CHUKA   **UNIVERSITY**

UNIVERSITY EXAMINATIONS

CHUKA, EMBU, IGEMBE AND THARAKA CAMPUSES

FIRST YEAR EXAMINATION FOR THE AWARD OFDIPLOMA IN BUSINESS MANAGEMENT, DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT AND DIPLOMA IN ACCOUNTING

DIBM0103: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: **TIME: 2 HOURS**

DAY/DATE: FRIDAY 14/12/2018   **2.30 P.M – 4.30 P.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 in this section)

QUESTION ONE (30 Marks)

1. Define the following terms
   a. Computer system   (2marks)
   b. Hardware   (2marks)

2. List any two differences between RAM and ROM   (4 marks)
3. What is a search engine   (2marks)
4. Name any three views available in power point   (3marks)
5. Name two computer output devices   (2marks)
6. Giving an example differentiate between a spread sheet and a word processor(4marks)
7. Describe four types of data that is acceptable in a spread sheet cell   (4marks)
8. Define the term e-commerce and state two advantages of e-commerce   (4marks)
9. State three advantages of using a database in an organization   (3marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20MARKS)

Below is an excel extract

	A	B	C	D	E	F	G
1	ADMN NO	NAME	SCIENCE	MATHS	COMPUTER	TOTAL	AVERAGE
2	1	Liz	60	76	65		
3	2	Lin	56	57	90		
4	3	Lona	85	65	75		
5	4	Linda	98	87	55		
6	Max						
7	Min						
8	Total						

a.

   Write the formulae to get

   i.   the total of science Maths and computers for each display(6marks)
   ii.   Average for Lona   (2marks)
   iii.   Maximum score for science   (2marks)
   iv.   Minimum score for computer   (2marks)
   b. Giving example differentiate between system software and application software(8marks)

QUESTION THREE (20MARKS)

    a. Explain five methods used to care and maintain computers   (10marks)
    b. Explain five application areas of computers in the society   (10marks)

QUESTION FOUR (20MARKS)

    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 FIVE (20MARKS)

    a. Distinguish between data and database   (4marks)
    b. Ms. Access is a powerful tool used in business. Explain five key features of Microsoft Access   (10marks)
    c. Differentiate between a field and a record   (2marks)
    d. List four problems you are likely to encounter while printing a document(4marks)