

CHUKA

UNIVERSITY



UNIVERSITY EXAMINATIONS

EXAMINATION FOR THE AWARD OF CERTIFICATE IN BUSINESS  
MANAGEMENT

COSC 00161: COMPUTER APPLICATIONS IN BUSINESS

STREAMS:

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 07/07/2021

8.30 A.M- 10.30 A.M

**INSTRUCTIONS:**

- Answer question **ONE** and **TWO** other questions
- Do not write anything on the question paper
- This is a **closed book exam**, No reference materials are allowed in the examination room
- There will be **NO** use of mobile phones or any other unauthorized materials
- Write your answers legibly and use your time wisely.
- Marks are awarded for clear and concise answers.

**QUESTION ONE (30 Marks)**

- List any three advantages of using a database software in business organization (3marks)
- Name two computer output devices (2 marks)
- list four common e-commerce types (4 marks)
- List any two differences between RAM and ROM (4 marks)
- List TWO examples of each of the following types of software. (4 marks)
  - Word Processing
  - Spreadsheets
- State three characteristics that make computers indispensable in business. (3 Marks)
- List two functions of the ALU (2marks)
- List any two functions of the Arithmetic logic unit (2marks)
- List three examples of secondary storage devices. (3marks)

- j. Browsing/surfing refers to the process of accessing Internet resources from the WWW websites. List three ways of browsing/surfing. (3 marks)

**SECTION B (ANSWER ANY TWO QUESTIONS)**

**QUESTION TWO (20 marks)**

- a. State and briefly explain the five categories of keys found on a standard keyboard  
(10marks)
- b. Giving an example for each differentiate between application and system software  
( 6marks)
- c. Distinguish between data and database (4marks)

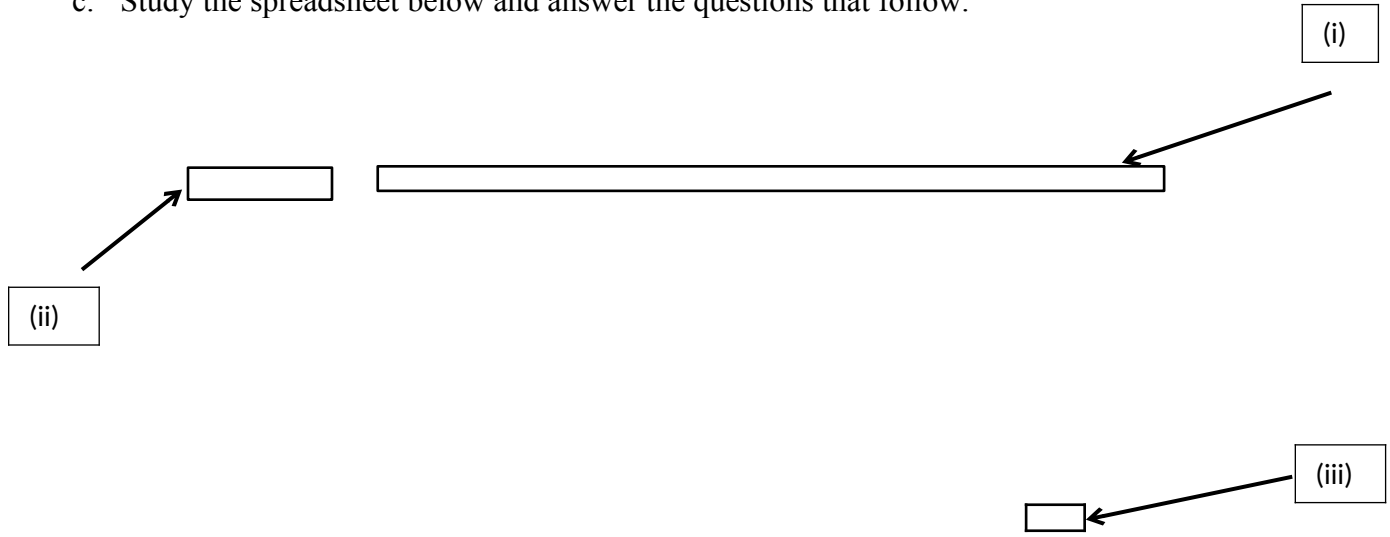
**QUESTION THREE (20 MARKS)**

- a. Discuss any five reasons why internet should be considered a great asset to any business entity. (10marks)
- b. Giving examples where necessary discuss the five types of operating systems.  
(10marks)

**QUESTION FOUR (20 MARKS)**

- a. Explain the difference between the following features of spreadsheets.
- i. Relative Reference and Absolute Reference (2 marks)
  - ii. Sort and Filter (2 marks)
  - iii. Worksheet and Workbook (2 marks)
- b. State and explain THREE features of productivity software (6 marks)

c. Study the spreadsheet below and answer the questions that follow.



- i. Identify the parts (i), (ii) and (iii) above. (3 marks)
- ii. Suppose 58, 25, 13 is entered on cells A1, A2, and A3 respectively. Write down the formula that would appear on cell A4 to perform each of the following arithmetic operations:
  - a. Addition (2 marks)
  - b. Mean (3 marks)

**QUESTION FIVE (20 Marks)**

- a. Computers can be classified into many different categories. discuss the classification of computers according to size (10 marks)
  - b. Describe the four components of a computer giving an example in each case (8 marks)
  - c. Name any two data formats that can be entered in an excel worksheet (2 marks)
- .....