CHUKA   **UNIVERSITY**

UNIVERSITY EXAMINATIONS

EMBU & THARAKA CAMPUSES

FIRST YEAR EXAMINATION FOR THE AWARD OF CERTIFICATE IN BUSINESS M ANAGEMENT PROCUREMENT

COMP 00161: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: CERT   **TIME: 2 HOURS**

DAY/DATE: TUESDAY 6/08/2019   **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)
  a. Define each of the following terms   (8 marks)
       a.i.   Computer system
       a.ii.   software house
       a.iii. hardware
       a.iv.   information system

  b. State any two differences between information and data   (4 marks)

  c. State three advantages of a database management system (DBMS)   (3 marks)

  d. Outline the use of the following shortcut keys   (3 marks)
       i.   Ctrl + C
       ii.   Ctrl + X

iii.   Ctrl + S

e. Describe why a word processing application is important to an organization and state any **TWO**-word processing software applications you would recommend for use   (4 marks)
f. Explain the difference between LAN and WAN types of computer networks.   (4 Marks)

g. List TWO computer crimes taking place in society citing control measures that can be put in place to cub them.   (2 marks)

h. State two disadvantages associated with the use of the internet   (2 marks)

SECTION B (ANSWER ANY TWO QUESTIONS)
QUESTION TWO (20 MARKS)
a) Use the following spreadsheet table to answer the questions that follows.

	A	B	C	D	E
1	MARK LIST FOR CATS				
2	NAME	CAT 1	CAT 2	TOTAL	AVERAGE
3	ESTHER				
4	JOSEPH				
5	TOM				
6	ANN			####	

i.   Explain the formatting in A1:E1   (2 marks)

ii.   Write down the function that would give the
        a) Average for Esther.   (2 marks)

        b) Total for Joseph   (2 marks)

iii.   After computing the total for ANN, the cell D6 appeared as shown in the table. Explain the cause of this and how it can be rectified.   (3 marks)

iv.   In cell E5 you computed the average and got the result inform of date format. Explain how you would modify this to get the correct average for TOM.(3 marks)

        b) Giving two examples for each Differentiate between application and system software   (8 marks)

QUESTION THREE (20 MARKS)
(a) Explain any 6 features of the word screen in Microsoft word   (12 marks)
(b) State and explain any four services provided by a local area network   (8 marks)

QUESTION FOUR (20 MARKS)

a. You are the I.C.T manager of an organization and you are requested to give the best specification in order to purchase computers. Discuss various five factors you would consider during purchase   [10 marks]

b. Describe FIVE **major** applications of ICT in business and management   (10 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)

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