME | C. A | MATHS | PROG. | TOTAL |   |
| 2 | JOHN | 45   | 18    | 28    |       |   |
| 3 | MARY | 75   | 56    | 59    |       |   |
| 4 |      |      |       |       |       |   |

Using cell references only, write down the formula that can be used to calculate the following:

- i. Total marks obtained by the two students in PROG (programming).(2 marks)
  - ii. The highest mark obtained by Mary in the three units. (2 marks)
  - iii. The mean mark for john. (2 marks)
  - iv. Count the number of students who scored 50 and above in Maths. (2 marks)
  - v. Using the IF function, grade the students with the following criteria;  
Total marks >150 , Pass  
Total marks <150 , Fail (4 marks)
- b) Differentiate between the following pair of terms in reference to spreadsheets:
- i. Formulae and Functions; (4 marks)
  - ii. Sorting and Filtering. (4 marks)