

PAN AFRICA CHRISTIAN UNIVERSITY

BBIT, BSCIT

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: BIT/BSIT 100

CAMPUS: ROYSAMBU

COURSE TITLE: FUNDAMENTALS OF COMPUTING

EXAM DATE: MONDAY, DATE (2ND DECEMBER 2024)

TIME: START HOUR – END 11:15-2:15 HRS

INSTRUCTIONS

- This exam script has **TWO (2)** sections.
- Read all questions carefully before attempting.
- Answer All questions in Section **A** and any other THREE questions in Section **B**.
- Write only your **student number** on the answer booklet provided.
- None programmable calculators permitted
- Calculators on phones, tablets and computers are NOT permitted in Theory Papers

SECTION A

(Answer ALL questions in this section)

QUESTION 1

a) The figure below shows an extract from a spreadsheet program used by a teacher to compute grades in an examination.

- i. Explain the importance of spreadsheet **[2 Marks]**
- ii. Write a formula using the If function and cell addresses that will determine the grade for the subject whose code is UOOI , given that a score of 70 and above is awarded grade 'A' , 60 and above is awarded grade 'B', 50 and above is awarded grade 'C', 40 and above is awarded grade 'D' and less than 40 is awarded grade 'F'. **[2 Marks]**

	A	B	C	D
1	Subject Code	Subject Name	Score	Grade
2	U001	English	70	
3	U002	Mathematics	50	
4	U003	Kiswahili	44	
5				

- b) Briefly describe Mail merge and Explain **TWO** documents one can mail merge **[6 Marks]**

SECTION B

(Answer any THREE (3) questions in this section)

QUESTION 2

- a) Differentiate between Hardware and Software in computer systems **[2 Marks]**
- b) Explain step-by-step how you would perform the following operations on a worksheet in Microsoft Excel.
 - i. Enter data into a worksheet cell. **[2 Marks]**
 - ii. Edit cell contents. **[2 Marks]**
 - iii. Make text in a cell Bold, Italic and double-underlined. **[2 Marks]**

- iv. Adjust a column width to accommodate the longest cell entry in a range of cells

[2 Marks]

QUESTION 3

- a) Discuss **THREE** factors to consider when choosing a computer to purchase as a computing student. **[6 Marks]**
- b) In the context of maintaining and optimizing computer systems, various utility programs play essential roles. Explore **TWO** commonly used utility programs **[4 Marks]**

QUESTION 4

- a) Explain, the **THREE** most common types of computer networks in use today providing advantages of each. **[6 Marks]**
- b) A company has decided to use Windows operating systems for its office computers. Explore **TWO** functions of the operating system. **[4 Marks]**

QUESTION 5

- a) Norman has been tasked with training new employees on how to use Microsoft Word effectively. Identify and explain **THREE** key parts of the Microsoft Word screen that he will come across **[6 marks]**
- b) Tom wants to prepare a professional report for a high-stakes presentation in a forensic department. As an employee in this department, explore **TWO** benefits of formatting this document **[4 marks]**

QUESTION 6

- a) Discuss **THREE** advantages of Electronic Spreadsheets over Manual Worksheets.

[6 Marks]

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- b) Providing relevant examples, explain **TWO** field data types available in Microsoft Access **[4 Marks]**

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