



# **MURANG'A UNIVERSITY OF TECHNOLOGY**

## **SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY**

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2023/2024 ACADEMIC YEAR

**FIRST YEAR FIRST SEMESTER EXAMINATION FOR**

(ALL FIRST YEARS)

SIT 100 – INTRODUCTION TO COMPUTER APPLICATIONS

DURATION: 2 HOURS

### **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) Classify the following devices as either input, output or storage
- i. Magnetic strip card reader (1 mark)
  - ii. Audio speakers (1 mark)
  - iii. Pen plotter (1 mark)
  - iv. Game control (1 mark)
  - v. Compact disc (1 mark)
- b) With the aid of diagram, explain the function of each of the three key components of a CPU. (6 marks)
- c) Differentiate between a ‘cold boot’ and a ‘re-boot’ of a computing device. (4 marks)
- d) Enumerate at least two types of computer viruses. (2 marks)
- e) Identify a native application in windows 10 environment that can be used to open the following file types.
- i. Sales report.pdf (1 mark)
  - ii. Stocktake.xlsx (1 mark)
  - iii. Birthday.png (1 mark)
- f) Identify the shortcut keys used in most windows application to perform the following:
- i. Copy selected text / image. (1 mark)
  - ii. Paste previously selected text / Image (1 mark)
  - iii. Save an open document (1 mark)
- g) In MS word, differentiate between a ‘page break’ and a ‘section break’ (2 marks)
- h) In MS excel, differentiate between a workbook and a worksheet. (2 marks)
- i) Identify three characteristics that make MS PowerPoint different from a Word Processor. (3 marks)

## SECTION B – ANSWER ANY TWO QUESTIONS IN THIS SECTION

### QUESTION TWO (20 MARKS)

- a) List any two well-known applications used in the following
- i. E-government services. (2 marks)
  - ii. Request for a taxi to move from one part of town to another. (2 marks)
  - iii. Design a birthday card. (2 marks)
  - iv. Check for a virus on your computer. (2 marks)
- b) The spreadsheet shown in Figure 1 list the annual sales for each product sold. Study the information and answer the following
- i. Write an excel formula to automatically calculate the ‘total per year’ sales in the cells B10, C10 and D10. (6 marks)
  - ii. In 2020 sales for each product fell by 20% compared to 2019 sales figure due to Covid. Write an excel formula to automatically calculate the 2020 sales in each of the cells to E9. (6 marks)

### **QUESTION THREE (20 MARKS)**

- a) Using a diagram, identify the four key parts of an email. (8 marks)
- b) Figure 2 shows a screen shot of MS PowerPoint user interface. Explain with an example the purpose of each of the parts labelled 1 to 6. (6 marks)
- c) A Bachelor of computer science student needs to purchase a laptop. Advice on three technical considerations the student should make and why. (6 marks)

### **QUESTION FOUR (20 MARKS)**

- a) Figure 3 is a screen shot for MS Word. Identify the menu item, mouse action or shortcut that can be used to perform the tasks listed below.
  - i. Change the title 'Abstract' to bold text. (2 marks)
  - ii. Change entire document from 'Times Roman' to 'Ariel' font. (2 marks)
  - iii. Change the header [SHORTER TITLE UP TO 50 CHARACTERS] to [ADVANCED MS WORD 2019 FEATURES] (4 marks)
  - iv. Change page orientation from portrait to landscape (4 marks)
- b) Describe the steps in MS word used to create an email for 'REGRET LETTERS' from a list of loan applicants, where only the name of the student and the postal address changes. (8 marks)