KENYA METHODIST UNIVERSITY

END OF 2ND TRIMESTER 2010 EXAMINATIONS

SCHOOL : SCIENCE & TECHNOLOGY
DEPARTMENT : COMPUTER SCIENCE AND BUSINESS INFORMATION
UNIT CODE : CISY 101 / BBIT 111 / DBIT 101
UNIT TITLE : INTRODUCTION TO COMPUTER SYSTEMS
TIME : 2 HOURS

Instructions: Answer Question one and any other two questions.

QUESTION 1 (30 Marks)

a) Describe any five characteristics of good information. (5 Marks)

b) A computer System has basic interacting functions. State any of the three functions. (3 Marks)

c) Explain what utility programs are and give two examples. (3 Marks)

d) Differentiate the following terms: (6 Marks)

    i) Taskbar and task pane

    ii) Spacing and kernel

    iii) Time bomb and Logic bomb

e) Describe three ways by which you can create a folder in Windows. (6 Marks)

f) Describe how one can password protect a presentation from unauthorized access. (4 Marks)

g) Name two functions used in Excel. (2Marks)

h) What is a Modem? (1 Mark)

QUESTION 2 (15 Marks)

a) State two system tools. (2 Mark)

b) Differentiate the following terms: (6 Marks)

    i) Bit and Byte

    ii) Data and Information

    iii) Chart sheet and Embedded chart.

c) The modern organizations actually use information systems for their daily operations. Briefly explain three roles of information systems in any of the organizations. (3 Marks)

d) How has word-processing assisted in office automation? (2 Marks)

e) An operating system is one of the basic system software and it performs various functions including Multitasking and Multiprocessing. Briefly describe the terms Multitasking and Multiprocessing. (2 Marks)

QUESTION 3 (15 Marks)

a) Define the following terms as used in Ms Excel: (3 Marks)

    i)   Cell

    ii)   Formula

    iii)   Fill handle

b) Differentiate between absolute referencing and relative referencing. (2 Marks)

c) List three main views in Ms PowerPoint and what they are used to do. (3 Marks)

d) How can one add and remove toolbars from a word document? (2 Marks)

e) You have been contacted by KeMU to advise them on the network hardware requirement for their new campus. Briefly highlight three of the network hardware that will be required. (3 Marks)

f) State two disadvantages of Internet communication for Kenyan economy. (2 Marks)

QUESTION 4 (15 Marks)

a) State the steps that one will use to rename the sheet tab in excel. (2 Marks)

b) List three types of charts provided by Ms PowerPoint. (3 Marks)

c) Describe any three menu items on the Menu Bar. (3 Marks)

d) Explain briefly two ways that one can use to set up a PowerPoint show. (2 Marks)

e) What is the work of the office assistant? (1 Mark)

f) Write the full name of the following acronym GUI as used in computers. (1 Mark)

g) Describe how to merge cells is a table. (3 Marks)