**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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**University Examinations 2014/2015**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF COMPUTER TECHNOLOGY/INFORMATION TECHNOLOGY,

AND

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF PURCHASING AND SUPPLIES MANAGEMENT

AND

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN ECONOMICS

**CIA 3111: COMPUTER APPLICATIONS**

**DATE: DECEMBER 2014 TIME: 2 HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (20 MARKS)**

1. (i) From the definition of a computer, who is referred to as the father of the first computing device? ( 2 marks)

(ii) Differentiate between the following terms:

-Data and Information (4 marks)

-Supercomputers and microcomputers (4 marks)

1. (i) Using a well labelled diagram, show and explain the flow of data, instructions and information in a computer system (10 marks)

(ii) What is the difference between copying and moving text using word processor? (4 marks)

1. Convert (i) 2310 to binary (2 marks)

 (ii) 99910 to binary (2 marks)

1. What are data types as used in database spreadsheet applications? (2 marks)

**QUESTION TWO (20 MARKS)**

1. Distinguish the following terms:
2. Database and database management system (4 marks)
3. Record and file (4 marks)
4. Office-based information system requires equipment for: data entry, data processing, information storage and information output. For each of the above uses, name an example of hardware used to provide them (4 marks)
5. Identify four examples of database application programs (4 marks)
6. When creating fields in database, you have to define the data types. Give the data types definition in the table below: (4 marks)

Field name Data type

 StudentName .....................

 Address ....................

 Date ....................

 Fees ....................

**QUESTION THREE (20 MARKS)**

1. Define the following terms:
2. Cell (2 marks)
3. Worksheet (2 marks)
4. Formula (2 marks)
5. Explain four functions of spreadsheets (4 marks)
6. Milliam captured the results of his students as shown in the table. Use the table below to answer the questions that follows.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** |
| 1 | **Students name** | **Subject**  |
| 2 |  | **Maths** | **English**  | **Biology** | **Total** | **Average** |
| 3 | Maina Adon | 67 | 74 | 71 |  |  |
| 4 | Ana Wangui | 58 | 65 | 56 |  |  |
| 5 | Tomas Wafula | 50 | 55 | 58 |  |  |
| 6 | Ana Kawira | 60 | 62 | 64 |  |  |
| 7 | Martin Yusufu | 85 | 82 | 81 |  |  |

Enter the formula for computing the:

1. Total marks for each student (2 marks)
2. Average for each student (2 marks)
3. Highest marks for each subject (2 marks)
4. Outline the procedure that you would use to copy data from an existing spreadsheet to a new worksheet (4 marks)

**QUESTION FOUR (20 MARKS)**

Use the Ms Word window (2003), to answer the questions below:

1. Label the parts ‘P’ to ‘W’ (8 marks)
2. Give the function of the parts labelled; P,Q, U and W (4 marks)
3. Differentiate between disk formatting and text formatting (4 marks)
4. Explain two methods of loading a word processor (4 marks)

**QUESTION FIVE (20 MARKS)**

1. What is the importance of point of sale terminal (POST) to customers? (6 marks)
2. Software can be classified into two major categories. State and explain these categories (4 marks)
3. The operating system primarily provides services for running applications on a computer system. Briefly describe four functions it performs (4 marks)
4. (i) Describe any two functions of a keyboard (4 marks)

(ii)Explain the shortcut procedure of restarting a computer (2 marks)