CHUKA   **UNIVERSITY**

UNIVERSITY EXAMINATIONS

CHUKA, CHOGORIA & EMBU

FIRST YEAR EXAMINATION FOR THE AWARD OF CERTIFICATE IN PROCUREMENT AND LOGISTICS MANAGEMENT AND CERTIFICATE IN BUSINESS MANAGEMENT

COSC 00161: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: CERT   **TIME: 2 HOURS**

DAY/DATE: THURSDAY 25/03/2021   **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.

SECTION A (Answer ALL questions)

QUESTION ONE (30 Marks)

a. Define the following terms

   i.   Data   (2 marks)

   ii.   Information   (2 marks)

   iii.   Computer Systems   (2 marks)

b. State and explain two types of booting a computer.   (4 marks)

c. State and explain three features of a computer.   (6 marks)

d. One of the operating system function is to provide user interface. What is the meaning of the term Graphical User Interface(GUI)?   (2 marks)

e. State two types of output devices and explain each type of output   (4 marks)

f. List any THREE mouse actions used in operating a computer   (3 marks)

g. Define the term e-commerce and give two benefits of e-commerce in the business world today. (3 marks)

h. What is the definition of the term operating system? (2 marks)

SECTION B (ANSWER ANY TWO QUESTIONS ONLY)
QUESTION TWO (20 MARKS)

a. Utility programs either enhance existing functions or provide services not provided by other system software. State and explain FIVE services which are provided by the utility programs. (10 marks)

b. Use of computers have led to great growth in some business sectors. State and explain business areas in which computers are being used. (10 marks)

QUESTION THREE (20 MARKS)

a. Computer network refers to the interconnection of computers in order to share resources and files. State and explain the three main types of network. (6 marks)

b. Discuss any five reasons why internet should be considered a great asset to any business entity. (10 marks)

c. List four problems you are likely to encounter while printing a document. (4 marks)

QUESTION FOUR (20 MARKS)

Below is an excel extract

A	B	C	D	E	F	G
ADMN NO	NAME	SCIENCE	MATHS	COMPUTER	TOTAL	AVERAGE
1	Liz	60	76	65		
2	Lin	56	57	90		
3	Lona	85	65	75		
4	Linda	98	87	55		
Max						
Min						
Total						

a. Write the formulae to get
   i. The total of science, Maths and computers for each student. (4 marks)
   ii. Average for Lona. (2 marks)
   iii. Maximum score for science. (2 marks)
   iv. Minimum score for computer. (2 marks)
b. State and explain two types of cell referencing in MS-Excel. (4 marks)
c. Agnes is a lab technician at Chogoria Girls National School. State and explain computers rules that she needs to put across for taking care and maintaining the computers. (6 marks)

QUESTION FIVE (20 Marks)

a. Janice has started cyber business in Chuka town. One of her clients wants her to type a letter for her using word processor.
   i. Explain the benefits of word processor over the type writer (6 marks)
   ii. Explain to her how she can achieve the following:
      a. Align the senders address to the right side. (2 marks)
      b. Print the letter in portrait format. (3 marks)
      c. Save her work for the first time in desktop. (3 marks)

b. Explain the difference between formatting and proof reading a document as used in word processing applications. (4 marks)

c. Differentiate between superscript and subscript in word processor. (2 marks)