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**University Examinations 2014/2015**

FIRST YEAR, FIRST SEMESTER EXAMINATIONS FOR CERTIFICATE/ DIPLOMA IN AGRICULTURAL EDUCATION AND EXTENSION

**CIA 2110: INTRODUCTION TO COMPUTER**

**DATE: DECEMBER 2014 TIME: 1**$^{1}/\_{2}$ **HOURS**

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

**QUESTION ONE (30 MARKS)**

1. Explain four ways of adding up values in a range in Ms Excel (8 marks)
2. Differentiate between cut and copy (4 marks)
3. Explain the process of formatting your document to do the following: (6 marks)
4. Align all heading to centre
5. Line spacing of 2.0
6. Use comic sans as the font
7. How would you copy a file from documents folder to the flash disk (2 marks)
8. Explain the procedure of achieving the following in Ms word
9. Adding header and footer (4 marks)
10. Adding a drop cap to a document (2 marks)
11. Mention four benefits of computers in agribusiness (4 marks)

**QUESTION TWO (15 MARKS)**

1. Other than Ms windows list any three operating systems (3 marks)
2. Giving two examples in each differentiate input from output devices (8 marks)
3. Outline the procedure of creating a table of contents (4 marks)

**QUESTION THREE (15 MARKS)**

1. Describe four functions of operating systems (8 marks)
2. How do you insert a pie chart in Ms Powerpoint (5 marks)
3. State the process of scanning a drive for viruses (2 marks)

**QUESTION FOUR (15 MARKS)**

1. Explain the process of creating charts in Ms Excel (3 marks)
2. Mention two advantages of networking computers (4 marks)
3. Explain the four benefits of computers in agriculture sector (8 marks)

**QUESTION FIVE (15 MARKS)**

1. Mention three areas you can use Ms Access (6 marks)
2. Why is it necessary to backup files (3 marks)
3. List six advantages of using computers (6 marks)