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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 1008 – COMPUTER APPLICATIONS II

Date: 09TH AUGUST 2023 Time: 11:30AM – 1:30PM

INSTRUCTIONS TO CANDIDATES ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS QUESTION ONE (30 MARKS)

- a) A database is an organized collection of records. Discus five purposes of different data types in the creation of a database under Microsoft office access (10 Marks)
- b) Word processing is an act of using a computer to create letter oriented documents. Discus five main features and functions of categorized parts that appears on Microsoft word page (10 Marks)
- c) Highlight any five output devices used by computers (5 Marks)
- d) Discus five factors to consider in the selection of computer hardware (5 Marks)

QUESTION TWO 20 MARKS

- a) Computers have been evolving over time. Briefly discus five computer generations (5 Marks)
- b) Word processing is an act of using a computer to produce text. Discus four steps to be followed in the creation of a document under Microsoft office word (8 Marks)
- c) Highlight any four input devices used by computers (4 Marks)
- d) Discus three procedures of renaming a file or a folder (3 Marks)

QUESTION THREE (20 MARKS)

- a) Discuss three common types of computer networks categorized principally according to their geographical coverage (6 Marks)
- b) Describe four parts of Microsoft excel 2007 screen (8 Marks)
- c) Discuss any six skills obtained and applicable in using Microsoft Office Word (6 Marks)

QUESTION FOUR (20 MARKS)

- a) State any five functions and applications of computers (5 Marks)
- b) Describe two different types of multimedia presentations applicable in PowerPoint (4 Marks)
- c) Computers are classified according to size or processing capabilities. Discuss any four types of computers categorized with the features stated. (8 Marks)
- d) Explain how to start up and shut down your computer (3 Marks)

QUESTION FIVE (20 MARKS)

- a) Computer security remains a big threat. Expound on why this is the case by discussing five threats related to computer security. (10 Marks)
- b) Computers have led to the advancement of technology. Describe five function of computer in the modern society (5 Marks)
- c) Spreadsheets are grids that are organized into rows and columns. Explain and apply how spreadsheets are applicable (5 Marks)