



**MURANGA UNIVERSITY COLLEGE**

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

**MAIN CAMPUS**

**ORDINARY UNIVERSITY EXAMINATIONS**

**2015/2016 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER EXAMINATIONS**

**FOR THE DEGREE**

**OF**

**BACHELOR OF COMMERCE, BACHELOR OF BUSINESS INFORMATION  
TECHNOLOGY, BACHELOR OF PROCUREMENT AND SUPPLIES  
MANAGEMENT, BACHELOR OF ENTREPRENEURSHIP AND SMALL &  
MEDIUM ENTERPRISES**

**COURSE CODE: HBC2106, HBT2101, HPS2106 AND UCU2104**

**COURSE TITLE: FUNDAMENTALS OF COMPUTER SYSTEMS AND  
COMPUTER APPLICATIONS**

**DATE: 9<sup>TH</sup> DECEMBER 2015**

**TIME: Two Hours**

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**INSTRUCTIONS TO CANDIDATES**

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

MRUC observes ZERO tolerance to examination irregularities  
This Paper Consists of 2 Printed Pages. Please Turn Over.

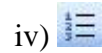


**Question One**

a) For each of the icons listed below, give a simple illustration of how the icon can be used in

Microsoft word.

6 marks



b) Suppose the following is a spreadsheet of Biology marks of class A at Anne College which was prepared using Excel 2007. Use it to answer the questions below.

	A	B	C	D	E	F	G	H	I
1	<b>Anne College</b>								
2	<b>Mark sheet for A/L Biology - Class A</b>								
3	<b>Index No.</b>	<b>Name</b>	<b>Physics</b>	<b>Chemistry</b>	<b>Biology</b>	<b>English</b>	<b>Total</b>	<b>Average</b>	<b>Rank</b>
4	1001	Liyanage	65	78	56	45			
5	1002	Ratnayake	53	85	88	78			
6	1003	Nilani	45	96	ab	98			
7	1004	Silva	78	76	76	65			
8	1005	Withanage	23	ab	74	36			
9	1006	Mendis	78	32	64	52			

i) Outline the steps you would follow to insert a title "Anne College" and a sub title "Mark sheet for A/L Biology - Class A", at the center of the table, make the text bold, and change the font size to 16 for main title and 14 for subtitle. 6 marks

ii) Write the relevant formula to calculate the *total marks of 'Liyanage' (Index No.- 1001)* 3 marks

ii) Write the relevant formula to calculate the *average marks of 'Liyanage' (Index No.- 1001)* 3 marks

iii) Write the relevant formula to find the *rank of 'Liyanage' (Index No.- 1001)* 3 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

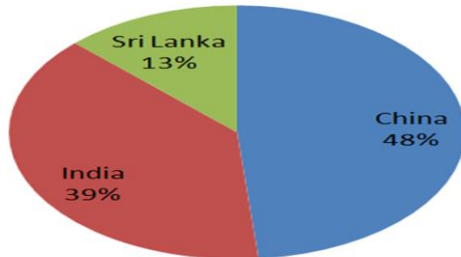
iii) From hexadecimal  $AD_{16}$  to binary and then to Decimal. 3 marks

### **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. 5 marks

c) Outline the steps you can follow to draw the displayed pie chart from the tabulated statistics table below using power point presentation. 9 marks

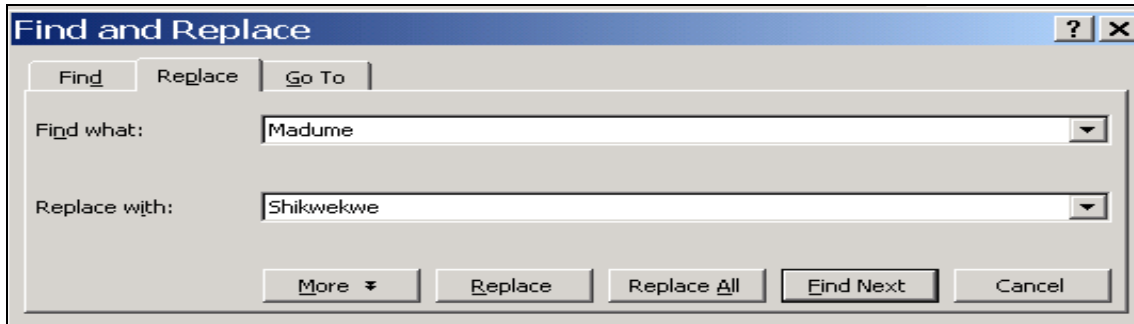


Country	Percentage
China	48%
India	39%
Sri Lanka	13%

### **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) Outline the steps you would follow to;

i) Create an icon of Microsoft word on the computer desktop.

3 marks

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

3 marks

bi) Differentiate system software from application software.

3 marks

ii) Write three advantages of tailor made software to an organization.

3 marks

c) 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