



MACHAKOS UNIVERSITY

University Examinations for 2017/2018

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN ICT

DIT101: COMPUTER APPLICATIONS

DATE:18/12/2017

TIME: 2.00-4.00 PM

INSTRUCTIONS

Answer Question One Compulsory and any other two questions

QUESTION ONE

a) Using the diagram below, answer the questions that follow.

	A	B	C	D	E	F	
1	<i>DICT PERFORMANCE, SEM 3, 2017</i>						
2	NAME	ICT	COMM SKILLS	ENT	TOTAL	AVERAGE	GRADE
3	John	20	54	84			
4	Mandela	75	58	96			
5	Winnie	48	845	47			

Above 70 = Distinction, above 60 “Credit”, above 50, “Pass” , above 40, “Pass”
below 40, “Fail”

Write functions that can be used to calculate the following.

- The totals (2 marks)
- The average score (2 marks)

- iii. The grade based on the conditions outlined above. (3 marks)
- b) Outline the use of the following shortcut keys as used in Microsoft Word. (5 marks)
 - i. Ctrl + Shift + <
 - ii. Ctrl + X
 - iii. Ctrl + H
 - iv. Ctrl + J
 - v. Ctrl + E
- c) Outline any four reasons why a computer user may intend to upgrade his/her computer systems even when the system is in good working conditions. (4 marks)
- d) Explain two roles played by I.C.T in organizations. (4 marks)
- e) Discuss any four types of application packages that can be installed in a microcomputer and what each type of software does outlining examples where necessary. (10 marks)

QUESTION TWO

- a) Explain *four* types of data processing modes as used in ICT. (8 marks)
- b) Outline any one procedure for inserting a new slide in Ms PowerPoint. (2 marks)
- c) Explain *two* types of cables used in computer connection (4 marks)
- d) Describe any three factors that one can consider when selecting an Internet Service Provider. (6 marks)

QUESTION THREE

- a) Outline any one procedure of creating tables in MS word. (4 marks)
- b) Edna; Procurement Officer with Express Communications Co. Ltd wants to purchase printers for their new branch in Makindu. Other than cost, outline four factors he should consider when purchasing these equipment. (4 marks)
- c) Explain the following terms as used in Computer Applications. (10 marks)
 - i. Data processing
 - ii. Formulas
 - iii. Functions
 - iv. Worksheet
 - v. Line spacing

- d) Elaborate on *mail merging* citing the advantages of using this feature in computer applications as used in today's life. (2 marks)

QUESTION FOUR

- a) Mazrui Company Ltd is on a mission to acquire new software for their use in their company. Explain any three major benefits that they can have by developing these programs on their own over purchasing from external developer. (6 marks)
- b) Mwangaza data handlers have noted with concern that their systems are under constant threat of attack.
- i. Outline any four threats to information security. (4 marks)
 - ii. Discuss any five system controls that an organization may apply on its computing use. (10 marks)

QUESTION FIVE

- a) Briefly explain the **four** types of alignments used in MS-Word (8 marks)
- b) Differentiate between *headers* and *footers* as used in computer applications. (4 marks)
- c) Explain the following types as used in ICT.
- i. Browsers (2 marks)
 - ii. Search engine (2 marks)
 - iii. Drop cap (2 marks)
 - iv. Digital marketing (2 marks)