

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS
EXAMINATION FOR THE AWARD OF CERTIFICATE IN PROCUREMENT AND
LOGISTICS MANAGEMENT AND CERTIFICATE IN BUSINESS MANAGEMENT.

COSC 00161/COMP 00161: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: CPLM Y1S1, CIBM Y1S1 ODEL

TIME: 2 HOURS

DAY/DATE: THURSDAY 07/08/2025

8.30A.M. –10.30 A.M

SECTION A (Answer ALL questions)

QUESTION ONE (30 Marks)

- a) Differentiate between:
- i. Data and information (2 marks)
 - ii. Primary memory and secondary memory. (2 marks)
 - iii. Input devices and Output devices. (2 marks)
- b) LIST two examples of secondary memory devices. (2 marks)
- c) List any FOUR mouse actions used in operating a computer (4 Marks)
- d) Explain three uses of a spreadsheet application and give an example of a spreadsheet software application you recommend. (4 marks)
- e) State what the following shortcuts are used for in Microsoft Word:
- i. CTRL+C (1 mark)
 - ii. CTRL+X (1 mark)
 - iii. CTRL+V (1 mark)
- f) Explain what e-commerce is and explain TWO benefits of e-commerce in the business world today. (3 marks)
- g) Explain the circumstances under which each of the following features could be applied in a spreadsheet program:
- i. Filtering (2 Marks)
 - ii. Sorting (2 Marks)

- h) State and explain at least TWO businesses and accounting software that are used within businesses and organizations. (4 Marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20 Marks)

- a) Computers are used in different sectors in the world today. State and explain how computers are applied in different areas in business sector. (8 marks)
- b) Mtuwambora has started cyber business in Runyenjes town. One of her clients wants her to type and prepare a draft document using a word processor. Explain three major benefits of using a Word Processor instead of a typewriter. (6 Marks)
- c) Kinuthia is a lab technician at the County Headquarters in Embu. State and explain the computer rules that she needs to put across for taking care of and maintaining the computers. (6 marks)

QUESTION THREE (20 Marks)

- a) Explain the reason that would necessitate a user to preview a word processing document before printing. (2 marks)
- b) Casper was required to purchase a laptop for a client. Explain THREE factors that he should consider, other than cost. (6 Marks)
- c) Explain four benefits of the Internet to a business organization. (8 marks)
- d) Joan created slides using a presentation program. Outline FOUR ways he could view the slides. (4 marks)

QUESTION FOUR (20 Marks)

- a) State and explain any THREE ways that can lead to computer viruses in your personal computer. (3 marks)
- b) Table 1 is an extract of a worksheet showing items bought from a certain shop. Use it to answer the questions that follow.

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	A	B	C	D
1	Item	Unit price	Quantity	Total Cost
2	Bread	60	10	
3	Milk	50	15	
4	Matchbox	20	10	
5	Toothpaste	120	10	
TOTAL AMOUNT				

Table 1:

- i) Using cell references only, write a function that could be used to calculate the total cost of milk. (2 marks)
- ii) Using a function and cell references only, write a function that could be used to calculate the total amount spent on all the items. (3 marks)
- c) State and explain the functions of THREE components of the Central Processing Unit (CPU). (6 Marks)
- d) Audrey is a student in a certificate in procurement and logistics management, taking Introduction to computer applications as part of her semester's units. Her lecturer has given out an assignment to create an informal letter using MS Word. State and explain any THREE formatting features Audrey may apply in her assignment. (6 marks)

QUESTION FIVE (20 Marks)

- a) State and explain any TWO functions of an operating system. (2 marks)
 - b) A computer network refers to the interconnection of computers in order to share resources and files. State and explain the three main types of computer networks. (6 marks)
 - c) State and explain the differences between THREE types of Read Only Memory (ROM). (6 Marks)
 - d) State and explain the THREE types of cell referencing used in MS Excel. (6 marks)
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