

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

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

**COSC 00161: COMPUTER APPLICATIONS IN BUSINESS**

**STREAMS: CERT**

**TIME: 2 HOURS**

**DAY/DATE: THURSDAY 17/12/2020**

**2.30 PM – 4.30 PM**

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**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. Computer system (2marks)
  - ii. Software (2marks)
- b. List any two differences between RAM and ROM (4 marks)
- c. Explain the application of computers in the following areas
  - i. Education (2marks)

- ii. Marketing (2marks)
- iii. Hospitals (2mark)
  
- d. Explain the steps one takes to start up and use a computer (4 Marks)
- e. List ONE example of each of the following parts of a computer (2 Marks)
  - i. Output Device
  - ii. Input Device
- f. Explain the difference between formatting and proof reading a document as used in word processing applications (4 Marks)
- g. List any FOUR mouse actions used in operating a computer (4 Marks)
- h. Differentiate between wired and wireless communications media. (2 marks)

**SECTION B (Answer any TWO questions)**

**QUESTION TWO (20 Marks)**

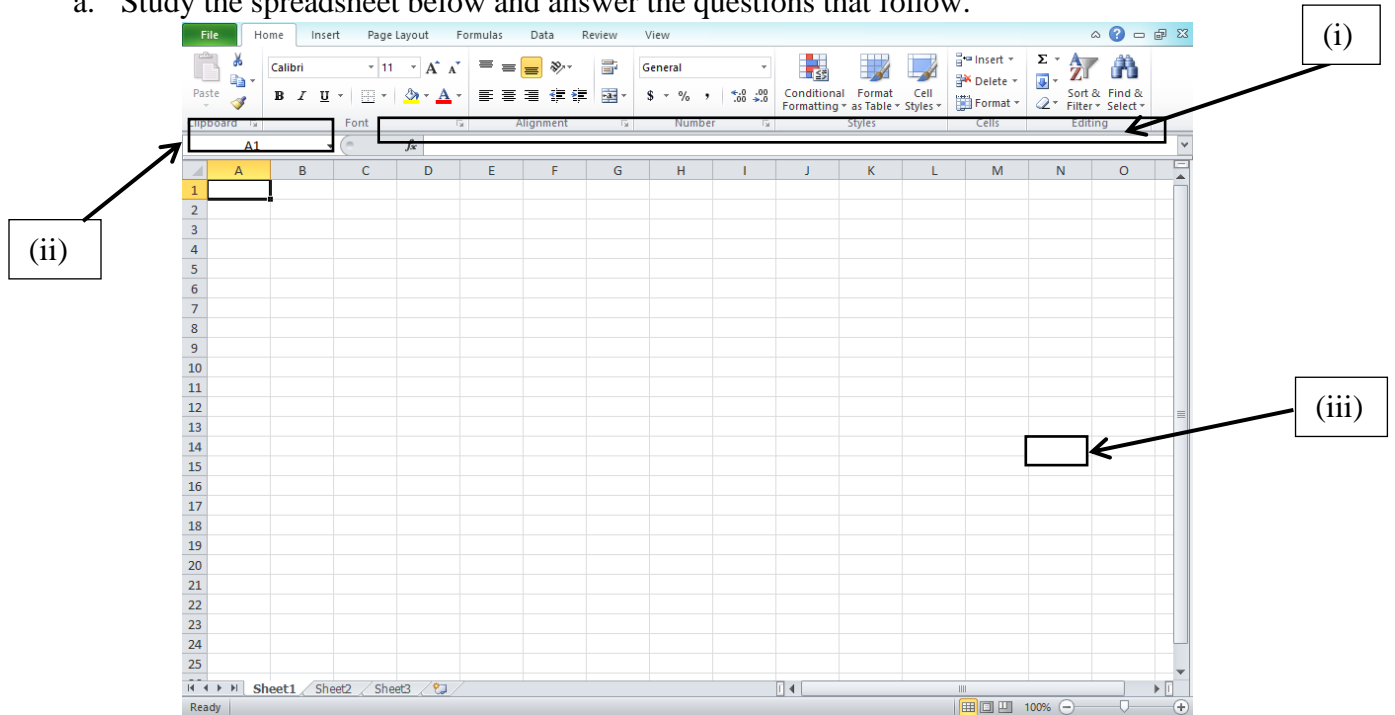
- a. Computers play a major role in our daily lives. State and explain FIVE major applications of computers in society today. (10 marks)
  
- b. Computers are classified according to size, purpose and functionality. State and explain classifications of computers according to size. (10 Marks)

**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. Explain FOUR advantages of using the internet. (8 Marks)
- c. Differentiate between the following terms:
  - i. System Software and Application Software (2 Marks)
  - ii. Primary Memory and Secondary Memory (2 Marks)
  - iii. Data and Information (2 Marks)

**QUESTION FOUR (20 Marks)**

a. Study the spreadsheet below and answer the questions that follow.



- i. Identify the parts (i), (ii) and (iii) above. (3 Marks)
- ii. Suppose 58, 25, 13 is entered on cells A1, A2, and A3 respectively. Write down the formula that would appear on cell A4 to perform each of the following arithmetic operations:
  - a. Addition (2 Marks)
  - b. Mean (3 Marks)
- b. Describe FOUR major functions of operating systems (8 Marks)
- c. Explain the difference between formatting and proof reading a document as used in word processing applications (4 Marks)

**QUESTION FIVE (20 Marks)**

- a. Eunice is a secretary at Egerton University. She wants to prepare minutes of the last Senate meeting using word processor program
  - i. Explain the benefits of word processor over the type writer (6 Marks)
  - ii. Explain to her how she can achieve the following:
    - a) Print her work in landscape (3 Marks)
    - b) Save her work in desktop (3 Marks)

- b. Agnes is a business professional at a Sacco. She notices that her colleagues are always complaining that their computers are not working properly. The departmental head summons and asks her to develop guidelines for care of computers and circulate it to her colleagues. Suggest some of the rules that Agnes would develop. (5 Marks)
- c. Explain how you would perform the following: (3 marks)
- i. Underline typed word
  - ii. save the document for the first time

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