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**KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR**  
**FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY**  
**CIT 1001 – COMPUTER APPLICATION I**

Date: 6<sup>TH</sup> December 2023

Time: 8:30AM – 10:30AM

**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

- a) Computers perform five major operations, name them (5 Marks)
- b) State and briefly explain the computers under the classification by purpose (4 Marks)
- c) Define the following terms
- i) Desktop
  - ii) Taskbar
  - iii) Icons
  - iv) Folder
  - v) Start Menu (5 Marks)
- d) State and briefly explain three factors that will influence the performance of CPU (6 Marks)
- e) Explain any five major application areas of computers (5 Marks)
- f) State any five functions of an operating system in a computer (5 Marks)

**QUESTION TWO (20 MARKS)**

- a) What is meant by the following terms?
- i) Paste
  - ii) Copy
  - iii) Delete
  - iv) Cut (8 Marks)
- b) State four reasons why you would advise a government to embrace computerization (4 Marks)
- c) Describe the importance of Ms Power Point as one of the application software (2 Marks)
- d) highlight the steps for Inserting Page Numbers in a Word document (4 Marks)
- e) State the two characteristics of good spreadsheet software (2 Marks)

**QUESTION THREE (20 MARKS)**

- a) State and briefly explain any two accessories provided by Ms Windows (4 Marks)
- b) Define the following terms
- i) Formula
  - ii) Function (4 Marks)
- c) State and briefly explain three types of translators (6 Marks)
- d) How can one perform the following tasks in excel
- i) Rename a worksheet
  - ii) Adding a column.
  - iii) Merging cells (6 Marks)

**QUESTION FOUR (20MARKS)**

- a) Give the full meaning of the following acronyms as used in computers
  - i) OCR
  - ii) OMR
  - iii) MICR
  - iv) EPROM
  - v) ALU

(5 Marks)
- b) Briefly explain five benefits of computer networking (5 Marks)
- c) State and explain the two types of software (4 Marks)
- d) State any six effects of Viruses (6 Marks)

**QUESTION FIVE (20MARKS)**

- a) Explain different features of standard word processor (10 Marks)
- b) Explain two functions of query object in a database programs (4 Marks)
- c) Explain three characteristics of a primary key field in database system (6 Marks)