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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/201 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF SCHOOL OF PURE AND APPLIED SCIENCES**

**DIPLOMA IN INFORMATION TECHNOLOGY**

**COURSE CODE: DIT 003**

**COURSE TITLE: COMPUTER APPLICATIONS IN BUSINESS**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 25/08/2021 TIME: 12.00-2.00 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 THREE (3) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. An upcoming organization uses a lot of files in keeping records; the organization wants to break down the paperwork and automate the basic routine jobs by interconnecting computers in the organization. What will be the business benefits of networking this organization?

Differentiate between the following

1. RAM and ROM [2marks]
2. EEPROM and EPROM [4marks]
3. Virtual memory and Cache memory [4marks]
4. You are interested in purchasing of a notebook and you manage to come across an advertisement with the following specifications. Get notebook! Get notebook Acer

Notebook Features include: Intel Celeron 2.8 GHz, 2 Gigabyte, 1 Terabyte, COMBO DVD, 56K, Wi-Fi, touchpad, Red hat Linux.

**Required:**

1. What operating system does the above notebook use? [2marks]
2. Highlight the features of the above [i] answer [2marks]
3. Which hardware component does 2 Gigabyte refer to? [2marks]
4. Which hardware component does 1 Terabyte refer to? [2marks]
5. What does this notebook use to connect to a network? [2marks]
6. Hussein, a computer user, would like to create a database table that contains fields whose data type is text. Outline two display controls that the field could be assigned. [2marks]
7. After Charles read an email he clicked on the forward command. State the function of this command. [2marks]
8. With the aid of an example, describe the term slide transition as used in presentation program. [2marks]
9. Paul, a web designer, developed a website for a company he works for. Outline two uses the company would have for the site. [2marks]
10. Under what circumstance the keyboard numeric pad would be used when entering data in the computer. [2marks]

**QUESTION TWO**

1. Outline two functions of status bar in word processing [4marks]
2. Explain each of the following features of word processing application [4marks]
3. Mail merge
4. Merge cells
5. With an aid of illustration in each case, outline four examples of text alignments as applied in spread sheets [4marks]
6. Outline one cause of each of the following errors in a work sheet [4marks]
7. #N/A
8. #NULL
9. Halima intends to use wrap text feature on an object in word processing document. Outline four options of this that he could apply [4marks]

**QUESTION THREE**

1. Explain three ways that could be used to start a slide show in presentation programs [6marks]
2. With an aid of illustration in each case, outline four examples presentation views when creating slides in the presentation program [4marks]
3. Explain the functions of each in [ii] above [8marks]
4. Define the term web browser as used in the internet applications stating two examples [2marks]

**QUESTION FOUR**

1. Discuss the types of programs designed for general support of computers in an organization [6marks]
2. System unit is termed as the “brain” of the computer, where all operations of computer system are undertaken; discuss four embodiments that enable it to carry out these operations. [6marks]
3. As an IT expert describe how find out the specifications of a computer [4marks]
4. Define the term zoom and give four types of zooming in a word processor [4marks]

**QUESTION FIVE**

1. Explain five guidelines a user has to follow when creating a good representation [5marks]
2. Explain why Mr. Samuel our computer lecturer preferred to use DVD Rom instead of a CD ROM in storing his data [5marks]
3. Hassan wanted to applying a differently design to his presentation template; describe the procedure he will use to achieve his object [6marks]
4. Differentiate between a table and a query in relation to database [2marks]
5. Define the term utility software [2marks]