

The Co-operative University of Kenya
END OF SEMESTER EXAMINATIONS AUGUST-2018
EXAMINATION FOR THE DIPLOMA IN BUSINESS ADMINISTRATION /
PUCHASING & SUPPLIES MANAGEMENT /
(YR I SEM I)

UNIT CODE: DUCU 1103

UNIT TITLE: COMPUTER APPLICATIONS

DATE: 23RD AUGUST, 2018

TIME: 2:00 PM – 4:00 PM

INSTRUCTIONS:

- Answer question **ONE (compulsory)** and any other **TWO** questions

QUESTION ONE

- (a) Define the following computer terms
- | | |
|---------------------|-----------|
| (i) Computer | (2 marks) |
| (ii) Software | (2 marks) |
| (iii) BYTE | (2 marks) |
| (iv) Output devices | (2 marks) |
| (v) Virus | (2 marks) |
- (b) Computers have evolved through many generations over the years. State and explain the five generations the computers have evolved through (5 marks)
- (c) State and explain any three classifications of computers based on their capacity and size (6 marks)
- (d) Explain any 3 Ethical issues in IT? (6 Marks)
- (e) Differentiate between RAM and ROM (3 marks)

QUESTION TWO

- (a) (i) Explain what is paragraph justify. (2 marks)
- (ii) Name two different fonts. (2 marks)
- (b) (i) State the two different page orientations a word processed document can be set to. (2 marks)
- (ii) Name two word processing tools which can help proofread a document. (2 marks)
- (c) If you had to type the same form letter 100 times, you know what boring and back breaking work it can be. Explain the steps one would take using mail merge in MS Word for one to type the letter only once (6 marks)
- (e) Below are images of three button icons from a word processing program. For each image describe the purpose of the button.

- (i)  (2 marks) (ii)  (2 marks) (iii)  (2 marks)

QUESTION THREE

- (a) Explain what the following spreadsheet terms mean:
- (i) Worksheet
 - (ii) Columns
 - (iii) Rows
 - (iv) Cells
 - (v) A label

(10 marks)

b) The image below shows a partially completed spreadsheet that will be used for creating invoices.

An individual Item Total is calculated by multiplying Price and Quantity.

The Items Total figure is calculated by adding up all the individual Item Total figures.

The Tax (10%) figure is calculated as 10% of the Items Total figure.

The Invoice Total is calculated by adding the Items Total and the Tax (10%) figure together.

	A	B	C	D	E
1				Invoice	
2					
3					
4					
5					
6	Product code	Item	Price	Quantity	Item Total
7	1234	Spreadsheets - all you need to know	12.93	2	25.86
8	2345	Word Processing - the answers	13.1	3	39.3
9	3456	Databases - harness the power	20	5	100
10					
11					
12				Items Total	165.16
13				Tax (10%)	16.516
14				Invoice Total	181.676

- (i) State a formula that correctly calculates the Item Total figure in E7. (2 marks)
- (ii) State what the most efficient formula is to calculate the Items Total figure in E12. (2 marks)
- (iii) State a formula that correctly calculates the Tax (10%) figure in E13. (2 marks)
- (iv) State a formula that correctly calculates the Invoice Total figure in E14. (2 marks)
- (c) Suggest a suitable folder name and file name for saving the spreadsheet. (2 marks)

QUESTION FOUR

- (a) Explain what the following database terms mean.
 - (i) Queries (2 marks)
 - (ii) Forms (2 marks)
 - (iii) Table (2 marks)
 - (iv) Field (2 marks)
- (b) State the benefits of using database to store information, giving an example of what a business might use a database for. (3 marks)
- (c) State the most appropriate data type for storing each of the items of data listed below.
 - (i) +44 (0)20 8329 2930 (1 mark)
 - (ii) 21 July 1969 (1 mark)
 - (iii) 3.1415 (1 mark)
- (d) Define what a primary key is and state the steps of setting a primary key (3 marks)
- (e) State and define relationships between the tables (3 marks)

QUESTION FIVE

- (a) Explain what the following terms mean.
 - (i) E-mail (2 marks)
 - (ii) Videoconferencing (2 marks)
 - (iii) Cc (also known as Carbon Copy) (2 marks)
 - (iv) E-commerce (2 marks)
- (b) What is the difference between the internet and the worldwide web (4 marks)
- (c) Discuss the types of computer networks (2 marks)
- (d) Discuss the types of networks configurations (2 marks)
- (d) Name two internet software and internet browsers (4 marks)