**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2017/2018**

**EXAMINATION FOR THE DEGREE OF BACHELOR OF MEDICINE AND SURGERY,SCIENCE IN PUBLIC HEALTH, SCIENCE IN PHYSIOTHERAPY, SCIENCE IN OCCUPATIONAL THERAPY**

**ICS 2100: INTRODUCTION TO COMPUTER SYSTEMS**

**DATE: JANUARY 2018 TIME: 2 HOURS**

**INSTRUCTIONS:**

Answer Question **ONE** and any other **TWO** questions.

**Question 1**

1. Differentiate between the following. [4 marks]
2. Hardware and software.
3. Digital computers and analog computers
4. Explain the following modes of processing. [6 marks]
5. Batch processing
6. Interactive processing
7. Multiprocessing
8. Explain two different ways of opening MS Excel. [2 marks]
9. Explain any four functions of an operating system. [4 marks]
10. Illustrate two different ways of doing each of the following:- [8 marks]
11. Insert a column in a worksheet.
12. Add a new worksheet
13. Rename a worksheet
14. Delete a worksheet
15. The buttons below are found in the Microsoft word ribbon. Explain the function of each of the labeled parts. ![C:\Users\ACTUARIE\Desktop\Screenshot_20180313-215037[1].png]()[6marks]

**Question 2**

1. Give the proper syntax for the IF worksheet function and explain each of the arguments. [4marks]
2. The data displayed in a certain cell H5 is the result of a formula i.e = H3+H4. Explain how Alice would copy the value and paste it in cell J5 without copying the formula [2 marks]
3. Define the term calculation operator as used in Microsoft excel. [2 marks]
4. Using examples explain the four different types of calculation operators [4 marks]
5. State the importance of protecting a file using a password. [2 marks]
6. Briefly explain how you would save your workbook with a password to open. [2 marks]
7. Explain any four views one can display a word document in. [4 marks]

**Question 3**

1. Explain the main purpose of an operating system.
2. Explain the steps you would follow to do each of the following:-
3. Hold rows 1 to 3 constant so that they don’t scroll off the screen as you move around the worksheet. [3 marks]
4. Print only a certain section of the data in your worksheet. [3 marks]
5. Copy the format H3 to F2 without affecting the value in F2. [2 marks]
6. Include column and row heading in your print out. [2 marks]
7. Assume that cell B4 contains the name **Karen** and cell B5 contains the name **Campus**. Write a **formula** to be attached to the cell C5 to display the two names combined. i.e **Karen Campus. [**3 marks**]**
8. Differentiate between SUM and SUMIF worksheet functions. [2 marks]
9. Give the proper syntax for SUMIF and explain the argument used. [3 marks]

**Question 4**

1. Distinguish between the following:- [6 marks]
2. COUNT and COUNTIF worksheet functions.
3. Absolute and relative Cell Referencing.
4. Sorting and filtering.
5. MS-Excel provides different method of achieving the same result. Using examples, briefly **explain** three different methods you can use to add up values in a given range. [6 marks]
6. Explain **two** advantages and **two** disadvantages of electronic spreadsheets. [4 marks]
7. At **Kangemi Light Industries data** is stored in Microsoft Excel and reports are prepared using Microsoft word. As a result, if there is a change to be made, it has to be made in both MS-Excel and MS-Word which is tiring and sometimes leads to inconsistencies. Explain how the staff can copy a section of the Excel worksheet to a word document so that when changes are made in Excel, they are automatically reflected in the word document. [4 marks]