



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2014/2015 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY
First Semester Examination for Diploma in ICT

COMPUTER APPLICATIONS

Date: 30/03/2015

Time: 2.00-4.00 PM

INSTRUCTIONS

Answer Question One Compulsory and any other two questions from section B
Remember that you MUST write your admission number on the examinations booklet.

SECTION A

Question One

- Outline *four* advantages of databases in an organization. (4 marks)
- Outline the difference between *functions* and *formulae* as used in spreadsheets. (4 marks)
- Explain three uses of the internet in a business setup today. (6 marks)
- 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)
- Explain *two* disadvantages associated with the use of computers. (4 marks)
- With the aid of a sketch diagram, outline **two** types of page orientation that can be used in a word processing document. (2 marks)
- Outline two ways of inserting new slides in Ms PowerPoint. (4 marks)
- State any four disadvantages associated with the internet. (4 marks)

SECTION B: Question Two

- Holliness, a procurement officer with Express Communications Co. Ltd wants to purchase new computers for their new branch in Machakos city. Other than cost, identify *four* factors she should consider when purchasing the computers. (8 marks)

- b. Discuss any four mouse techniques as used in ICT. (8 marks)
- c. Outline four types of data used in spreadsheets. (4 marks)

Question Three

- a. Fourth Cloud consultants are on a mission to purchase new software programs for their use in their company. Other than cost, explain **three** factors they should consider when purchasing the software programs. (6 marks)
- b. Other than cost, state **four** factors one should consider when procuring printers for their new business. (4 marks)
- c. The I.C.T Technicians working in the MUC have noted with concern that the spread of computer virus within the campus is alarming. Discuss any **three** symptoms of computer virus within the institutions computers. (6 marks)
- d. Suggest four ways of mitigating the spread of virus in the computer labs. (4 marks)

Question Four

- a. Maisha mapya are in a process of installing internet connection in their new offices. Outline any three benefits they will get after completion of the project. (4 marks)
- b. Assuming Windows based operating system, outline any one procedure of creating tables in Ms Word. (4 marks)
- c. Explain two uses of websites as used in various organizations. (4 marks)
- d. With the help of diagrams, differentiate between *Area* and *Column charts* as used in spreadsheets. (4 marks)
- e. Explain the following terms as used in computers.
 - i. Icons (2 marks)
 - ii. Menu (2 marks)

Question Five

- a. Briefly explain the **four** types of alignments used in MS-Word (8 marks)
- b. Explain any two ways of coping with emerging trends in I.C.T. (4 marks)
- c. Matheas would want to set up a new network for his company, explain four advantages he will get after the completion of this project. (8 marks)