



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

SECOND YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA IN BUILDING TECHNOLOGY

DIPLOMA IN CIVIL ENGINEERING

INFORMATION COMMUNICATION TECHNOLOGY

DATE: 8/09/2021

TIME: 2:30 – 5:30 PM

INSTRUCTIONS

Answer any five questions

QUESTION ONE (20 MARKS)

- a) Define the term following computing terms;
 - i. Word-processing software (2 marks)
 - ii. Spreadsheet software (2 marks)
- b) Describe two formatting features of word-processing software. (4 marks)
- c) Identify two examples of operating systems. (4 marks)
- d) Describe a computer network. (2 marks)
- e) Identify two data transmission media. (2 marks)
- f) State the function(s) of the following computer keyboard keys. (4 marks)
 - i. ESC
 - ii. Backspace
 - iii. HOME
 - iv. Shift
- g) Differentiate the following terms in relation to computers.
 - i. worksheet and workbook (2 marks)
 - ii. Cold boot and warm boot (2 marks)
- h) State two spreadsheet software found in the market today. (2 marks)
- i) State two spreadsheet application areas. (2 marks)

QUESTION TWO (20 MARKS)

- a) State two applications of the internet. (2 marks)
- b) Identify two computer antivirus software. (2 marks)
- c) Outline the steps a computer user would follow to achieve the following in Microsoft Word.
 - i. Create text columns (3 marks)
 - ii. Apply line spacing (3 marks)
 - iii. Create a bulleted list (3 marks)

- d) Describe each of the following application software, giving an example in each case.
 - i. Desk-top publishing (2 marks)
 - ii. Computer Aided Design (2 marks)
- e) Explain the steps of inserting a row in a Microsoft Excel worksheet. (3 marks)

QUESTION THREE (20 MARKS)

- a) Outline four mouse techniques/skills. (4 marks)
- b) Identify four computer generations. (4 marks)
- c) Distinguish between border and margins used in word processing. (2 marks)
- d) Explain two types of network topologies. (4 marks)
- e) State one computer crime and state how it can be controlled. (2 marks)
- f) Euna wants to purchase a computer for her personal use. State four reasons, why you would encourage her to buy a laptop. (4 marks)

QUESTION FOUR (20 MARKS)

- a) State two circumstances that would lead to warm booting. (2 marks)
- b) Outline two factors to consider while purchasing an operating system. (2 marks)
- c) Explain two advantages of using a word processing program. (4 marks)
- d) Describe the meaning of the electronic mail (e-mail). (2 marks)
- e) Differentiate between the following ICT terms.
 - i. Optical disk and Magnetic Disk (2 marks)
 - ii. Analog computer and Digital computer (2 marks)
 - iii. Hard disk and Compact disk (2 marks)
- f) You have been requested to advice your manager on different types of computer software. Explain, giving examples, the two broad classes of software. (4 marks)

QUESTION FIVE (20 MARKS)

- a) State two application areas where super computers can be used. (2 marks)
- b) Explain the following terms as used in an application package like a spreadsheet.
 - i. Title bar (2 marks)
 - ii. Scroll bar (2 marks)
 - iii. Menu bar (2 marks)
 - iv. Cell (2 marks)
- c) Complete the following dashes.
 - i. 1 MB = _____ Bytes (1 mark)
 - ii. 2 TB = _____ GB (1 mark)
- d) Write the following acronyms in full.
 - i. HDD (2 marks)
 - ii. CDROM (2 marks)
 - iii. CDRW (2 marks)
 - iv. DVD (2 marks)

QUESTION SIX (20 MARKS)

- a) Differentiate the terms, World Wide Web (WWW) and Internet. (4 marks)
- b) Outline four characteristics of the fifth generation computers. (4 marks)
- c) In word processing, *indent* means moving the text away from the margin. Outline two types of indents.
- d) Differentiate between the following pairs of terms as used in application packages.
 - i. Subscript and superscript (4 marks)
 - ii. Headers and Footers (4 marks)
 - iii. Landscape and Portrait orientation (4 marks)

QUESTION SEVEN (20 MARKS)

- a) Define the following memory storage concepts:
 - i. Bit (2 marks)
 - ii. Byte (2 marks)
- b) Outline two applications of computers in central and county governments operations. (2 marks)
- c) Dan is an architect and would like to procure a plotter for his architectural and computer aided design works. State two factors he should consider. (2 marks)
- d) Explain two uses of ICT in the building technology and civil engineering sectors. (4 marks)
- e) Describe two threats to computer systems. (2 marks)
- f) Explain the function(s) of the following data communication devices.
 - i. Switch (2 marks)
 - ii. Modem (2 marks)
 - iii. Booster (2 marks)