

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

THARAKA CAMPUS

FIRST YEAR EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF
PURCHASING AND PROCUREMENT

BCOM 163: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: PURCHASING & PROCUREMENT Y1S2

TIME: 2 HOURS

DAY/DATE: FRIDAY 8/08/2019

11.30 A.M - 1.30 P.M.

CANDIDATE'S INSTRUCTIONS

- Answer Question One and any other TWO questions.

QUESTION ONE [30 MARKS]

- (a) Explain the role of the following keyboard shortcuts in Microsoft Windows. [3 marks]
- (i) CTRL + X
 - (ii) CTRL + S
 - (iii) CTRL + V
- (b) Explain one security measure you should take in online shopping. [3 marks]
- (c) Explain the difference between application software and system software. [3 marks]
- (d) Explain three major functions of operating system software in computer system? [3 marks]
- (e) Write both Microsoft Excel formula and function that is going to perform the following tasks:
- i) Get the average of cells C3, C4, C5 and C6 [3 marks]
 - ii) Get the sum of cells B3, C3, D3, E3, and F3 [3 marks]
- (f) Explain the difference between wired communication media and wireless communication media. [3 marks]
- (g) Differentiate between the following:
- a. Spreadsheet software and word processing software. [3 marks]
 - b. Bit and Byte [3 marks]
- (h) Convert the following decimal number to binary number. [3 marks]
- 947₁₀ to binary (base 2).

QUESTION TWO [20 MARKS]

- (a) Give a brief discussion on the application of computers in the following business sectors:
- i. Transport [3 marks]
 - ii. Banking [3 marks]
 - iii. Telecommunications [3 marks]
- (b) Describe the two major classifications of printers. Give three examples of each classification. [6 marks]
- (c) Explain the importance of passwords in computing and possible ways of keeping your passwords secure. [5 marks]

QUESTION THREE [20 MARKS]

- (a) Discuss the two major types of memory devices in a computer system: main memory and hard disk. Give their distinguishing characteristics. [8 marks]
- (b) Explain the following types of computer networks. [6 marks]
- i) LAN
 - ii) WAN
 - iii) Internet
- (c) Using a well labeled diagram, show the five basic functional hardware components of a computer system. [6 marks]

QUESTION FOUR [20 MARKS]

- (a) Discuss four characteristics of computer infected by viruses. [8 marks]
- (b) Discuss **three** measures one should take to prevent a computer from being infected by viruses. [6 marks]
- (c) Computing knowledge is relevant in almost every area of life today. With a view point of a learning institution, justify this statement. [6 marks]

QUESTION FIVE [20 MARKS]

- (a) State and explain any five factors that you would consider when acquiring business software. [10 marks]
- (b) Distinguish between the following computer types:
- (i) Supercomputer and a netbook computer [3 marks]
 - (ii) Enterprise server and tablet computer [3 marks]

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- (c) Computers are prone to security threats from the outside world. Your friend can also pose a security threat to your computer; explain measures you would take to protect your data and programs stored in your computer and to ensure privacy when using your computer.

[4 marks]

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