



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE** **SECOND** SEMESTER EXAMINATION

SCHOOL OF COMPUTER AND INFORMATION SCIENCE FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY

COURSE CODE: CIT102

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

EXAMINATION DURATION: 3 HOURS

DATE: 11/04/18

TIME: 2.00-5.00 PM

INSTRUCTION TO CANDIDATES

- The examination has **SIX (6)** questions
- Question **ONE (1)** is **COMPULSORY**
- Choose any other **THREE (3)** questions from the remaining **FIVE (5)** 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 **FOUR (4)** printed pages

please turn over



QUESTION ONE (COMPULSORY)

1. a) What is a computer? [2 marks]
- b) Describe the following types of computer software with examples [4 marks]
 - i. System software
 - ii. Application software
- c) Explain **FOUR** ways of *Saving* a document in MS EXCEL [4 marks]
2. a) Distinguish between *Backspace* and *Delete* keys on the QUERTY Keyboard [2 marks]
- b) Using a well-labeled diagram, briefly describe *data flow* in a computer [8 marks]
3. a) What is a computer *SOFTWARE* [2 marks]
- b) Give **THREE** examples of operating systems [3 marks]

QUESTION TWO

- (a) State **FIVE** characteristics of main memory [5 marks]
- (b) Explain **TWO** reasons why the **IEBC voter** register had faults [4 marks]
- (c) State the roles of the following keyboard conventions
 - i. CTRL+ALT+DEL [1 mark]
 - ii. WINDOWS BUTTON+M [1 mark]
 - iii. CTRL+C [1 mark]
 - iv. CTRL+V [1 mark]
 - v. CTRL+X [1 mark]
 - vi. CTRL+Y [1 mark]

QUESTION TWO

- (a) What is *mail merging* [2 marks]
- (b) Assume you are the registrar of Garissa University and the University has tasked you to send admission letters to the following students



STUDENT NAME	REG.NO	COURSE	D.O.B
ABDI YUSSUF	DIT-001/2017	DIPLOMA IN IT	1997
SALAH ABDI	BSC-098/2017	BSC EDUCATION	1992
SALMA HUSSEIN	FPE-099/2017	FINANCE	1996
JONAH TERES	UBS-056/2017	HORTICULTURE	1990

Describe how you will send the letters to the new students without having to type one letter at a time [10 marks]

(c) State three advantages of using *mail-merging* in institutional communication [3 marks]

QUESTION THREE

- (a) What is *internet* [2 marks]
- (b) Give **FIVE** advantages of the *internet* in modern society [5 marks]
- (c) Name any **FOUR** *web browsers* used to access the internet [4 marks]
- (d) What is a *search engine* [2 marks]
- (e) Give **TWO** examples of search engines used in the internet [2 marks]

QUESTION FOUR

- (a) What is a *database* [2 marks]
- (b) Describe two Database Management tools used by Microsoft product packages [4 marks]
- (c) Give **FIVE** applications of *databases* [5 marks]
- (d) Explain **FOUR** features of a *Database Table* [4 marks]



QUESTION FIVE

i) You have been given the data below containing marks of students in five units

	A	B	C	D	E	F	G	H	I
1									
2	NAME	DIT024	DIT001	DIT003	DIT004	DIT005	TOTAL	AVERAGE	GRADE
3	ABDI	88	80	56	77	89	X	Y	Z
4	ZAINAB	78	90	87	76	87			
5	HAMZA	98	89	67	34	89			
6	NEIL	99	78	90	78	87			
7	YUSSUF	45	99	98	89	99			
8	HALIMA	89	70	76	67	90			
9									

- a. Name the cells marked **X**, **Y** and **Z** [3 marks]
- b. In cell **X** named above, write an excel function to find the **total** marks for **Abdi** and explain how to transfer the function to other students below **Abdi** [3 marks]
- c. In cell **Y**, write an excel function to calculate **average** marks for all students starting from **Abdi** [3 marks]
- d. State **THREE** ways of **saving** an excel workbook [3 marks]

ii) State **THREE** applications of Microsoft Excel [3 marks]

QUESTION SIX

- (a) List **THREE** types of **views** in MS PowerPoint [3 marks]
- (b) What is the equivalent of MS Office in Linux [2 marks]
- (c) Explain how to insert a hyperlink on MS PowerPoint [3 marks]
- (d) State **TWO** applications of MS PowerPoint in modern world [2 marks]
- (e) List **FIVE** applications of computers in Business and Education [5 marks]

