



MURANGA UNIVERSITY COLLEGE

(A constituent College of Jomo Kenyatta University of Agriculture & Technology)

MAIN CAMPUS

ORDINARY UNIVERSITY EXAMINATIONS

2014/2015 ACADEMIC YEAR

FIRST YEAR SECOND SEMESTER EXAMINATIONS

FOR THE DEGREE

OF

BACHELOR OF COMMERCE, SEMESTER ONE AND TWO

COURSE CODE: HBC2106

COURSE TITLE: FUNDAMENTALS OF COMPUTER SYSTEMS

DATE: 21st August 2015

TIME: Two Hours

INSTRUCTIONS TO CANDIDATES

Answer Question ONE (1) and **any** other TWO Questions

MRUC observes ZERO tolerance to examination irregularities

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Question One

a) For each of the icons listed below, give a simple illustration of how the icon can be used in Microsoft word. [6 marks]

- i)  ii)  iii)  iv)  v)  vi) 

b) Explain the purpose of an internet browser program in a computer. [2 marks]

ii) Justify why someone would install several internet browsers in the same computer. [2 marks]

iii) Differentiate between **reply** and **forward** key words found on the template of an email. [2 marks]

c) Outline the steps you would follow to;

i) Create an icon of Microsoft word on the computer desktop. [2 marks]

ii) Print four adjacent pages of a document using a computer which is installed with several printers. [3 marks]

di) Differentiate system software from application software. [2 marks]

ii) Write three advantages of tailor made software to an organization. [3 marks]

e) Describe how you would perform the following on a Microsoft Excel Document

i) Rename a worksheet [2 marks]

ii) Delete a worksheet [2 marks]

iii) Set size of pages in a worksheet while printing [2 marks]

iv) Set borders on a section of a worksheet. [2 marks]

Question two

a) A software engineer requires a range of software utilities. Explain the usefulness of any three such utilities. [6 marks]

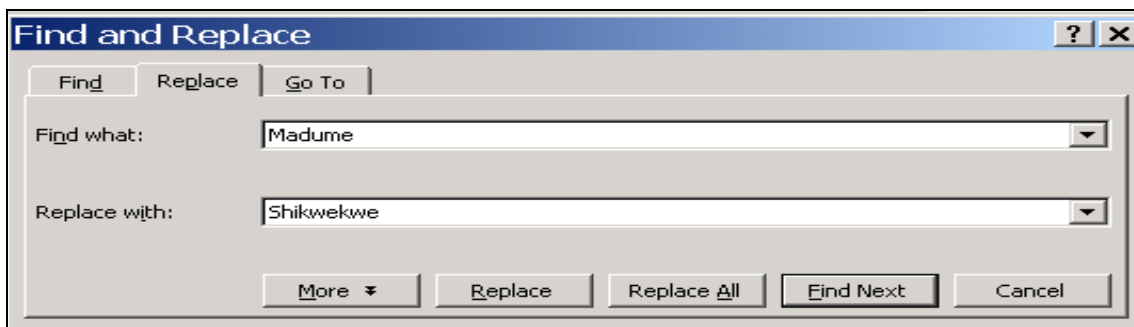
b) Demonstrate the steps you would follow while changing the background appearance of your computer's desktop. [8 marks]

c) Differentiate batch and on-line processing in a computer based application. [6 marks]

Question three

a) Explain **six** advantages introduced by the electronic spreadsheet as opposed to manual paper and book spreadsheets. [6 marks]

- b) Outline the steps you would follow to get the dialog box below and the other steps one would follow to replace text in a word processor. 8 marks



- b) Differentiate the following computer input devices: [6 marks]
- (i) Scanner
 - (ii) Bar code reader
 - (iii) Microphone

Question four

- a) Distinguish between analog and digital computers. [3 marks]
- b) Hannah is an executive secretary at a busy organization, explain **five** reasons you would give her to support the use of electronic word processing rather than the manual typewriter [5 marks]
- c) Perform the following conversion of numbers as stated.
- i) From Decimal 143_{10} to Binary number equivalent. [2 marks]
 - ii) From Binary 110101.11_2 to Decimal number equivalent. [4 marks]
- d) Compare the modern database approach to traditional file based systems and suggests the one which is superior. [6 marks]