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University Examinations 2023/2024

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DIPLOMA IN INFORMATION TECHNOLOGY, EXAMINATION FOR THE DIPLOMA IN BUSINESS ADMINISTRATION

CIT 2117/BFD 2106: INTRODUCTION TO COMPUTERS AND APPLICATION

DATE: APRIL 2024

TIME: 1¹/₂ HOURS

INSTRUCTIONS:

1. Answer Question ONE, and any other TWO
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QUESTION ONE (30 MARKS)

- a. List five common features of a computer. (5 Marks)
- b. Identify the three components of computers system. (3 Marks)
- c. Define the following terms as used in ICT (4Marks)
 - i. Information
 - ii. data processing
 - iii. program
 - iv. computer
- d. Differentiate between two different types of data (2 marks)
- e. Explain confidential data and private data as used in data security. (4 Marks)
- f. Highlight two ways through which viruses get into a computer system. (3Marks)
- g. List four types of information that can be entered into a spread sheet cell. (4 Marks)
- h. List four examples of word processors. (4 Marks)
- i. Explain two characteristics of secondary storage. (2 Marks)



QUESTION TWO - (15 MARKS)

- (a) Explain five main function of operating system (10 marks)
- (b) Explain the uses of the following keyboard shortcuts (3 Marks)
 - (i) CTRL + F
 - (ii) Ctrl + Alt + Delete
 - (iii) Ctrl + X
- (c) List two examples of output devices. (2 Marks)

QUESTION THREE - (15 MARKS)

- a. Explain the classification of computer according to size (5 Marks)
- b. Using the spreadsheet below answer the following questions

	A	B	C	D
1	Item	Price per unit	quantity	Total price
2	Bar of soap	250	6	
3	Sugar	300	3	
4	Rice	240	5	
5	Maize Flour	150	8	
6	Wheat Flour	200	4	
7	Totals			

- i). Write the function to get the total price of maize flour and bar of soap (3marks)
- ii). Write the function to computer the total of price per unit (2marks)
- iii) . Write the function to count how many items were bought (3marks)
- c. Describe two features of Microsoft word. (2 Marks)

QUESTION FOUR (15 MARKS)

- a) Explain two functions of internet in business. (2 Marks)
- b) Explain four features of database in ICT (4marks)
- c) Explain the classification of software giving example for each classification (6marks)
- d) Advantages of presentation software over flipcharts (3marks)

