KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNIVERSITY EXAMINATIONS, JANUARY APRILL 2024 ACADEMIC YEAR

END OF SEMESTER EXAMINATIONS

FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY

CIT 1001: COMPUTER APPLICATION

Date: APRIL 2024

Time: 2 Hrs.

INSTRUCTIONS: *Answer question **one** and any other **two** questions*

QUESTION ONE (30 MARKS)

a) Highlight any six features of MS word   (6 marks)

b) State and briefly explain the computers under the classification by purpose (4 marks)

c) Define the following terms

    i.   Word wrap.   (1marks)
    ii. Alignment.   (1marks)
    iii. Icons.   (1marks)
    iv. Folder.   (1mark)
    v. Drop cap.   (1mark)

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. (5marks)

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 (2marks)
   ii. Copy (2marks)
   iii. Delete (2marks)
   iv. Cut (2marks)

b) State four reasons why you would advice a government to embrace computerization.

(4 marks)

c) Briefly highlight how you can create a folder on the computer desktop. (4marks)

d) Highlight the steps for Inserting Page Numbers in a word document. (4 marks)

QUESTION THREE (20 MARKS)

a) State and briefly explain any two accessories provided by Ms Windows (4 marks)

b) Define the following terms (4 marks)

   i. Formula.
   ii. Function.

c) State and briefly explain three types of translators. (6 marks)

d) How can one perform the following tasks in excel (6 marks)
   i.   Rename a worksheet (2marks)
   ii.   Adding a column (2marks)
   iii.   Merging cells (2marks)

QUESTION FOUR (20MARKS)

a) Dylan was typing a letter on Monday. Unfortunately, power went off unexpectedly and she could not recover the letter .Advice Dylan how she can avoid data loss in the future. (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. (10marks)
b) Explain two functions of query object in a database programs. (4marks)
c) Explain three characteristics of a primary key field in database system. (6marks)