

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
CHUKA AND EMBU CAMPUS**

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

DIBM 0103: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: DIBM, DPLM, DIAC (Y1S2)

TIME:2 HOURS

DAY/DATE: THURSDAY 19/12/2024

8.30 A.M. –10.30 A.M.

INSTRUCTIONS

Answer question one and any other two questions

Do not write anything on the question paper

QUESTION ONE (30 MARKS) COMPULSORY

(a) Using appropriate examples where applicable, distinguish between:

- (i) Application software and system software. [2 Marks]
- (ii) Cache memory and Registers [2 Marks]
- (iii) Formula and Function in spreadsheets [2 Marks]

(b) Define the following terms as applied in computer systems [6 Marks]

- i. Hardware

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- ii. RAM and ROM
 - iii. Digital Computers and Analogue Computers
 - iv. Secondary Memory
- (c) Explain how computers contribute to the success of businesses by providing two examples showing how computer applications in business lead to improved performance. [4 marks]
- (d) List ONE example of each of the following types of software. [2 Marks]
- i. Word processors
 - ii. Spreadsheets
- (e) State the use of the following keyboard shortcuts. [5 marks]
- (i) CTRL+A
 - (ii) CTRL+C
 - (iii) CTRL+X
 - (iv) CTRL+V
 - (v) SHIFT+DELETE
- (f) Define a presentation software, and give two examples commonly used in business. [3 marks]
- (g) Convert the decimal number 21 to binary (base 2). [2 marks]
- (h) Show the formula for calculating the following arithmetic in Microsoft Excel for the cells in the range (B2:F2) [2 marks]
- i. Sum
 - ii. Maximum

QUESTION TWO (20 MARKS)

- (a) Using a diagram explain any THREE types of network topologies. [6 marks]
- (a) Explain the use of computer in the following areas:
- (i) Banking [2 marks]
 - (ii) Hospital [2 marks]
- (b) Explain the difference between LAN, MAN and WAN types of networks [6 Marks]
- (c) Differentiate between output and input devices in a computer. [2 marks]
- (d) Name one output device and one input device in a computer and give the function of each. [2 marks]

QUESTION THREE (20 MARKS)

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(a) Using a well labeled diagram, explain the role of the various functional components of a computer. [10 Marks]

(b) Computers are prone to security threats from the outside world. Explain the various security threats to computers and measures necessary to protect data in these computers. [10 Marks]

QUESTION FOUR (20 MARKS)

a. You have been given the task of writing a 10- page document and provide it as a word processing file. For each feature below explain when and why it should be used [10 Marks]

- (i)Table of contents
- (ii)Cut and paste
- (iii)Bolding
- (iv)Thesaurus
- (v)Insert citation

b. The following is an extract from an excel worksheet

	A	B	C	D	E	F	G
1	Admission Number	Name	ENGLISH	KISWAHILI	MATH	TOTAL	AVERAGE
2	B1	Muketha	76	65	84		
3	B2	Owuor	77	81	69		
4	B3	Njeri	89	92	73		
5	B4	Nkatha	90	68	87		
6	Max						
7	Min						
8	Total						

Write the formula for the following:

- i) The totals for English, Kiswahili and Maths for each display [6 Marks]
- ii) The average for Owuor and Njeri [4 Marks]

QUESTION FIVE (20 MARKS)

- a. State and explain any THREE characteristics that make computers indispensable in business. [6 Marks]
- b. Outline any THREE symptoms of a computer infected by a virus. [3 Marks]

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- c. Explain at least five methods you can use to take care of and maintain computers in a business entity. [5 Marks]
- d. Explain any THREE functions of the operating system. [6 marks]
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