



MACHAKOS UNIVERSITY

University Examinations for 2018/2019

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SPECIAL/SUPPLEMENTARY EXAMINATION FOR

DIPLOMA IN SUPPLY CHAIN MANAGEMENT

DPS103/DIT100: INTRODUCTION TO ICT

DATE: 27/9/2019

TIME: 11.00-1.00 PM

INSTRUCTIONS

Attempt question one compulsory and any other three from section B

SECTION A

Question One

- a. Explain two uses of computers in the world today. (4 marks)
- b. Differentiate between headers and footers as used in ms word. (2 marks)
- c. Outline two uses of databases in an organization. (2 marks)
- d. Outline the difference between functions and formulas as used in spreadsheets. (2 marks)
- e. Explain three uses of the internet in a business setup today. (6 marks)
- f. Explain two disadvantages associated with the use of computers. (4 marks)
- g. Explain the following terms as used in computers.
 - i. Icons (2 marks)
 - ii. Interface (2 marks)
 - iii. Menu (2 marks)
 - iv. User friendly (2 marks)
- h. Outline one procedure for inserting new slides in Ms PowerPoint. (2 marks)

SECTION B

Question Two

- a. Distinguish between application packages and user programs. (4marks)
- b. Holliness, a procurement officer with Express Communications Co. Ltd wants to purchase new computers for their new branch in Machakos city, outline four factors she should

consider when purchasing the computers.

(8 marks)

- c. Matheas would want to set up a new network for his company, explain four advantages he will get after the completion of this project. (4 marks)
- d. Outline four uses of computer networks. (4 marks)

Question Three

- a. Explain the term computer as used in I.C.T (2 marks)
- b. Fourth Cloud consultants are on a mission to purchase new software programs for their use in their company. Other than cost, explain **four** factors they should consider when purchasing the software programs. (8 marks)
- c. Other than cost, state **four** factors one should consider when procuring printers for their new business. (2 marks)
- d. The I.C.T Technicians working in the computer lab have noted with concern that the spread of computer virus within the campus is alarming. Discuss any **three** possible symptoms of computer virus within the institutions computers. (6 marks)
- e. Assuming a **range of A1:A6** in an excel program, write the function that can be used to compute the totals of all the values above 70. (2 marks)

Question Four

- a. Maisha mapya are in a process of installing internet connection in their new offices. Outline any four benefits they will get after completion of the project. (4 marks)
- b. Outline the procedure of merging cells in ms word table. (2 marks)
- c. Explain two types of charts as used in Ms Excel. (4 marks)
- d. Outline three roles played by I.C.T as a tool for eradicating poverty in Kenya. (6 marks)
- e. Differentiate between headers and footers as used in word processing (4 marks)

Question Five

- a. Outline the difference between hardware and software as used in I.C.T (4 marks)
- b. It has come to the attention of the University administration that there has been a lot of loss of computers and data in the computer laboratories. Explain any **four** ways they can use to control the loss of computer hardware and data in the institution. (8 marks)
- c. List four types of input devices as used in computers. (2 marks)
- d. With the aid of a sketch diagram, outline **two** types of page orientation that can be applied in a word processing document. (2 marks)
- e. Explain **two** ways of coping with emerging trends in I.C.T. (4 marks)