

THE COOPERATIVE UNIVERSITY COLLEGE OF KENYA

DIRECTORATE OF COMPUTING AND E-LEARNING

EXAMINATION FOR BACHELORS OF COMMERCE

HBC 2212: COMPUTER APPLICATIONS FOR BUSINESS

Instruction: Answer Question One (compulsory) and any other Two questions

Question One

- a) Compute applications are used to perform various tasks on the computer. In details explain the purpose of the following applications and give examples:
- i. Spread sheet (2marks)
 - ii. Word processor (2marks)
 - iii. Email application (2marks)
 - iv. Databases (2marks)
 - v. Search engines (2marks)
- b) Differentiate between operating systems and application software giving relevant examples (4marks)
- c) With reference to MS Word 2007/2010 word processing program, explain in points form how the following operations are executed: (2marks)
- i. Protecting a document using passwords
 - ii. Inserting a table in a document
- d) List any four data types found in Excel Spread sheets (4marks)
- e) What does each of the following errors mean in spreadsheet (4marks)
- i. #VALUE
 - ii. #####
- f) Explain the use of the following features in databases (3marks)
- i. Report
 - ii. Macro
 - iii. Input mask
- g) With reference to MS PowerPoint 2007/2010 processing program
- i. What is the role of slide layout (1marks)
 - ii. List two feature of a good presentation (2marks)

Question Two

- a. Give and explain five concrete features of the word processors (10marks)
- b. Highlight the ordered steps to follow to accomplish the following tasks:
- i. Save an MS Word document (3 marks)
 - ii. Open an existing MS Word document (3 marks)
- c. Differentiate between a workbook and a worksheet (4 marks)

Question Three

- a. Differentiate between cut and paste and copy and paste (4 marks)
- b. Describe two ways of erasing the contents of a cell in a worksheet (4 marks)

- c. Differentiate between undo and redo (3 marks)
- d. Explain two ways of saving a document in Microsoft word (4 marks)
- e. Explain how you would print a portion of an excel worksheet with its border lines (5 marks)

Question Four

- a. Describe any **three** types of system software. (6 marks)
- b. Explain the term range and state two actions that can be performed on ranges in Excel (4 marks)
- c. Explain three functions of operating system (6 marks)
- d. Describe any two features of Microsoft Powerpoint (4 marks)

Question Five

The following table is a simple payroll. Use it to answer the questions that follow.

	A	B	C	D	E	F	G	H	I
1	NAME	HOURS WORKED	HOURL Y RATES	BASIC PAY	GROSS PAY	TAX DEDUCTIONS	NSSF	ALLOWANCE	NET PAY
2	JOHN	8	200						
3	SAMUEL	12	450						
4	TINAH	30	300						
5	NJAMBA	4	340						
6	KEN	34	300						
7	BETTY	23	200						
8	TERRY	11	430						
9	DAVE	45	280						
10	IAN	45	340						

- a. Write formulae using cell name for the following expressions. Also state where the formula is placed
 - i. Basic pay = Hours worked * Hourly rate
 - ii. Allowances are allowed at 10% of the Basic Pay
 - iii. Gross Pay = Basic pay + allowances
 - iv. Tax deduction is calculated at 20% of the Gross Pay
 - v. Net pay = Gross Pay – Tax deductions (15 marks)
- b. What is a function in excel? Explain two elements of a function (5 marks)