The Co-operative University of Kenya
END OF SEMESTER EXAMINATIONS APRIL-2019

EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY / BACHELOR OF CO-OPERATIVE BUSINESS / BACHELOR OF COMMERCE (YR I SEM I)

UNIT CODE: BCIT 1206 / HCOB 2205 / HBC 2103

UNIT TITLE: COMPUTER APPLICATIONS

DATE: 25TH APRIL, 2019   **TIME: 2:00 PM – 4:00 PM**

INSTRUCTIONS:
Answer question **ONE (compulsory)** and any other **TWO** questions **Question one**

QUESTION ONE
- (a) Outline five benefits of database systems   (5 marks)
- (b) Explain the difference between relative referencing and absolute referencing (4 marks)
- (c) Explain how you would save an active document with a new file name   (3 marks)
- (d) Outline 4 alignments provided in Ms Word   (4 marks)
- (e) Explain three ways that can enhance the appearance of your PowerPoint presentations
                                                                                  (6 marks)
- (f) Explain how you would accomplish the following in Ms Excel
    - i.   Name a worksheet   (2 marks)
    - ii. Sort column data in ascending order   (2 marks)
    - iii. Resize a column   (2 marks)
- (g) Define the term 'Operating Systems'   (2marks)

QUESTION TWO
- (a) Assume you are the registrar of The Co - operative university Kenya and you are required to write to 500 students inviting them to a forthcoming graduation ceremony. Explain the procedure you would use to accomplish this task   (5 marks)
- (b) Explainfour disadvantages of database systems   (8 marks)
- (c) Study the worksheet below and answer the questions that follow

	A	B	C	D	E	F	G	H
1		EMPLOYEE BENEFITS ANALYSIS						
2	EMPLOYEE NAME	BASIC SALARY	NSSF	NHIF	PAYE	HOUSE ALLOWANCE	TOTAL DEDUCTIONS	NET PAY
3	Alex	50000	320	320		30000		
4	Ann	40000	320	320		24000		
5	Mary	120000	320	320		72000		
6	John	250000	320	320		150000		
7	Mark	25000	320	320		15000		
8	Jully	10000	320	320		3000		
10	Nebert	10000	320	320		4000		
11	Jean	15000	320	320		6000		
12	Aimee	7500	320	320		3000		

You are also provided with the following information

PAYE is 20% of basic salary less than 30000 otherwise PAYE is 30% of basic salary

    i.   Explain the formatting on cells B1:E1   (1 mark)

    ii.   Write down the formula you would use to calculate the following:

        a. PAYE   (2 marks)

        b. Total deductions   (2 marks)

        c. Net pay   (2 marks)

QUESTION THREE

(a) Explain FIVE formula errors in spreadsheet   (10 marks)

(b) Describe how you would protect a document from unauthorized access in MsWord

    (4 marks)

(c) Outline how the following tasks can be accomplished

    i.   Check the Size of RAM and the processor speed of the computer (2 marks)

    ii.   Create a shortcut on the desktop   (2 marks)

    iii.   Change a slide layout in Ms PowerPoint   (2 marks)

QUESTION FOUR

(a) Explain five features or utilities found in a word processor   (10 marks)

(b) Describe the evolution of computer based information systems   (10 marks)

QUESTION FIVE

(a) Discuss five classes of proprietary software.   (10 marks)

(b) Describe how a business enterprise can use the internet to gain advantage in the marketplace today   (10 marks)