**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@mucst.ac.ke**

**University Examinations 2014/2015**

FIRST YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN BUSINESS ADMINISTRATION

**CIT 2101: COMPUTER APPLICATIONS**

 **DATE: APRIL 2015 TIME: 11/2 HOURS**

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

**QUESTION ONE (30 MARKS)**

1. List down any four peripheral devices that are attached to the system unit (4 Marks)
2. Mwaniki is a business manager with Upendo Sacco solutions. He has been assigned the task of purchasing computers for the cooperative society
3. List three advantages the organization will derive in installing the computers

(3 Marks)

1. Give three factors he should consider when purchasing the new computers (3 Marks)
2. List any two sources of computer virus (2 Marks)
3. Other than Windows, name any three other examples of operating systems (3 Marks)
4. Distinguish the following terms as used in classification of computers (4 Marks)
5. Embedded computers and dedicated computers
6. Analogue computers and digital computers
7. Give two advantages of using an electronic spreadsheet over the manual spreadsheet

(2 Marks)

1. Give two services provided in the internet (2 Marks)
2. State any three reasons why people may resist the introduction of computers at their place of work (3 Marks)
3. Describe the following terms as used in word processing (4 Marks)
4. Word wrap
5. Formatting

**QUESTION TWO (20 MARKS)**

1. Give three reasons why optical storage media are preferred to magnetic storage media

 (3 Marks)

1. Describe any three functions of an operating system (6 Marks)
2. Describe the functions of the following computer hardware components:
3. Mouse (2 Marks)
4. Monitor (2 Marks)
5. Draft an example of an e-mail address (3 Marks)
6. The keyboard shortcuts are helpful when moving through the text of a document. Give the keyboard short cuts which when pressed can perform the following actions (4 Marks)

|  |  |
| --- | --- |
| **Move action** | **Keystroke** |
| Closing a document |  |
| Saving the document for the first time |  |
| Moving the cursor to beginning of document |  |
| Selecting the entire document |  |

**QUESTION THREE (20 MARKS)**

1. List the three components of a spreadsheet (3 Marks)
2. Describe the three components of the Central Processing Unit (6 Marks)
3. What were the two major problems with using vacuum tubes in computers (2 Marks)
4. Identify three features that make word processors to be more preferred than other methods of document creation (3 Marks)
5. Give any three benefits an organization may derive from creating its own website and installing internet for its operations (3 Marks)
6. Define the following terms as used in internet
7. E-mail
8. Hyperlink
9. Web browser (3 Marks)

**QUESTION FOUR (20 MARKS)**

1. Draw a block diagram showing the function units of computer hardware. Name the units

 (6 Marks)

1. Give three reasons why laptops tend to be more expensive than desktop computers with the same specifications (3 Marks)
2. Give two reasons why mobile phones are regarded as computers (2 Marks)
3. List three differences between a micro-computer and super-computer (3 Marks)
4. Name any four data types used in Spread sheets (4 Marks)
5. Distinguish between formatting and editing as used in word processing (2 Marks)