MASENO UNIVERSITY

UNIVERSITY EXAMINATIONS 2017/2018

FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR THE DEGREE OF BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

MAIN CAMPUS

CIT 109: COMPUTER APPLICATIONS

Date: 16th February, 2018   Time: 12.00 - 3.00 pm

INSTRUCTIONS:

- Answer question ONE and any other TWO questions.

QUESTION ONE (30 MARKS)

a) What is booting? Explain the following phases of the booting process.
    i.   The Power-On Self-Test Phase
    ii.   BIOS ROM Phase
    iii. Boot Loader Phase
    iv. Operating System Configuration Phase
    v.   Security & Logon Phase

         [6 marks]

b). Discuss the word processing elements involved in the document creation process.   [8 marks]

c) The formula = ($A1+B1) was entered in cell C1. Write out the formula as it appears when copied to cell E5.   [2 marks]

d). Describe three components of a spreadsheet package.   [6 marks]

e). Outline the process of formatting a disk on a computer.   [4 marks]

f). Explain two factors to be considered when selecting the size of font to use in a document prepared by a word processor.   [4 marks]

QUESTION TWO (20 MARKS)

a) What is a desktop in windows? Explain the windows desktop features clearly stating the purpose for each.   [7 marks]

b) State what a folder is in windows OS and describe the procedure of how it is created.   [8 marks]

c). Word builds an automated table of contents (TOC) by extracting from the document the text you have indicated you want in the TOC, and listing the text in the TOC along with the number of the page the text is on. Highlight the steps involved in creating a TOC in a word document. [5 marks]

QUESTION THREE (20 MARKS)

a). Identify six formatting features that have been applied on the following document created in a word processor.   [6 marks]

INTRODUCTION TO COMPUTERS

Computer Studies is offered as an optional subject at the secondary school level of education. The syllabus was first developed in 1996 and the subject, being very dynamic, requires that the syllabus be reviewed constantly.

Computer studies has the following objectives and content:

Specific objectives
By the end of the topic, the learner should be able to:
- Define a computer
- State the different parts of a computer
- Explain how computers have developed
- Classify the various types of computers.

b). State what mail merging is hence describe the process involved in coming up with a mail merged document.   [8 marks]

c). Discuss two application areas of spreadsheets clearly stating the benefits derived.

[4 marks]

d). Describe the basic input output system.   [2 marks]

QUESTION FOUR (20 MARKS)

a). Figure 1 is an extract from a worksheet prepared by a sales manager to manage sales. Use it to answer the questions that follow.

	A	B	C	D	E	F
1						
2	Sales person	January	February	March	April	Total sales
3	Aliton	200000	15000	150000	17000	
4	James	50000	75000	50000	22000	
5	Marita	75000	25000	60000	10000	
6	Anne	23000	14000	20000	32000	
7						
8	Commission	5%				
9	Basic Pay	10000				
10						
11						

Figure 1

Write a formula that can be used to determine:
    i.   Total sales for Aliton.   [2 marks]
    ii.   Highest sales in the month of March.   [2 marks]
    iii. Given that each sales person is paid a basic pay of Kshs 10,000 plus a 5% commission on their total sales for the period, write a formula that uses the cell references B8 and B9 to compute the total earnings for Aliton. The formula should be such that it can be copied to compute the total earnings for each of the other sales persons.   [3 marks]
    iv. Outline the procedure for inserting records for the two additional sales persons between James and Marita.   [3 marks]

b). State the cause of each of the following error messages in a spreadsheet.
    i). ####
    ii). #NULL!
    iii). #NAME?

[6 marks]

c). What is the importance of disabling devices? Explain how this can be done.   [4 marks]

QUESTION FIVE (20 MARKS)

a) Discuss the classification of operating systems based on number of users, number of tasks and user interface.   [9 marks]

b) Distinguish between autocomplete and autocorrect features of word processing packages.
                                                                          [2 marks]

c) Describe two ways of validating data in a spreadsheet.   [4 marks]

d) Explain the various ways through which files can be moved or copied from one storage location to another using appropriate commands in windows.   [5 marks]