



KENYA METHODIST UNIVERSITY

END OF SECOND TRIMESTER 2008 EXAMINATIONS

FACULTY : **BUSINESS AND MANAGEMENT STUDIES**
DEPARTEMENT : **BUSINESS ADMINISTRATION**
COURSE CODE : **COMP 100**
COURSE TITLE : **COMPUTER APPLICATIONS**
TIME : **2 HOURS**

INSTRUCTIONS:

- *Answer all questions in section A and any other 2 questions in section B*

SECTION A

Question 1

- (a) Define the term computer system (2 marks)
- (b) Discuss the role of computer based systems in the effective running of the business entrepreneurship of the modern world. (5 marks)
- (c) List any four features of the World Wide Web which you would use to convince a panel of decision makers to consider investing in its connection with a view of improving the marketing department operations of a company. (4 marks)
- (d) Explain using any three supportive facts why a company may chose a graphics interaction based software (GUI) in place of a command based interaction system (3 marks)
- (e) Explain how you would achieve the following in Ms Windows
- (i) Create a folder (2 marks)
 - (ii) Create a user account (2 marks)
 - (iii) Safely remove a flash disk (2 marks)
- (f) You are the most computer literate person in your small company. A new computer application is to be purchased for use in your department. Your boss seeks your view before making the purchase. Outline any 5 important aspects you would raise for him to consider. (5 marks)

Question 2

- (a) Stating an example define a spreadsheet software. (2 marks)
- (b) Explain any 3 functions associated with spreadsheet software. (3 marks)
- (c) Define the following terms used in spreadsheets
 (i) Workbook
 (ii) Cell range
 (iii) Cell reference (6 marks)
- (d) Spreadsheet software was designed as shown below. Use the diagram to answer the questions that follow.

	A	B	C	D	E	F	G	H
1	Name	Cat 1	Cat 2	Total CATS	Exam	TOTAL %	Grade	
2	John	3	12	15	55	70		
3	Mary	4	14	18	64	82		
5	Atieno	3	13	16	38	54		
6	Kamau	3	15	18	48	66		
7								

State the formula you would use to:

- (i) Compute the total Marks % (2 marks)
- (ii) Grade the students following the grading system below.
 A above 80%
 B 70% > x < 79%
 C 60% > x < 69%
 FAIL < 60% (6 marks)
- (e) Outline the procedure you would follow to create a *chart* showing performance per subject in a certain class. (6 marks)

SECTION B**Question 3**

- (a) Describe the following features of a windows based system
 (i) Pointer
 (ii) Screen saver
 (iii) Wall paper (3 marks)
- (b) Distinguish between
 (i) ROM and RAM
 (ii) CD Rom and CD RW (4 marks)

- (c) The most important part of the computer is the Systems Unit, *describe* its Components (8 marks)
- (d) Giving examples distinguish between systems software and application software (6 marks)
- (e) Describe any two Computer In put devices. (4 marks)

Question 4

- (a) Define the term computer virus and state any known cure for their infections. (4 marks)
- (b) State any two sources of computer viruses (2 marks)
- (c) State any 3 symptoms of a computer which would suggest that your computer is infected with a virus. (3 marks)
- (d) Apart from protecting your computer from viruses, describe any three other ways of ensuring your organizational data is secure. (3 marks)
- (e) Define the following terms
- (i) Web browser
 - (ii) HTTP
 - (iii) Search engine
 - (iv) Internet (8 marks)
- (f) Describe any three characteristics of a Computers' Operating system (5 marks)

Question 5

- (a) Define the following terms
- (i) Program
 - (ii) File
 - (iii) Input device
 - (iv) Secondary storage (4 marks)
- (b) Explain why it is beneficial for an organization to purchase ready made software than have one produced for them by their internal programmers. (4 marks)
- (c) Explain the advantages and disadvantages organizations have in Networking their computers (8 marks)
- (d) List any three hardware components needed in creating a computer network. (3 marks)
- (e) Name any two protocols of the World Wide Web and mention specific resources they enable us to access. (4 marks)

- (f) Though computers have brought lots of advantages to organizations, they pose certain health risks to users. Describe any two such risks. (2 marks)

Question 6

- (a) Define the term a *word processing application* (1 mark)
- (b) Explain the reasons a dictionary is an important tool in a word processing application (1 mark)
- (c) Explain the use of the following functions (3 marks)
- (i) Drop Cap
 - (ii) Word Count
 - (iii) Change Case
- (d) Outline how you would perform the following (8 marks)
- (i) Make your typed text bold
 - (ii) Align your text to the right
 - (iii) Change your line spacing for your document
 - (iv) Change page set up to Landscape orientation
- (e) You are required to write a correspondence to 20 members of a country club. You do not wish to type all these letters since they contain the same information. Each member has a unique address which is currently available in a relational database. Explain how you would achieve this with minimum effort using a word processor of your choice. (6 marks)
- (f) In a Word processing application, State the functions which you would use to compute;
- (i) The values on the Actual profit column (3 marks)
 - (ii) The Total profit for all the Milk products listed below. (3 marks)

Item	Production cost	Percentage Profit	Actual profit
Ghee	600	25%	150
Yoghurt	535	18%	96.3
Milk	327	27%	88.29
Cheese	760	22%	167.2
		Total Profit	501.79