



MACHAKOS UNIVERSITY

University Examination for 2023/2024

DIRECTORATE OF TVET

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN MECHANICAL/AUTOMOTIVE
ENGINEERING

2502/101: INFORMATION COMMUNICATION TECHNOLOGY

DATE: 24/11/2023

TIME: 2:30-5:30PM

INSTRUCTIONS:

Answer any **FOUR** Questions

Don't write on this question paper

QUESTION 1

- a) Describe each of the following types of computers:
 - i. multi-user computer system;
 - ii. Workstation;
 - iii. Laptop. (6 mark)
- b) On the computer keyboard, there are some keys that appear twice where one set is to the left of the keyboard and the other set is to the right of the keyboard.
 - i. State **two** such keys;
 - ii. Explain the reason for having such arrangement for those particular keys on the keyboard. (6 marks)
- c) Distinguish between installing software and launching software. (4 marks)
- d) Outline the steps of creating a folder on the desktop of a personal computer. (4 marks)

QUESTION 2

- a) An employee noted that the words typed in the upper case had spelling mistakes despite having a spelling and grammar checker in word processing.
- Explain the reason for this;
 - State the steps that should be followed to ensure that the spell checker is helpful in correcting the words in upper case. (5 marks)
- b) A student intends to transfer all files on the desktop of a personal computer as a new folder to be created in the desktop, State the steps that he should follow. (5 marks)
- c) State the purpose of each of the following features in word processing programs:
- Thesaurus;
 - Caption. (4 marks)
- d) An employee was trying to open an email but had forgotten the password. Outline the process of regaining access to the email. (4 marks)
- e) List **four** secondary storage media of a computer system. (2mark)

QUESTION 3

- a) Some banks have introduced card less banking on their ATMs. However the ATMs still have card slots. Explain **two** advantages of running the ATM card services alongside the card less ATM services. (4 marks)
- b) Describe **two** reasons that make some employees to lose their jobs when their employer installs a computerized system. (4 marks)
- c) Explain each of the following types of computer software:
- Application software;
 - Operating system;
 - Utility program. (6 marks)
- d) Explain **three** benefits of using electronic mail instead of ordinary paper mail to send a job application letter. (6 marks)

QUESTION 4

- a) State **four** factors that should be considered when selecting an operating system for a personal computer. (4 marks)
- b) State the word processing formula that should be used in a table to compute each of the following values:
 - i. Total in a column;
 - ii. Total in a row;
 - iii. Mean score in a row of scores. (3marks)
- c) State the steps followed when typing the symbol H₂O in word processing. (3 marks)
- d) Explain **two** benefits of using a bar code reader at a point-of-sale terminal (4 marks)
- e) Outline **three** functions of a network operating system. (3 marks)
- f) Sawat College has installed tailor-made software for use in the management of its stores inventory. Highlight **three** benefits that the college may derive from using this software. (3marks)

QUESTION 5

- a) Explain each of the following types of software installation:
 - i. Silent installation;
 - ii. Clean installation. (4 marks)
- b) Outline the procedure for printing a document created using a word processing (5 marks)
- c) Explain **two** uses of Uninterruptible Power Supply (UPS) in a computer system.(4 marks)
- d) Some organizations prefer to use mainframe computers as network servers. Outline **three** reasons that may account for this preference. (3 marks)
- e) State the function of each of the following features of a word processor:
 - i. Word-wrap;
 - ii. Autocomplete;
 - iii. Alignment;
 - iv. Drop cap. (4 marks)

