



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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University Examinations 2018/2019

FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE CERTIFICATE IN BUSINESS ADMINISTRATION, CERTIFICATE IN PURCHASING AND SUPPLIES MANAGEMENT, CERTIFICATE IN CIVIL INSTALLATION, CERTIFICATE IN AUTOMOTIVE AND CERTIFICATE IN AGRICULTURE

CIT 1106/CIT 1104/CIT 1107/BFD 2106: INFORMATION COMMUNICATION TECHNOLOGY/INTRODUCTION TO COMPUTER AND APPLICATIONS

DATE: AUGUST 2019

TIME: 1½ HOURS

INSTRUCTIONS: Answer question *one* and any other *two* questions

QUESTION ONE (30 MARKS)

- List three advantages of electronic spreadsheets over manual spreadsheets (3 marks)
- The text in the box below was composed using a word processor. The current cursor position is between the words “in” and “our”

Computers are essential in our lives today

Describe what happens to the text in the text box above when each of the following keyboard keys are pressed (3 marks)

- Tab
 - Enter
 - Home
- State four characteristics which make computers better than human beings (4 marks)

- d) A student saved a document in a computer. After some time, she could not remember the name and the location of the file. State four file details that are assigned a file by the operating system which can assist in tracing the file (4 marks)
- e) A student tried opening an application program on a computer that was functioning well. The program did not load and the operating system reported that the memory was insufficient. Give two reasons for this (2 marks)
- f) Distinguish between a formula and a function as used in spreadsheets (2 marks)
- g) Describe the purpose of the following functions as used in spreadsheets (8 marks)
 - i. SUM()
 - ii. COUNTBLANK()
 - iii. AVERAGE()
 - iv. COUNTIF()
- h) Name four services provided over the internet (4 marks)

QUESTION TWO (20 MARKS)

- a) Differentiate between home page and a web page as used in the internet (2 marks)
- b) List any four examples of browsers (4 marks)
- c) Describe the following terms as used in internet (6 marks)
 - i. Downloading
 - ii. Electronic mail
 - iii. Search engine
- d) The following is a typical e-mail address. Identify the parts labelled a,b,c (3 marks)

- e) Describe the following terms used in email software (3 marks)
 - i. Attachment
 - ii. Inbox
 - iii. Compose

- f) Give two disadvantages of using email for communication (2 marks)

QUESTION THREE (20 MARKS)

- a) Name any three toggle keys found in a keyboard (3 marks)
- b) State the functions of each of the following computer keyboard keys when using a word processor (3 marks)
- i. End
 - ii. Insert
 - iii. Backspace
- c) State the spreadsheet function which can be used to obtain the following values in a worksheet (6 marks)
- i. Highest value in a range of cells
 - ii. Mean of values in a cells
 - iii. Position of a value in a range of cells
- d) List any three paragraph formatting features used in word processing (3 marks)
- e) Give three roles played by computers in learning institutions (3 marks)
- f) State two characteristics of a good password (2 marks)

QUESTION FOUR (20 MARKS)

- a) Study the spreadsheet below and answer the questions that follow

	A	B	C	D
1.	VENUS COMPUTER BOOKS CENTRE			
2.	TITLE	PRICE	NO.SOLD	COST
3.	Introduction to computers	650	25	
4.	Visual basic (6) turbo	850	45	
5.	Software engineering	1200	13	
6.	Oracle	3200	14	
7.	Computer science	1520	25	
8.	Computer hardware	890	6	
9.	Computer software	780	19	

- i. Write down a formula that can be used to find the cheapest book (2 marks)

- ii. Write down the formula that can be used to determine the total sales for the book titled “oracle” (2 marks)
- iii. Write down the formula can be used to determine the average price of the books (2 marks)
- iv. Write a function to display the number of cells in which the price of the book is more than 1500 (3 marks)
- b) List three sources of graphics that can be used in Microsoft word (3 marks)
- c) Give two advantages of previewing a document before printing (2 marks)
- d) Differentiate between drawing and inserting a table in a document (2 marks)
- e) List two examples of each of the following softwares (4 marks)
 - i. Word processors
 - ii. Spreadsheets

QUESTION FIVE (20 MARKS)

- a) Describe the following types of computers (6 marks)
 - i. Digital computers
 - ii. Analog computers
 - iii. Hybrid computers
- b) Give four characteristics of fifth generation computers (4 marks)
- c) Give three measures that can be put in place to protect computers in a laboratory (3 marks)
- d) State three reasons for increased used of solid state storage devices like flash disks (3 marks)
- e) Describe any two functions of an operating system (4 marks)