



Machakos University

ISO 9001:2015 Certified 

University Examinations for 2022/2023 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

**FIRST YEAR SECOND TERM EXAMINATION FOR
2705/101/ICT: DIPLOMA IN BUILDING TECHNOLOGY
2707/101/ICT: DIPLOMA IN CIVIL ENGINEERING
INFORMATION COMMUNICATION TECHNOLOGY**

DATE: 27/3/2023

TIME: 8:30 – 11:30 AM

INSTRUCTIONS

Answer question one in section A and any four questions in section B

SECTION A

QUESTION ONE (32 MARKS)

- a) Distinguish between the use(s) of the following keyboard keys; (4 marks)
 - i. Spacebar and Backspace
 - ii. Home and End
- b) Describe each of the following types of operating systems. (4 marks)
 - i. Single user single tasking
 - ii. Single user multitasking
- c) Explain the following terms as used in ICT
 - i. word-processing (2 marks)
 - ii. multimedia technology (2 marks)
- d) The following combination of keys were applied by a student during a wordprocessing practical lesson. State the function of each of the combinations. (4 marks)
 - i. Alt+Tab
 - ii. Ctrl+Home
 - iii. Alt+F
- e) Differentiate between a *footnote* and an *endnote* as used in word processing document. (4 marks)
- f) Vic applied timing transition effects on the slides she created using a presentation program. Outline four such effects she could have used. (4 marks)
- g) Name four text wrap options that one may apply on graphics inserted on a word processing document. (4 marks)
- h) Explain two benefits of teleconferencing. (4 marks)

SECTION B

QUESTION ONE (17 MARKS)

- a) State two benefits of using cables in a local area network instead of using wireless links. (2 marks)
- b) Outline two benefits of computer networking in an organization. (2 marks)
- c) A company prefers to use a system that is managed and controlled by a computer rather than a human being. Identify three reasons for this preference. (3 marks)
- d) Explain two benefits of using blue tooth technology in data communication. (2 marks)
- e) Valentine, a secretary to the ICT Head of Department, intends to create a mail merge document. Describe two documents she could use. (4 marks)
- f) Describe two methods that would be used to create a table in a word processing program. (4 marks)

QUESTION TWO (17 MARKS)

- a) State the purpose of the following features in word processing programs. (3 marks)
 - i. Thesaurus
 - ii. Caption
 - iii. Format painter
- b) Identify two ways of selecting a paragraph in word processing programs. (2 marks)
- c) Classify the following software as either operating system or application package. (4 marks)
AutoCAD, MS Word, MS Windows, Linux, Lotus 123, MS Access, Unix, Novel
- d) With aid of an example in each case, distinguish between multi-user operating system and single-user operating system. (2 marks)
- e) Explain the purpose of each of the following views in presentation software. (4 marks)
 - i. Slide sorter view
 - ii. Slide show view
- f) Explain what the following combination of keys achieve in word-processing. (2 marks)
 - i. Ctrl+Shift+W
 - ii. Ctrl+Shift+D

QUESTION THREE (17 MARKS)

- a) Identify three types of user interfaces used in operating systems. (3 marks)
- b) With the aid of sketches, describe three types of views as used in presentation programs. (6 marks)
- c) The following combination of keys were applied by a student during a wordprocessing practical lesson. State the function of each of the combinations. (8 marks)
 - i. Ctrl+C
 - ii. Ctrl+E
 - iii. Ctrl+Z
 - iv. Alt+F4

QUESTION FOUR (17 MARKS)

- a) Identify four categories of computer keyboard keys. (4 marks)
- b) Write in full the following abbreviations. (3 marks)
 - i. GUI
 - ii. MSDOS
 - iii. WIFI
- c) Paul would like to use the mail merge feature to create customized letters to his friends. Identify three files that would be created. (3 marks)
- d) Joe included a number of animations in his project presentation document. Outline three benefits he would derive from this approach. (3 marks)
- e) With aid of a well-labelled sketch, explain the general layout of a worksheet in a spreadsheet software. (4 marks)

QUESTION FIVE (17 MARKS)

- a) Identify three types of views that could be used in a presentation software. (3 marks)
- b) Liza intends to protect her word document with a password. Outline the procedure she could use to achieve her goal. (4 marks)
- c) Explain the term, mail merge as used in word-processing application packages. (2 marks)
- d) Distinguish between first line indent and hanging indent as used word processing. (4 marks)
- e) State four factors that should be considered when choosing a presentation package for an organization. (4 marks)