



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 Email: info@mucst.ac.ke

University Examinations 2013/2014

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

DIT 0101: INTRODUCTION TO COMPUTERS

DATE: APRIL 2014

TIME: 1½ HOURS

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

QUESTION ONE - (30 MARKS)

- a) Explain at least three functions of barcodes in a supermarket. (6 marks)
- b) Outline the steps of mail merging a document. (4 marks)
- c) Giving an example of each differentiate hardware from software. (6 marks)
- d) Compare and contrast between star and bus topologies. (10 marks)
- e) What is the process of adding a header and footer in a document? (4 marks)

QUESTION TWO – (15 MARKS)

- a) Give five advantages of using Ms.Excel in agribusiness. (5 marks)
- b) How do you insert a doughnut chart in Ms Powerpoint? (3 marks)
- c) Outline the procedure of creating a table of contents. (5 marks)
- d) Differentiate between relative and absolute cell referencing. (2 marks)

QUESTION THREE – (15 MARKS)

- a) Explain the 4Ps in powerpoint. (8 marks)
- b) Differentiate RAM from ROM. (4 marks)
- c) Explain the process of creating a relationship in MS Access. (3 marks)

QUESTION FOUR – (15 MARKS)

- a) Briefly explain three ways of highlighting text in Ms Word document. (6 marks)
- b) Outline the procedure of calculating on a table using the expression builder in Ms Access. (4 marks)
- c) What is the function of the following keyboard shortcuts as used in Microsoft office suite? (5 marks)
 - (i) Ctrl + Y
 - (ii) Ctrl + Shift + F
 - (iii) F7
 - (iv) Ctrl + Z
 - (v) Alt + F4

QUESTION FIVE – (15 MARKS)

- a) What is superscript and how can it be applied? (3 marks)
- b) Define the following: (5 marks)
 - i. Cloud computing
 - ii. Ecommerce
 - iii. System
 - iv. Information system
 - v. Backup
- c) What's the process of adding a drop cap to a paragraph? (2 marks)
- d) Mention five website domains and what kind of organizations they represent. (5 marks)