



MURANG'A UNIVERSITY OF TECHNOLOGY

SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2018/2019 ACADEMIC YEAR

**FIRST YEAR FIRST & SECOND SEMESTER EXAMINATION FOR,
DIPLOMA IN INFORMATION TECHNOLOGY, DIPLOMA IN BUSINESS
MANAGEMENT, DIPLOMA IN HOSPITALITY MANAGEMENT, DIPLOMA
IN FOOD SCIENCE & TECHNOLOGY, AND CERTIFICATE IN
HOSPITALITY MANAGEMENT**

SIT 050 – INTRODUCTION TO COMPUTER APPLICATIONS

DURATION: 2 HOURS

DATE: 10/12/2018

TIME: 9:00-11:00AM

Instructions to candidates:

1. Answer question One 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 A: ANSWER ALL QUESTIONS IN THIS SECTION

QUESTION ONE (30 MARKS)

- a) Differentiate between the following terms as used in computer applications: (4 marks)
 - i. Hard copy and soft copy
 - ii. Backspace and delete
- b) Explain the difference between primary and secondary storage devices and give examples in each case (6 marks)
- c) Jane, a student taking computer applications would like to set up a cyber in Murang'a town. Give four output devices she may need (4 marks)
- d) Outline four ways of creating a word document using Microsoft word (4 marks)
- e) Explain the reason why document management using a computer is better than using hard copy files and folders (6 marks)
- f) Discuss five features that makes a Smartphone a computer (6 marks)

SECTION B - ANSWER ANY TWO QUESTIONS IN THIS SECTION

QUESTION TWO (20 MARKS)

- a) Outline two types of computer files (2 marks)
- b) Differentiate between computer software and utility software (4 marks)
- c) A flatbed scanner is an input device likely to be found in a tourism manager's office. Highlight four other input devices likely to be found in such an office (4 marks)
- d) Define the term mail merging (2 marks)
- e) Describe the steps of a successful mail merging process (8 marks)

QUESTION THREE (20 MARKS)

- a) Highlight the procedure of adding a table to your word document (4 marks)
- b) Differentiate between the following commands as used in MS-Word:
 - i. Copy paste and cut paste (2 marks)
 - ii. Paragraph alignment and paragraph indentation (2 marks)
- c) Explain the following parts of the MS-Excel window:
 - i. Cell (2 marks)
 - ii. Formula bar (2 marks)
 - iii. Address box (2 marks)
- d) Comrade's corner shop has been using a manual ledger for accounting purposes. You have been requested to explain to the owner why Excel spreadsheet is much better. Give six of these reasons (6 marks)

QUESTION FOUR (20 MARKS)

- a) Outline the roles of computer in a business organization (5 marks)
- b) Highlight three ways of preventing headaches while using computers (3 marks)
- c) Explain the functions of the following categories of computer keyboard keys:
(6 marks)
 - i. Functional
 - ii. Numeric pad
 - iii. Toggle keys
- d) By providing an example in each case, explain the following types of addresses:
(6 marks)
 - i. Absolute
 - ii. Mixed