

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya.**

**Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.must.ac.ke**](http://www.must.ac.ke) **Email:** [**info@must.ac.ke**](mailto:info@must.ac.ke)

**University Examinations 2015/2016**

STAGE 1 FIRST SEMESTER EXAMINATION FOR DIPLOMA IN INFORMATION TECHNOLOGY

**CIT 2101: COMPUTER APPLICATIONS**

**DATE: AUGUST 2016 TIME: 11/2 HOURS**

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

**QUESTION ONE (30MARKS)**

1. Define the following with regards to computers:
2. DBMS (1 Mark)
3. Title Bar (1 Mark)
4. Desktop (1 Mark)
5. Multitasking (1 Mark)
6. Application software. (1 Mark)
7. What is a Computer Virus? Give two characteristics of a computer that has been infected by a virus. (4 Marks)
8. Explain any three advantages and two disadvantages of a Database System. (6 Marks)
9. Describe the procedure for printing a document. (3 Marks)
10. List and explain any two in-built Ms Excel functions/formulas. (4 Marks)
11. Which application software suitable for:
12. Creating an addressed envelope (1 Mark)
13. Making a sales presentation to an audience (1 Mark)
14. Creating voters database (1 Mark)
15. Creating a business’ profits and losses books of account (1 Mark)
16. What is a Pre-packaged software? Explain any two advantages of these types of software. (4 Marks)

**QUESTION TWO (15 MARKS)**

1. Differentiate the following:
2. =sum(A4:a14) and =Count (A4:A14) (2 Marks)
3. Copy-Paste and Cut-Paste (2 Marks)
4. Explain any three limitations of Customized Applications. (3 Marks)
5. Differentiate between a computer hardware and software? Give two examples of each. (4 Marks)
6. Explain how one creates a ”Dissolve” type of Slide Transition in Ms Powerpoint 2007 that has sound included during a slide show or presentation. (4 Marks)

**QUESTION THREE (15 MARKS)**

1. With the aid of a simple diagram, describe the basic features/components of an opened Ms Excel 2007 application. (6 Marks)
2. List and explain any two keyboard short-cut commands. (2 Marks)
3. Ms Assess and Ms PowerPoint applications have several distinct features. Explain any two distinct features that you know of for each application. (4 Marks)
4. The word processor has replaced the typewriter in so many ways. Explain any three advantages of a word processor over a manual typewriter. (3 Marks)

**QUESTION FOUR (15 MARKS)**

1. Define the following terms as used in Ms Office Application:
2. Drag and Drop
3. Cursor (2 Marks)
4. List and explain any two Field Properties that you know of in Ms Access 2007. (4 Marks)
5. Write the acronym “GUI” in full and give example of one. (1 Mark)
6. What is a Browser? Give two examples of browsers that you know of. (2 Marks)
7. What is Mail Merge? Describe the procedure for creating a mail-merge document. (6 Marks)

**QUESTION FIVE (15 MARKS)**

1. List and explain any two views used in Ms PowerPoint 2007 that aids you in the creation and presentation of your slides. (4 Marks)
2. Explain any two functions of a DBMS. (2 Marks)
3. What is normalization? Name any two database anomalies addressed by normalization. (3 Marks)
4. With regards to Ms Excel 2007, describe the procedure for highlighting:
5. Two cells (2 Marks)
6. An entire row (2 Marks)
7. An entire worksheet (2 Marks)