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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: COM 111**

**COURSE TITLE: COMPUTER APPLICATION**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 20/08/2021 TIME: 3.00-4.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. An institution intends to purchase software’s to be used in its daily activities.
   1. Explain three factors they need to consider while purchasing the software (6marks)
   2. Explain three types of application software they can purchase (6marks)
2. Explain three benefits of internet in an organization (6marks)
3. Explain three functions of operating system (6marks)
4. You have sent the work to be printed by a printer but the printer is not responding. Explain the causes of this problem (6marks)

**QUESTION TWO**

1. Explain three advantages of word processor over typewriter (6marks)
2. Distinguish the following terms (6marks)
   1. Indentation and alignment
   2. Formatting and editing
3. JJJ is a secretary at Garissa university wants to develop admission letters for a group of prospectus students. Explain to her the steps she should follow and features in word processor she will incorporate (8marks)

**QUESTION THREE**

1. Explain three components of a spreadsheet software. (6marks)
2. Differentiate between (6marks)
   1. formula and function
   2. Relative cell referencing and absolute cell referencing
3. A lecturer at Garissa university intends to analyze marks using spreadsheet package. Explain to Him the steps to achieve the following.
   1. Calculate total mark in cells c1, c2, c3, c4 c5 using a function (3marks)
   2. Insert a line graph showing the names of students and total marks (3marks)
   3. Printing His work in landscape (2marks)

**QUESTION FOUR**

1. Explain three advantages of DBMS over conventional files (6 marks)
2. Explain three major components in Ms access window (6marks)
3. You are requested to design a database to hold students’ details. Explain the process of designing a good data base (8marks)

**QUESTION FIVE**

1. Explain three advantages of power point package (6marks)
2. Explain the following terms (6marks)
3. Slide show
4. Animation
5. Slide transition
6. Your friend has been invited for a presentation. Power point can assist him to make his presentation attractive and memorable. Explain the steps in developing a power point presentation and the features the software provides to him (8marks)