



PAN AFRICA CHRISTIAN UNIVERSITY

DEGREE IN INFORMATION & COMMUNICATION TECHNOLOGY

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: BIT100

CAMPUS: ROYSAMBU

COURSE TITLE: FUNDAMENTALS OF COMPUTING

EXAM DATE: XXX

TIME: START HOUR – END

INSTRUCTIONS

- This exam script has **TWO (2)** sections.
- Read all questions carefully before attempting.
- Answer All questions in Section **A** and any other Four 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 [30 MARKS]

(Answer ALL questions in this section)

Question 1:

- a) There are TWO major classifications of computer software's, Describe the two giving example of each. **[4 Marks].**
 - b) Define any FOUR options on the start menu of a window and their functions **[4 Marks].**
- c) Demonstrate systematically how one would achieve the following actions in MS Word or Ms DOS.
 - i. Opening a blank MS word application. **[2 Marks].**
 - ii. Creating a directory called BBIT inside PACU in DOS. **[2 Marks]**
- d) Differentiate between a hardware and a software devices in computing. **[2 Marks].**
- e) Analyze TWO Importance of office Automation to any growing Company. **[2 Marks]**
- f) Philip was a secretary for a company called BEST Technologies, He was mandated with the task to send invitation letters to over 2000 members in different towns showing them their statements balances and invitation to their annual general meeting. Discuss steps and procedures Philip would apply to arrive to his intention using MS word application software. **[7Marks]**
- g) Using windows key combination for an ordinary US standard keyboard, Associate the following key combinations.
 - i. **CTRL+ESC.** **[1 Marks].**
 - ii. **ALT+TAB.** **[1 Marks].**
 - iii. **ALT+F4.** **[1 Marks].**
 - iv. **Windows Logo+L:** **[1 Marks].**
- h) Microsoft disk operating system (DOS) is one of the oldest program one can use to run in a computer, Predict the outcome description of the following DOS commands.
 - i. **C:\>DIR.** **[1 Marks].**
 - ii. **C:\>CD MOSHI.** **[1 Marks].**
 - iii. **C:\>COLOR.** **[1 Marks].**

SECTION B

[30 Marks]

(Answer any FOUR (3) Questions in this section)

Question 2 (10 Marks)

- a) Discuss any FIVE Parts of Start Menu and their functions **[5 Marks]**
- b) Explain the term Windows. **[1 Mark]**
- c) Name any FOUR Types of spreadsheets besides MS Excel. **[4 Marks].**

Question 3 (10 Marks)

- a) Define database system. **[2marks]**
- b) Explain the differences between A CELL and Cullum. **[2 Marks].**
- c) Define the following definitions in relation to database systems.
 - i. File.
 - ii. Data
 - iii. Record
 - iv. Field.
 - v. Datatype
 - i. Primary Key**[6 Marks]**

Question 4 (10 Marks)

- a) Explain **FIVE** advantages of using Spreadsheets or accounting program as compared to manual systems. **[5 marks]**
- b) Explain any **FIVE** factors to consider in selection of Computer antivirus . **[5 marks]**

Question 5 (10 Marks)

- a) Explain FOUR types of margins as used in computer applications? **[4Marks]**
- b) Explain the procedure and steps involved customizing margins of your choice in ms word application. **[4Marks]**
- d) Identify **TWO** setbacks of Internet to the modern Business society. **[2Marks].**

END