



MACHAKOS UNIVERSITY

University Examinations for 2023/2024

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE DIPLOMA IN

ELECTRICAL ENGINEERING(POWER)

INFORMATION COMMUNICATION TECHNOLOGY

DATE:24/11/2023

TIME:2:30-5:30PM

INSTRUCTIONS:

Answer any **Five** Questions

Don't write on this question paper

QUESTION 1

(a) Explain the differences between the following terms as used in **ICT**

- i. ALU and CU
- ii. RAM and ROM
- iii. Input devices and Output devices
- iv. Data and Processing

(8 marks)

(b) Highlight the function of the following shortcut keys as used in Microsoft word

- i. Ctrl + Y
- ii. Ctrl+B
- iii. Ctrl+z
- iv. Ctrl+P

(4 marks)

(c) Machakos University has automated most of its operations. Describe **three** benefits derived from this move.

(6 Marks)

(d) Define the term Computer

(2 marks)

QUESTION 2

- a) Explain **four** negative impacts of ICT in a society. (8 marks)
- b) List any **four** uses of a word processing program (4 marks)
- c) Explain the different types of *alignments* found in *MS word* (4 marks)
- d) Classify the following software as either operating system or application software

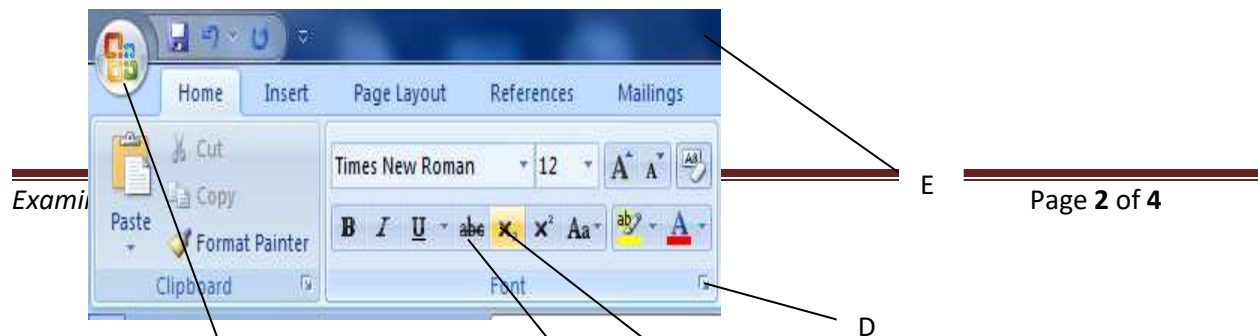
MS windows, sage, novel, Linux, WordPerfect, Unix, Lotus 1-2-3, MS Access (4 marks)

QUESTION 3

- a) Juma, a student in MksU intends to buy a laptop and has approached you for advice.
Describe **four** factors that will determine the cost of the laptop. (8 marks)
- b) The management of Albano Company intends to acquire software for the organization.
Explain **four** factors they should consider. (8 marks)
- c) Describe any Four different parts of an MS Word Window (4 marks)

QUESTION 4

- a) During a computer software lesson a lecturer taught about the functions of operating systems. Describe **five** of such functions. (5 marks)
- b) Explain the **four** document views found under MS word (4 marks)
- c) ABC company is in the process of Automating its process and they have engaged you to help them achieve this. As an ICT expert explain to them any six security measures they should employ to safeguard the computer system (6 marks)
- d) Below is a caption of an *MSWord* document, explain the purpose of the labelled parts (5 marks)



QUESTION 5

- a) Explain the mouse Technique (4 marks)
- b) State the differences between Soft copy output and Hard copy (4 marks)
- c) Explain the process of changing a computer screen saver (2 marks)
- d) Analyze **three** reasons that justify why the main memory needs to be complemented by the secondary memory. (6 Marks)
- e) Explain the importance of job segregation (2 marks)

QUESTION 6

- a) List **three** examples of word processing packages currently in the market (3 marks)
- b) Purity was going through a document and saw the term *word processing*. As a computer expert explain to her its meaning (2 marks)
- c) Describe the process of creating a folder (5 marks)
- d) Explain any **five disadvantages** of computerization in an organization (10 marks)

QUESTION 7

- (a) Define the term computer (2 marks)
- (b) Explain any **five** negative impacts of computers (10 marks)

(c) Explain the process of changing the desktop background (6 marks)

(d) Define the term screen saver (2 marks)

QUESTION 8

a) Explain the different types of computers (6 Marks)

b) Describe the different types of Computer Classifications (8 marks)

c) Explain the different classifications of computer threats (6 marks)