



MURANG'A UNIVERSITY OF TECHNOLOGY
SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2017/2018 ACADEMIC YEAR

**FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE IN
BACHELOR OF SCIENCE IN TOURISM MANAGEMENT**

SIT 100 – INTRODUCTION TO COMPUTER APPLICATIONS

DURATION: 2 HOURS

DATE: 8TH DECEMBER, 2017

TIME: 2.00 – 4.00 P.M.

Instructions to Candidates:

1. Answer **Question 1** and **Any Other Two** questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

SECTION ONE - COMPULSORY

QUESTION ONE

- (a) State the function of each of the following features in a word processor
- i. Thesaurus (1 Mark)
 - ii. Format painter (1 Mark)
- (b) With the aid of an example, differentiate absolute cell reference from relative cell reference as used in spreadsheet programs (4 Marks)
- (c) Anita had the following errors displayed in different cells when working on a worksheet. Explain the cause of each of the errors and a possible solution
- i. ##### (2 Marks)
 - ii. # REF! (2 Marks)
 - iii. # Value! (2 Marks)
- (d) Peter intends to purchase word processing software for a company. Explain THREE factors that he should consider (6 Marks)
- (e) Analyze the THREE basic classification of computer software (6 Marks)
- (f) Explain THREE reasons why USB flash memory are more preferred than compact disks (6 Marks)

SECTION TWO – ANSWER ANY TWO

QUESTION TWO

- (a) Explain each of the following features as applied in word processing applications:
- i. Footnote (2 Marks)
 - ii. Endnote (2 Marks)
 - iii. Watermark (2 Marks)
- (b) Explain the circumstance that would necessitate a computer user to apply the mail merge feature in word processing (2 Marks)
- (c) Data security should be an important area of concern for every small business owner. Outline FOUR data safety measures that can be adopted (4 Marks)
- (d) Explain the function of section breaks as used in word processing applications (2 marks)
- (e) Use a diagram to identify the main functional components of a computer system and show the data control signals and instruction flow from one component to another (6 Marks)

QUESTION THREE

- (a) Explain the circumstance under which each of the following features could be applied in a spreadsheet program:
- i. Filtering (2 Marks)
 - ii. Sorting (2 Marks)
- (b) Distinguish between the Auto complete and Auto correct feature in word processing (2 Marks)
- (c) Explain a circumstance that would necessitate the use of each of the following features on an email application:
- i. BCC (2 Marks)
 - ii. CC (2 Marks)
- (d) Casper was required to purchase a laptop for a client. Explain THREE factors that he should consider, other than cost (6 Marks)
- (e) Distinguish between digital and analog computer (4 Marks)

QUESTION FOUR

- (a) Differentiate between super computer and main frame computers (3 Marks)
- (b) ICT is pivotal to the success of devolution in Kenya. Explain THREE measures that could be realized with its adoption in the County Government (6 Marks)
- (c) Wireless internet is prone to unauthorized user access. Explain THREE measures that could be used to mitigate this problem (3 Marks)
- (d) Computers cannot work without operating systems. Explain FOUR functions of the software to justify this statement (8 Marks)