GARISSA UNIVERSITY COLLEGE

(A Constituent College of Moi University)

UNIVERSITY EXAMINATION 2016/2017 ACADEMIC YEAR <u>ONE</u> <u>SECOND</u> SEMESTER EXAMINATION

<u>SUPPLEMENTARY/SPECIAL EXAMINATION</u>

SCHOOL OF INFORMATION SCIENCE

FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

COURSE CODE: DIT 003

COURSE TITLE: COMPUTER APPLICATIONS IN BUSINESS

EXAMINATION DURATION: 3 HOURS

DATE: 28/09/17   **TIME: 02.00-05.00 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**

QUESTION ONE (COMPULSORY)

(a) Define what software is and classify computer software as it is in the area of computer applications. (10 marks)

(b) Discuss how software enables a computer to function. (10 marks)

(c) Name any five Operating Systems that are in use today (5 marks)

Question Two

(a) Microsoft Word supports primarily four file formats. Explain each of them. (8 marks)

(b) Outline any SEVEN general features of document formatting (7 marks)

Question Three

(a) Explain FIVE typical Micro Soft Excel Persistence Formats (10 marks)

(b) Define the following; (5 marks)
   i. Cell,
   ii. Row,
   iii. Column,
   iv. Worksheet.

Question Four

(a) Explain any five basic roles of application software's (10 marks)

(b) Define the following as used in Database management System;
   (i) Table (2 marks)
   (ii) File (2marks)
   (iii)Field (1 mark)

Question Five

(a) The PowerPoint Binary File Format, as specified in Micro Soft Office suit, is a persistence format that supports tasks for authoring and manipulating content in **presentations** and presentation templates. Explain SIX such contents included;

(12 marks)

(b) Differentiate between a website and a webpage. (3 marks)

QUESTION six

Garissa University College wants to develop a web site, as an Information Technology expert. Discuss any FIVE factors that you will consider in designing the web site (15 marks)