The Co-operative University of Kenya

END OF SEMESTER EXAMINATION AUGUST-2017

EXAMINATION FOR THE BACHELOR OF COMMERCE

UNIT CODE: HBC 2212:

UNIT TITLE: COMPUTER APPLICATIONS FOR BUSINESS

DATE: 4TH AUGUST, 2017   **TIME: 2:00 PM – 4:00 PM**

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

Question One

a) Distinguish between operations information systems and management information systems   (4marks)

b) Differentiate between a formula and a function as used in Excel. Give examples   (4marks)

c) Define the term electronic spreadsheet.   (2marks)

d) Explain the following terms as used in Ms Excel spread sheet package.   (6marks)
   i.   Range
   ii. What if analysis
   iii. Automatic recalculation

e) **What** is the effect of the following function?

   COUNTIF (A5:D5,"orange").   (2marks)

f) Define database management system (DBMS)   (2marks)

g) Explain any Four components on information systems   (8marks)

h) Outline any two features of Microsoft PowerPoint   (2marks)

Question Two

a) Use the Excel sheet extract below to answer the questions that follows;

	A	B	C	D	E	F	G	H	I
1				**Anne College**					
2				**Mark sheet for A/L Biology - Class A**					
3	Index No.	Name	Physics	Chemistry	Biology	English	Total	Average	Rank
4	1001	Liyanage	65	78	56	45			
5	1002	Ratnayake	53	85	88	78			
6	1003	Nilani	45	96	ab	98			
7	1004	Silva	78	76	76	65			
8	1005	Withanage	23	ab	74	36			
9	1006	Mendis	78	32	64	52			

The Co-operative University Of Kenya – August, 2017

By using if function, write the formulae using cell names to determine the student grade base on the following rules (8marks)

Total score>=90 then grade A

90> Total score >=80 then grade B

80> Total score >=70 then grade C

70> Total score >=60 then grade D

60> Total score >=50 then grade E

ELSE then grade F

i. By using if function write the formulae to display the word "Pass" or "Fail" under the description column. Student who pass need to have total score greater than or equal to 50 (6marks)

b) How is Autofill used in Ms Excel spreadsheet (2marks)

c) Explain any four concrete features of the word processors (4marks)

Question Three

a) Write how you would use a function to find the sum of the contents of the following cells;

   i.   B1, B2, B3, B4 …. (2marks)

   ii.   B1, C10, E5, W40 …. (2marks)

b) With reference to Ms Word 2007 /2010/2013 processing program, describe how the following operations are executed.

  i. Inserting a table in a document (3marks)

  ii. Protecting a document using password (3marks)

  iii. Mail merging (4marks)

c) Explain three advantages of a DBMS over a manual systems (6 mks)

Question Four

a. Explain the role of information systems in any business success (6 marks)

b. Discuss the impact of the Internet to today's business world. (14marks)

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