



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2018/2019

FIRST YEAR SPECIAL/SUPPLEMENTARY EXAMINATIONS FOR CERTIFICATE IN  
BUSINESS ADMINISTRATION, CERTIFICATE IN INFORMATION TECHNOLOGY  
AND CERTIFICATE IN PURCHASING AND SUPPLIES MANAGEMENT

### CIT 1117: INTRODUCTION TO COMPUTER AND APPLICATIONS

DATE: SEPTEMBER 2019

TIME: 2 HOURS

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**INSTRUCTIONS: Answer Question ONE and any other TWO questions.**

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#### QUESTION ONE (30 MARKS)

- a) Differentiate between the following terms. (6 marks)
- (i) Data and information
  - (ii) Super Computer and Mainframe Computer
  - (iii) System software and application software
- b) Briefly outline the major reasons for networking. (3 marks)
- c) You are the IT manager of an upcoming hotel and you have been asked to give the specification in order to procure the hotel computers. Explain the various criteria that you would recommend to be considered. (5 marks)
- d) Explain the 5 applications of computer in the society today. (5 marks)
- e) The Central Processing Unit is the brain of the computer, briefly describe its components. (3 marks)
- f) Define the following terms: (4 marks)
- (i) Computer software
  - (ii) Antivirus
- g) You have a list of related data that contains information on a class of students Marks for an examination; you want to calculate their averages so as to grade them. Which application software would be best to use. Give reasons why? (2 marks)
- h) The keyboard is the primary input device in a computer system. Name and describe the function of the keys shown below: (2 marks)

## QUESTION TWO (20 MARKS)

- a) The diagram below shows a Microsoft word application program. Discuss the marked parts A, B, C, D and E. (10 marks)

- b) What are the advantages of an electronic word processor. (4 marks)
- c) In your field of business administration and purchasing and supplies management, discuss 3 areas in which computers are applied. (6 marks)

## QUESTION THREE (20 MARKS)

- a) What do you understand by the following terms
- (i) Website (2 marks)
  - (ii) Web Browser (2 marks)
- b) Discuss 5 negative effects of the internet in our society. (10 marks)
- c) Discuss the importance of internet in education. (5 marks)
- d) List an example of a presentation package. (1 mark)

## QUESTION FOUR (20 MARKS)

- a) Computers can be classified according to size, Functionality and Purpose. Elaborate more on these classifications. (10 marks)
- b) Discuss the following word processing functions. (10 marks)
- (i) Page Layout
  - (ii) Formatting
  - (iii) Inserting
  - (iv) Editing
  - (v) Paragraph Style

**QUESTION FIVE (20 MARKS)**

- a) Use a diagram to show the Information Processing Cycle. (4 marks)
- b) Explain the difference between the following terms
  - (i) RAM and ROM (2 marks)
  - (ii) System software and Application software. (2 marks)
  - (iii) Bit and Byte (2 marks)
- c) What is a computer Network? With aid of a diagram explain any 4 network topology in the network structure. (10 marks)