**W1-2-60-1-6**

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

# **UNIVERSITY EXAMINATIONS 2018/2019**

SECOND YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE

**HBC 2212 : COMPUTER APPLICATIONS FOR BUSINESS**

DATE: DECEMBER 2018 TIME: 2 HOURS

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**INSTRUCTIONS:**

**ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS**

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**QUESTION ONE [30 MARKS]**

1. Describe any four qualities of a good software to use in business [5 marks]
2. Describe the major factors to consider before selecting an application software. [5 marks]
3. Many companies in the world prefer outsourcing a computer application for use. Outline the advantages of outsourcing. [10 marks]
4. What are the advantages of integrated packages in an organization. [10 marks]

**QUESTION TWO [20 MARKS]**

1. Discuss the major disadvantages of online banking [10 marks]
2. List five factors to consider when selecting a software supplier for your organization. [10 marks]

**QUESTION THREE [20 MARKS]**

1. Identify five reasons that contribute to late completion and delivery of a software [10 marks]
2. Giving examples of each discuss how an organization of your choice can use the following application software.
3. Web browser
4. Word processing
5. Spreadsheets
6. Database management systems
7. Presentation package [10 marks]

**QUESTION FOUR [20 MARKS]**

1. Outline the procedure for processing data in an organization [10 marks]
2. Outline the procedure for ……………………..as it is done in Micro soft word. [10 marks]

**QUESTION FIVE [20 MARKS]**

1. Discuss any five functions used in Ms Excel [5 marks]
2. Discuss how you can protect information in a computer against computer threat. [5 marks]
3. Explain the following features found in spreadsheet
4. Shell tab
5. Frontier bar
6. Name box
7. Header and footer [5 marks]
8. List five advantages of using information in an organization and give examples in each. [5 marks]