KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2024/2025ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DEGREE OF BACHELOR OF SCIENCE
(BUSINESS ADMINISTRATION)

Date: 11th April, 2024
Time: 2.30pm –4.30pm

KBA 107   - INTRODUCTION TO MICRO COMPUTERS

INSTRUCTIONS TO CANDIDATES

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

QUESTION ONE (30 MARKS)

Use the passage below to answer the questions that follow;

INFORMATION TECHNOLOGY SYMPOSIUM

Miss Kazuri is an Information Communication Technology student who is celebrated across the institution for her expertise in her field. This has prompted the ICT club to allocate her some time during the annual ICT Symposium in which she is expected to shade light on fundamental ICT concepts and ensure that participants appreciate the various computer classifications, hardware and software. In her presentation, Miss Kazuri highlighted the characteristics that distinguish computers from other electronic devices. She further gave guidance on the hardware and softwares needed so that the students can effectively and efficiently use their computers for academic purposes, clerical tasks, entertainment and communication. She was however quick to caution students from cyber-crimes that have exponentially increased in the modern cyber space.

a) Classified by purpose, describe the two types of computers Miss. Kazuri could have talked about during her presentation.   (4 marks

b) Apart from the monitor, mouse and keyboard, describe six input devices with their uses that Miss Kazuri could have discussed.   (6 marks)

c) Describe four softwares that the students should consider installing in their computers in order to achieve the aforementioned goals.   (4 marls)

d) Identify six characteristics to a computer that Miss Kazuri must have talked about in her speech.   (6 marks)

e) Describe any three documents that the students could have been advised to prepare using Microsoft Word.   (6 marks)

f) Highlight any four cyber-crimes the participants could have been cautioned to be aware of when using computers and the internet.   (4 marks)

QUESTION TWO (20 MARKS)

a) Having been trained on Micro-Computers, advice your department on any four factors to consider when purchasing a computer system.

(8 marks)

b) Evaluate any four functions of operating systems.

(8 marks)

c) Examine two differences between RAM and ROM.

(6 marks)

QUESTION THREE (20 MARKS)

a) Having been recently employed as a manager, Ms. Omutata would like to use computers to improve organizational performance. Advise her on how she can achieve this in a business organization. (6 marks)

b) Examine two emerging trends in computing. (8 marks)

c) Analyze Viruses, worms and Trojan horses as threats to data security.

(6 marks)

QUESTION FOUR (20 MARKS)

Using Microsoft Word, produce a document as shown below;
KENYA AS AN ICT HUB

Kenya is the regional ICT hub of East Africa, with the country being a leader in broadband connectivity, general ICT infrastructure, value added services (VAS), mobile money and mobile banking. The country's ICT sector is set to account for up to 7% of the country's GDP through IT-enabled services. Internet access has continued to spur economic growth which contributed to the government's development of the **Digital Economy Blueprint** , a framework to improve Kenya's ability to leapfrog economic growth in the region.

In April 2022, the government launched its ten-year **Digital Masterplan 2022-2032**, to align with global technological advancements and enhance the rise of Kenya's digital economy. The digital masterplan identifies four key pillars - digital infrastructure, digital services and data management, digital skills, and driving digital innovation for entrepreneurship. Other key priority areas under the masterplan include development of a legal, policy & regulatory framework, research & development, information security & cyber management and emerging technologies.

Source: https://www.trade.gov/country-commercial-guides

Required

a) Create a folder with your admission number as folder name on the desktop. (2 marks)
b) Type the above passage in Microsoft Word and save it as, ICT HUB. (6 marks)
c) Insert drop caps at the start of each paragraph. (2 marks)
d) Divide the first paragraph into two columns. (2 marks)
e) Insert your name and admission number as the document header. (2 marks)
f) Insert a customized watermark in the document. (2 marks)
g) Format the title to be of font size 25 and red font colour. (2 marks)
h) Design the document to have an artistic page border. (2 marks)

QUESTION FIVE(20 MARKS)

Using Microsoft excel, answer the following questions.

	A	B	C	D	E	F	G	H	I	J	K
1			GITHURAI TRADERS								
2	EMPLOYEE CODE	FIRST NAME	OTHER NAMES	BASIC PAY	ALLOWANCES	DEDUCTIONS	GROSS PAY	NET PAY	REMARK		
3	D001	Noel	Oteino Omollo	100,000	4,000	2,000					
4	D002	Peter	Wafula Wabuge	120,000	5,000	2,000					
5	D003	John	Korir Kiptum	150,000	20,000	2,000					
6	D004	Ken	Katana Juma	150,000	5,000	2,000					
7											
8											

a)   Enter the data as shown above and save the file as, Pay, on the desktop.

(6 marks)

b)   Compute the gross pay using a function.

(2 marks)

c)   Calculate the net pay using a formula.

(2 marks)

d)   Use the IF Function to return appropriate remarks given the following criteria;

150000 and above   High
120000 and above   Average
Below 120000   Low

(4 marks)

e)   Rename the worksheet as PAYROLL.

(2 marks)

f)   Create a pie chart that plots the first name against the Net Pay.

(4 marks)