



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR FIRST TERM EXAMINATION FOR

CERTIFICATE IN SUPPLY AND CHAIN MANAGEMENT

CERTIFICATE IN BUSINESS MANAGEMENT

INTRODUCTION TO ICT

DATE: 11/6/2021

TIME: 11.30-2.30 PM

INSTRUCTIONS

Attempt any five questions

QUESTION ONE

- a) Define the following terms as used in computing.
 - i. Computer virus (2 marks)
 - ii. Software (2 marks)
- b) Describe three parts of a computer keyboard. (6 marks)
- c) Differentiate between RAM and ROM. (4 marks)
- d) Explain three types of application packages that can be installed in a microcomputer giving examples where possible. (6 marks)

QUESTION TWO

- a) With the aid of diagrams, explain three types of network topologies as used in computer networks. (8 marks)
- b) Assuming a word processing program, outline one procedure for inserting tables. (2 marks)
- c) Discuss two components of the Central Processing Unit. (4 marks)
- d) Magdalene was instructed by her company to enquire about procuring new scanning equipment for their new department. Explain three she can consider when computers for a new department. (6 marks)

QUESTION THREE

- a) List three examples of operating system software as used in ICT. (4 marks)
- b) Makinika, a procurement Officer with Express Communications Co. Ltd wants to purchase software for their new branch in Mwatate. Outline four factors he should consider when purchasing the programs. (4 marks)
- c) Explain each of the following terms as used in Computer Applications.
 - i. Data processing (2 marks)
 - ii. Formulas (2 marks)
 - iii. Functions (2 marks)
 - iv. Database (2 marks)
 - v. Line spacing (2 marks)
- d) Outline one situation in which mail merging feature can be used in computer applications. (2 marks)

QUESTION FOUR

- a) Mazrui Company Ltd is on a mission to acquire new software for their use in their company. Explain three major benefits that they can have by developing these programs on their own over purchasing from external developer. (6 marks)
- b) Describe the procedure for printing documents in Ms Office. (4 marks)
- c) Explain five functions of operating systems as used in computers. (10 marks)

QUESTION FIVE

- a) Outline five symptoms displayed by a computer that is likely to be affected by virus attacks. (5 marks)
- b) Explain the following terms as used in internet services.
 - i. Bookmarks (2 marks)
 - ii. History (2 marks)
 - iii. HTTPs (2 marks)
 - iv. E-Mail (2 marks)
 - v. Search engine (2 marks)
- c) With the aid of a well labelled diagram, draw a block diagram of digital computer system. (5 marks)

QUESTION SIX

- a) Explain **four** types of alignments used in MS-Word (8 marks)
- b) With the aid of a diagram, describe the classifications of computer software. (6 marks)
- c) Describe the use of the following keyboard keys as used in computers.
 - i. Spacebar (2 marks)
 - ii. Backspace (2 marks)
 - iii. Enter (2 marks)