



PAN AFRICA CHRISTIAN UNIVERSITY

CERTIFICATE IN INFORMATION & COMMUNICATION TECHNOLOGY

END OF SEMESTER EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: CICT 0112

CAMPUS: ROYSAMBU

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

EXAM DATE: FRIDAY 21ST AUGUST 2020

TIME: 0800HRS-1100HRS

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**.
- Calculators on phones, tablets and computers are NOT permitted.

SECTION A [10 Marks]: (Answer ALL questions in this section)

Question 1:

- a) The speed of a computer is slow because its RAM is 2GB, Explain what can be done to improve the computers performance? **[2 Marks].**
- b) Discuss THREE reasons why computers are considered helpful in the entertainment industry? **[3 Marks]**
- c) Moses bought a computer with the WINDOWS 10 operating system. Give any TWO reasons why he could not process a word document. **[2 Marks]**
- d) Briefly explain how to rename a folder. **[3 Marks]**

SECTION B [10 Marks Each]: (Answer any THREE (3) questions in this section)

Question 2 (10 Marks)

- a) Kennedy wanted to place a picture in a paragraph like the one shown in this question. Explain the procedure involved in achieving this requirement **[3 Marks]**
- b) Explain THREE types of margins uses in the word processor computer applications **[3 Marks]**
- c) Describe how you apply the following functions **[4 marks]**
 - i. Changing from normal to italics
 - ii. Adding Bullets to a List of Items
 - iii. Finding a word in a Word Processor
 - iv. Double spacing a paragraph

Question 3 (10 Marks)

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- a) Write formulas for the operations (i) – (iv) based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G	H
1	Name	Jan	Feb	March	April	Total	Average	
2	Joy	500	630	255	800			
3	Ken	329	420	350	970			
4	Sue	411	750	460	500			
5	Mike	619	345	550	540			
6	Max							
7	Total							
8								

To calculate:

- i) The Total Marks as sum of for each person and display them in column F.

[2marks]

- ii) The average marks for Joy and Mike and display them in column G2 and G5 respectively. **[2marks]**
- iii) The total number of entries made in the month of April and display it in Cell E6. **[1**

mark]

- iv) The maximum amount of money that was contributed in the month of February and Display it in cell C6 **[1 mark]**

- b) Explain TWO uses of spreadsheets in a government office concerned with carrying out national census. **[4 marks]**

Question 4 (10 Marks)

- a) You are required to market a new product to a potential customer at your work place. Give any THREE reasons explain which computer application is most suitable to undertake this task. **[3 Marks]**
- b) Organizational tasks are helpful in showing the hierarchy order in an organization, explain TWO ways in which you can create an organizational chart. **[4 marks]**
- c) The lecturer expects you to make a presentation in class. Give any THREE factors to consider when preparing for the presentation **[3 marks]**

Question 5 (10 Marks)

- a) Technology poses a big threat to the environment due to increased E-trash/E-waste that contains harmful and toxic material. Explain TWO ways in which one can use to stop or limit E-Waste **[2 marks]**
- b) Once a computer is infected with malware, the antivirus software helps to identify, neutralize or eliminate the malware. Describe TWO ways in which the malware is eliminated. **[2 marks]**
- c) Give TWO measures that a computer user should take for their well-being when using a computer. **[2 marks]**
- d) The internet has become one of the most resourceful assets yet one of the most dangerous platform in the world. Citing relevant examples, Discuss the above statement. **[4 marks]**

Question 6 (10 Marks)

- a) In today's world of automation, most companies and organizations opt to have Database Systems to run their operations. Describe any THREE advantages of databases as opposed to paper records.

[3 marks]

- b) The Kenyatta National hospital wants a database which will include patients' personal details, medical aid, next of kin, hospital resources, illnesses, medical reports etc. Explain briefly three things to consider when planning to create the Database.

[3

marks]

- c) How do you delete a relationship in MS- Access?

[2 marks]

- d) Explain how one creates a table using the table wizard.

[2 marks]