**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2014/2015**

**YEAR 1 SEMESTER I EXAMINATION FOR THE DEGREE OF BACHELOR SCIENCE IN INFORMATION TECHNOLOGY**

**BIT 2103: INTRODUCTION TO COMPUTER APPLICATIONS**

**DATE: APRIL 2015 TIME: 2 HOURS**

**INSTRUCTIONS:**

**Answer Question ONE and Any Other Two questions**

**Don’t write anything on the question paper**

**QUESTION ONE (30 marks)**

1. Name the type of keyboard keys (5marks)
2. State the techniques of using mouse (4marks)
3. Highlight the feature of that your office should contain to help avoid keyboard related injuries. (3marks)
4. When working with personal computer, the user can take on several roles. Briefly state and explain these roles. (10marks)
5. Explain the categories of computer hardware. (8marks)

**QUESTION TWO (20 marks)**

1. State the specific components of computer system (4marks)
2. Give the short cut keys for performing the following (10marks)
3. Bold
4. Italic
5. Underline
6. Decrease font size for selected text
7. Remove paragraph formatting for selected paragraph
8. Copy selected text
9. Paste text
10. Undo last action
11. Redo last action
12. Cut selected text
13. State and explain the optical input devices. (6marks)

**QUESTION THREE (20 marks)**

1. State and explain the categories of the monitors depending on the way they display colors (10marks)
2. State the steps one will take to reduce eye strain when using a computer (10marks)

**QUESTION FOUR (20 marks)**

1. Explain what you will consider when buying a printer (10marks)
2. State and explain the common text code systems (10marks)

**QUESTION FIVE (20 marks)**

1. Highlight the common business technologies (8marks)
2. Explain the machine cycle (8marks)
3. Differentiate between a bits and Bytes giving examples (4marks)