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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2019/2020 ACADEMIC YEAR TWO**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF INFORMATION SCIENCE AND TECHNOLOGY**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: COM 201**

**COURSE TITLE: COMPUTER APPLICATION**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 13/02/2020 TIME: 2.00-4.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of THREE (3) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. An institution intends to purchase software’s to be used in its daily activities.
	1. Explain five factors they need to consider while purchasing the software **[5 marks]**
	2. Explain five type of application software they can purchase **[5 marks]**
2. Explain five benefits of internet in an organization **[5 marks]**
3. Explain five components of a spreadsheet. **[5 marks]**
4. Explain five types of keys in a standard key board **[5 marks]**
5. You have sent the work to be printed by a printer but the printer is not responding. Explain five causes of this problem **[5 marks]**

**QUESTION TWO**

1. Distinguish the following terms **[8 marks]**
	1. Landscape and portrait
	2. Indentation and alignment
	3. Formatting and editing
	4. Save and save as
2. Explain six advantages of word processor over typewriter **[6 marks]**
3. Jane a secretary at Garissa University wants to send admission letters to a group of prospectus students. What word processor inbuilt facility will she apply and explain to her the steps she should follow **[6 marks]**

**QUESTION THREE**

1. Distinguish the following terms **[6 marks]**
	1. Cell and worksheet
	2. Relative cell referencing and absolute cell referencing
	3. Formula and function
2. A lecturer at Garissa University intends to analyze marks using spreadsheet package. Explain to Him the steps to achieve the following.
	1. Format the average marks into two decimal places **[3 marks]**
	2. Insert a line graph showing the names of students and total marks **[3 marks]**
	3. Printing His work in landscape **[3 marks]**
3. Explain the following
	1. Conditional formatting **[2 marks]**
	2. What if function  **[2 marks]**
	3. Auto fill **[1 mark]**

**QUESTION FOUR**

1. Explain five advantages of DBMS over conventional files **[5 marks]**
2. Explain four major components in Ms access window **[8 marks]**
3. Identify fields and their data types you require while designing a table to hold student’s details during registration **[3 marks]**
4. Explain two types of relationships in an access database? **[4 marks]**

**QUESTION FIVE**

1. Explain four advantages of power point package **[4 marks]**
2. Explain the following terms **[6 marks]**
	1. Slide show
	2. Animation
	3. Slide transition
3. Your friend has been invited for a presentation. Power point can assist him to make his presentation attractive and memorable.
4. Explain five design principles He should put into consideration **[5 marks]**
5. Explain the steps in developing a power point presentation and the features the software provides to him **[5 marks]**