
CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
THARAKA CAMPUS**

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN PROCUREMENT AND
LOGISTICS MANAGEMENT, CERTIFICATE IN BUSINESS MANAGEMENT**

COSC 00161: COMPUTER APPLICATION IN BUSINESS

STREAMS: CPLM, CBM

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 11/12/2019

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.

SECTION A (Answer ALL questions)

QUESTION ONE (30 Marks)

a) DEFINE the following computer system terms:

- | | |
|----------------------|----------|
| i. Computer hardware | [2MarKs] |
| ii. Computer virus | [2Marks] |
| iii. Device driver | [2Marks] |
| iv. Operating system | [2Marks] |
| v. Database | [2Marks] |
| vi. BIOS | [2Marks] |

- b) While giving examples where necessary, distinguish between each of the following:
- i. System software and application software [4Marks]
 - ii. Primary Memory and Secondary Memory [4Marks]
- c) LIST two types of booting [2Marks]
- d) List THREE function of operating system [3Marks]
- e) List FOUR internet browsers that are used in businesses. [3Marks]
- f) What do you understand by the term “World Wide Web” ? [2Marks]

SECTION B (ANSWER ANY TWO QUESTIONS)

QUESTION TWO (20 MARKS)

- a) Explain the difference between LAN, MAN and WAN types of networks [6Marks]
- b) List SIX advantages of using the internet in an organization [6Marks]
- c) 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 FOUR factors you would consider during purchase [8Marks]

QUESTION THREE (20 Marks)

- a) Computers can be classified according to size, speed and purpose. Discuss types of computers classified according to size [10Marks]
- b) List and explain FOUR main features of a computer [8Marks]
- c) List TWO signs of a computer infected by a virus [2Marks]

QUESTION FOUR (20 Marks)

- a) Microsoft Word is a very crucial application software in business. Discuss SIX features of a word screen in MS Word. [12Marks]
- b) Give THREE reason why Microsoft Word is an important software in an organization [6Marks]
- c) State the use of the following shortcut keys in Microsoft word. [2Marks]
 - i. CLTR + I
 - ii. CLTR + F

QUESTION FIVE (20 Marks)

- a) Differentiate between worksheet and workbook [2Marks]
- b) 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			#####	

- a.i. Explain the formatting in A1:E1 [2Marks]
- a.ii. Write down the function that would give the
 - a) Average for Esther. [2Marks]
 - b) Total for Joseph [2Marks]

a.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. [3Marks]

a.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. [3Marks]

c) List SIX advantages of using a database in an organization. [6Marks]

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