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**University Examinations 2015/2016**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR DIPLOMA IN BUSINESS ADMINISTRATION

**CIT 2117: INTRODUCTION TO COMPUTERS & APPLICATIONS**

**DATE: NOVEMBER, 2015 TIME:** $1½$ **HOURS**

**INSTRUCTIONS:** *Answer question* ***one COMPULSORY*** *and any other* ***two*** *questions.*

**QUESTION ONE – (30 MARKS)**

1. List down any four peripheral devices that are attached to the system unit. (4 Marks)
2. Define the following terms as used in computing;
3. Multitasking (2 Marks)
4. Multithreading (2 Marks)
5. Describe the following terms as used in word processing; (4 Marks)
6. Word wrap
7. Formatting a document
8. Differentiate between the terms program and programme. (4 Marks)
9. State four areas where computers are applied in science, research and engineering.

 (4 Marks)

1. State any two reasons why people may resist the introduction of computers at their place of work. (2 Marks)
2. List at least three unique features of Microsoft Excel screen. (6 Marks)
3. Define a computer. (2 Marks)

**QUESTION TWO (20 MARKS)**

1. Draw a block diagram showing the function units of computer hardware. Name the units.

 (6 Marks)

1. Give three reasons why laptops tend to be more expensive than desktop computers.

 (3 Marks)

1. Give two reasons why mobile phones are regarded as computers. (2 Marks)
2. List three differences between a micro-computer and super-computer. (3 Marks)
3. Name any four data types used in Spread sheets. (4 Marks)
4. Distinguish between formatting and editing as used in word processing. (2 Marks)

**QUESTION THREE (20 MARKS)**

1. Give three reasons why optical storage media are preferred to magnetic storage media.

(3 Marks)

1. Describe any three functions of an operating system. (6 Marks)
2. Describe the functions of the following computer hardware components:
3. Mouse (2 Marks)
4. Monitor (2 Marks)
5. Draft an example of an e-mail address. (3 Marks)
6. The keyboard shortcuts are helpful when moving through the text of a document. Give the keyboard shortcuts which when pressed can perform the following actions. (4 Marks)

|  |  |
| --- | --- |
| **Move action** | **Keystroke** |
| Closing a document |  |
| Saving the document for the first time |  |
| Moving the cursor to beginning of document |  |
| Selecting the entire document |  |

**QUESTION FOUR (20 MARKS)**

1. Why is a computer referred to as an electronic device? (2 Marks)
2. Identify any four advantages of using a word processor to prepare documents compared to manual typewriter. (4 Marks)
3. Other than windows, name any three other examples of operating systems. (3 Marks)
4. What causes the following error messages in Microsoft Excel? (4 Marks)
5. #####
6. #REF!
7. #DIV/0 !
8. #NAME
9. List and explain four salient features of a computer. (4 Marks)
10. Name any three components found in the system unit. (3 Marks)