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KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024/2025 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DIPLOMA IN BUSINESS & INFORMATION TECHNOLOGY
DBT 1106– COMPUTER APPLICATIONS

Date: 16TH April 2024
Time: 2:30PM – 4:30PM

INSTRUCTIONS TO CANDIDATES

Create a folder on your desktop and **save it as your admission number without backslash** e.g. *DIT00124*

All questions should be saved on the above folder. Do not make any writing on the question paper.

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

Type the answers in question one in word document and save it as **QUESTION_ONE**

- Highlight the various keyboard shortcuts used (6 Marks)
- Identify and discuss other electronics that are considered as specialized computers (4 Marks)
- Explain the basic parts of a desktop computer (5 Marks)
- Highlight the most common mouse alternatives (4 Marks)
- Explain the different types of devices that can be plug in a computer (5 Marks)
- The most basic computer setup usually includes the computer case, monitor, keyboard, and mouse, but you can plug many different types of devices into the extra ports on your computer. These devices are called peripherals. Explain the peripherals (6 Marks)

QUESTION TWO (20 MARKS)

INTRODUCTION TO PROGRAMMING

Programming means to convert problem solutions into instructions for the computer. It also refers to the process of developing and implementing various sets of instructions to enable a computer to do a certain task. Structured programming (sometimes known as modular programming) is an approach to writing programs that are easier to test, debug, modify and maintain by enforcing a modular approach which breaks a large complex problem into sub-problems. A programming language is a vocabulary and set of grammatical rules designed for instructing a computer to perform specific tasks.

Additional information

- Create a folder on the desktop with your admission number as the folder name. (2 Marks)
- Type the above passage in Microsoft Word and save it as, PROGRAMMING. (5 Marks)
- Copy pastes the passage to appear 8 times in the document. (2 Marks)
- Insert a roman page number in the bottom center pages. (5 Marks)
- Insert your name and admission number as the document header and footer respectively. (3 Marks)
- Apply 2.0 line and paragraph spacing across the entire document. (3 Marks)

QUESTION THREE (20 MARKS)

Use the following data to answer the Questions below:

- Write formulas for the operations based on the spreadsheet given below along with the relevant cell address:

| | A | B | C | D | E | F | G |
|---|-------|--------|---------|------|-----------|-------|---------|
| 1 | SNO | Name | Science | Math | Computers | Total | Average |
| 2 | 1 | Sani | 70 | 80 | 87 | -- | -- |
| 3 | 2 | Swale | 90 | 98 | 89 | -- | -- |
| 4 | 3 | Niko | 90 | 90 | 98 | -- | -- |
| 5 | 4 | Rosy | 60 | 76 | 79 | -- | -- |
| 6 | 5 | Suraya | 50 | 45 | 67 | -- | -- |
| 7 | Max | | | | -- | | |
| 8 | Total | | -- | | | | |

- i) Open excel document and save it under your name. (2 Marks)
- ii) Create the above table and enter the details. (10 Marks)
- iii) calculate the Total Marks as the sum of Science, Math & Computers for each student and display them in column F. (4 Marks)
- iv) calculate the average Marks for each student and display them in column G. (4 Marks)

QUESTION FOUR (20 MARKS)

- a) Open power point document in the document you created. (2 Marks)
- b) As the Marketing Director for **KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY**, make five slides in the above power point document showcasing your institution and courses offered, include contact details, website and location of the institution. Make your presentation beautiful. (15 Marks)
- c) Add the name of the institution as the footers in all the slides. (3 Marks)

QUESTION FIVE (20 MARKS)

- a) Create the required document using Microsoft Publisher. Deploy 'bounce' template and then save the work in your folder as ***KWUST Short Courses*** (6 Marks)
- b) Customize the business name and format this text so that it is italicized and underlined. Change the font of the institution's motto text box with a 1 blue color (6 Marks)
- c) Type in the information that you wish to communicate as follows:
The University now offers IT short courses. All you need to do is simply have a personal laptop and pay the necessary fees. Women in Technology Today.
Format the font style to bold and size 18. Apply drop cap style 6 to the paragraph (8 Marks)