



MACHAKOS UNIVERSITY

University Examinations 2021/2022

SCHOOL OF ENGINEERING TECHNOLOGY

DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY

FIRST YEAR FIRST TERM EXAMINATION FOR

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY (DICT)

COMPUTER APPLICATIONS 1

DATE:

TIME:

INSTRUCTIONS TO THE CANDIDATES:

1. You should have the following for this examination:-
 - Answer booklet
2. Attempt all the questions.
3. All the questions carry twenty marks

This paper consists of three printed pages

Candidates should check the question paper to ensure that all the pages are printed as indicated and that no questions are missing

QUESTION ONE

- a) State four functions of labels as used in spreadsheets. (4 marks)
- b) State four uses of computers in a business organization. (4 marks)
- c) Outline the procedure for creating tables in Ms Word program. (4 marks)

- d) Assuming a windows operating system, outline the procedure for creating a folder labelled “KNEC EXAM” on the desktop. (4 marks)
- e) Differentiate between Cut and Copy as used in computer applications. (4 marks)

QUESTION TWO

- a) State two types of interface as used in computing. (2 marks)
- b) Headache, back and neck pain may result from the use of computers. State how each of them can be minimized. (6 marks)
- c) With the aid of well labelled diagrams, differentiate between column and bar charts as used in computer applications. (4 marks)
- d) Outline the use of the following shortcut commands as used in word processing
 - i. Ctrl + L (1 mark)
 - ii. Ctrl + X (1 mark)
 - iii. Ctrl + H (1 mark)
 - iv. Ctrl + K (1 mark)
- e) Elaborate two conditions which may make as computer user to reboot a computer system that is already functioning. (4 marks)

QUESTION THREE

- a) State the meaning of the term *disk defragmentation* as used in computers. (2 marks)
- b) Students of a school intend to elect their school captain by secret ballot. State three ways in which computers can be used to improve the election process. (3 marks)
- c) Name two devices that may be used for storing data for a long duration. (2 marks)
- d) Explain three ways in which an operating system provides data security in a computer system (6 marks)
- e) Many organizations have prioritized installation and use of internet in their offices. State seven uses of the internet in the world today. (7 marks)

QUESTION FOUR

- a) Pesa Tele Company has offices in Nairobi and Kampala connected in a network. The management is convinced that someone is illegally gaining access to the data in their computers. State three ways in which the company can overcome this problem. (3 marks)
- b) Distinguish between a formula and a function as used in spreadsheets. (4 marks)
- c) With the aid of a diagram, describe the Hierarchical Database Model. (5 marks)
- d) Differentiate between primary key and index key as used in databases. (4 marks)
- e) Hekima Digital consultants have decided to upgrade to new computers during the next financial year. State four factors that they should consider when purchasing the computers. (4 marks)

QUESTION FIVE

- a) Explain two ways in which the use of Internet could make reporting of corruption easier. (4 marks)
- b) State two ways in which software errors can be prevented in program development. (2 marks)
- c) List three factors that should be considered when developing a database application and give reasons why each should be considered. (6 marks)
- d) State the functions of each of the following keys on the computer keyboard:
 - i. Backspace; (2 marks)
 - ii. Insert (ins) (2 marks)