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**University Examinations 2014/2015**

FIRST YEAR FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN BUSINESS ADMINISTRATION

**CIT 1116: COMPUTER APPLICATIONS**

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

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

**QUESTION ONE (30 MARKS)**

1. State any two removable storage devices (2 Marks)
2. Define the following terms
3. A cell (1 Mark)
4. Chart (1 Mark)
5. Function (1 Mark)
6. Distinguish between an absolute reference and a relative reference (2 Marks)
7. State two major problems with using vacuum tubes in computers (2 Marks)
8. Differentiate between the following
9. Web-browser and Email program (2 Marks)
10. LAN and WAN (2 Mark)
11. Dial-up connection and direct connection (2 Marks)
12. With the help of examples name at least three commonly used excel functions (3 Marks)
13. Describe three functions of the operating system (6 Marks)
14. Identify any two ways of creating tables in word processing (2 Marks)
15. Charles prefers using magnetic disks rather than optical storage disks in his company. As a computer student advise him on:
16. Why he should adopt using optical disks rather than magnetic disks (2 Marks)
17. Explain the purpose of recycle bin in a computer (2 Marks)

**QUESTION TWO (20 MARKS)**

1. Name and explain four types of computers under classification by size and two types under classification by purpose (6 Marks)
2. Name and explain four characteristics of a computer (4 Marks)
3. Differentiate between the following: (4 Marks)
4. Analog and Digital computer
5. Hardcopy and Softcopy
6. RAM and ROM
7. Line and page printers
8. Describe the following procedures:
9. Merging cells (2 Marks)
10. Wrapping text in a cell (2 Marks)
11. Name two types of ROM (2 Marks)

**QUESTION THREE (20 MARKS)**

1. Describe any two network topologies giving at least one advantage and one disadvantage of each (6 Marks)
2. Give any two input devices as used in computing (2 Marks)
3. Giving an example of each distinguish between softcopy output device and hardcopy output device (4 Marks)
4. State the functions of the following keys on the keyboard (4 Marks)
5. Caps lock
6. Space bar
7. Enter key
8. Delete key
9. List down the components that make up a computer (4 Marks)

**QUESTION FOUR (20 MARKS)**

1. Giving an example in each describe the following classification of computers: (4 Marks)
2. Special Purpose computers
3. Embedded computers
4. Define the following terms as used in internet: (4 Marks)
5. Browser
6. Website
7. Describe the purpose of backing up your data in computing (2 Marks)
8. Give three advantages of using a computer in an organization (3 Marks)
9. Define the following terms as used in internet (3 Marks)
10. Browser
11. Website
12. Spam mail
13. Describe two types of computer software (2 Marks)
14. Give any two devices under the control of the operating system (2 Marks)