

PAN AFRICA CHRISTIAN UNIVERSITY

BACHELOR OF BUSINESS INFORMATION TECHNOLOGY AND BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: BSIT 100/BIT 100

CAMPUS: ROYSAMBU

COURSE TITLE: FUNDAMENTALS OF COMPUTING

EXAM DATE: FRIDAY,XXXX,AUGUST ,2025

TIME: 8:00PM -11:00AM

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.

SECTION A

(Answer ALL questions in this section)

QUESTION 1

The company uses various software tools to manage business activities. The finance team relies heavily on spreadsheets to track expenses and sales data. The HR department uses Microsoft Access to handle employee records. The marketing team is preparing a promotional campaign and wants to send personalized emails and letters to potential clients.

- a) Explore **TWO** uses of spreadsheets in business environments.
[4 Marks]
- b) Explain the benefit of using forms in Microsoft Access for data entry and management.
[2 Marks]
- c) Describe **TWO** uses of Mail Merge in Microsoft Word.
[2 Marks]
- d) Suggest **ONE** way the marketing team can ensure the privacy of client information when using Mail Merge.
[2 Marks]

SECTION B

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

QUESTION 2

- a) Lilian is learning about computer hardware. Help her understand by describing what an input device and an output device are, and give one example of each.
[2 Marks]
- b) Peter is preparing a business presentation and plans to use Microsoft PowerPoint. Explain **TWO** ways PowerPoint can help him make a better presentation.
[2 Marks]

- c) Explain how to perform the following tasks in Microsoft Excel
- i. Merge two or more cells into one. **[2 Marks]**
 - ii. Apply a background color to selected cells. **[2 Marks]**
 - iii. Create a simple line chart from numerical data in two columns. **[2 Marks]**

QUESTION 3

- a) Mary is a new computing student and wants to buy a laptop for her school work.
Explain **THREE** important things she should think about before buying the laptop.
[6 Marks]
- a) John's computer is getting slower, and he wants to use tools to make it faster.
Describe **TWO** system utilities he can use and explain how they help improve
computer performance. **[4 Marks]**

QUESTION 4

- a) James wants to connect computers in his office so that people can share files and printers. Discuss **THREE** advantages of computer networking that can help James.
- b) Victoria's computer is running slowly. She thinks the operating system might not be managing the computer well. Explain **TWO** things the operating system does to manage computer resources that could help her understand the problem

QUESTION 5

- a) Susan is learning how to use Microsoft Excel for her school project. Describe **THREE** important parts of the Excel interface and explain what each part is used for. **[6 Marks]**
- b) Brian is writing a formal report for his class. Explain **TWO** reasons of using the same style and formatting throughout the report is important. **[4 Marks]**

QUESTION 6

a) Jane has started using electronic spreadsheets for her small business instead of writing records by hand. Explain **THREE** problems she might face when using spreadsheets instead of manual bookkeeping. **[6 Marks]**

b) David wants to store and manage a lot of customer information for his business. Explain **TWO** ways a database system like Microsoft Access can help him organize and manage his data better. **[4 Marks]**

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