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**KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY
DBT 1106 – COMPUTER APPLICATIONS**

Date: 09TH AUGUST 2023
Time: 2:30PM – 4:30PM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- A **computer** is an electronic device that manipulates information, or data. It has the ability to **store, retrieve, and process** data. Discuss the different types of computers (4 Marks)
- By use of a diagram, illustrate the basic parts of a desktop computer (5 Marks)
- Discuss the most common types of devices that can be plugged into the extra ports on your computer (6 Marks)
- Highlight the various keyboard shortcuts used (6 Marks)
- In Ms-word, the ribbon display option button has three option that appear when you click on it. Discuss (6 Marks)
- At the right end of the status bar are shortcuts to the different views that are available in Ms-word. By use of diagrams, demonstrate (3 Marks)

QUESTION TWO (20 MARKS)

- In Ms-excel, you will encounter many different cursor shapes. Highlight the various cursors using diagrams (10 Marks)
- By use of a diagram, demonstrate the different parts of the excel window when Ms-excel workspace is opened (10 Marks)

QUESTION THREE (20 MARKS)

- Demonstrate step by step how to add header and footer in Ms-word (4 Marks)
- Ms-Word contains status bar which is located below the document window and it contains views. Identify and describe, using diagrams the views that display the document differently (6 Marks)
- The admission office can use the mail merge in Ms-Word to create many admissions letters using minimal time. Having the list of students in an excel document, demonstrate step by step how mail merge can be used (10 Marks)

QUESTION FOUR (20 MARKS)

- Microsoft Access offers the functionality of a database and the programming capabilities to create easy to navigate screens using various objects. Discuss objects used in Ms- Access (10 Marks)

- b) Discuss step by step how to create table using the datasheet view in Ms-Access (5 Marks)
- c) Highlight steps to follow to add some data in already created table in Ms-Access (5 Marks)

QUESTION FIVE (20 MARKS)

- a) In Ms-PowerPoint, the file tab provides backstage view identify and discuss the various options in the backstage (8 Marks)
- b) By use of drawings, demonstrate the views that display the slide show in different ways in MS PowerPoint (8 Marks)
- c) Illustrate step by step how to create a new presentation in MS PowerPoint (4 Marks)