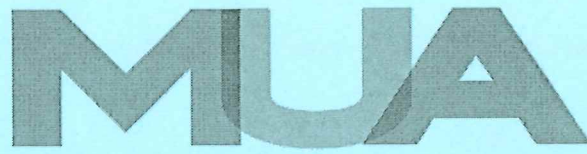**The Management University of Africa** | **MUA**
Sponsored by the Kenya Institute of Management

DIPLOMA UNIVERSITY EXAMINATIONS

SCHOOL OF MANAGEMENT AND LEADERSHIP

DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY

DBT 200:   ESSENTIALS OF COMPUTER APPLICATIONS

DATE: 31ST MARCH 2022

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **SIX (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **FOUR** questions.
6. Question ONE carries **30 MARKS** and the rest carry **10 MARKS** each.
7. Write all your answers in the Examination answer booklet provided.

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

COMPUTER HARDWARE

Computer hardware is virtually useless without computer software. Such software assists in eliminating errors, completing business tasks, reporting activities and increases overall efficiency and effectiveness. Personal productivity software enhances its user's performance on a specific range of common tasks. This software supports database management and analysis, authoring and presentation, and activity and notes tracking. All these are software applications. Data management is supported by database management systems, while spreadsheet software assists in data analysis. Internet technology has become extremely beneficial for businesses and other organizations.

Computers are important tools in nearly every profession, so almost everyone can benefit by knowing how they work and how to use them.

Technology helps businesses maintain data flow, manage contacts, track processes and maintain employee records. Technology makes it possible for businesses to operate efficiently and effectively with minimal manpower and helps to reduce the cost of doing business.

Technology is seen as a means to streamline exchange transactions, thus enabling economic organizations to operate more efficiently. Examples are software applications, MIS, data base and office automation systems

Required:

a) Define the term ICT as it is used in computing   **(2marks)**

b) Explain two negative impacts of ICT on the society   **(4marks)**

c) Explain why partitioning and formatting is a prerequisite to installing an operating system   **(4marks)**

d) Define the term computer system   **(2marks)**

e) Explain the Three keying devices that a company secretary of XYZ will use when entering date into computer   **(4) marks)**

f) Describe two relationships between computer software and computer hardware.   **(4)marks)**

g) Victor and Benard have been asked by their ICT lecturer to classify software.

    i. Explain three ways of classifying computer software **(6 marks)**

    ii. With an aid of diagram describe the components of CPU   **(4 marks)**

QUESTION TWO

a) Explain FOUR (4) advantages of a computer to the Management University of Africa (MUA)   **[4 MARKS]**

b) Define the term a computer   **[2 MARKS]**

c) Analyze FOUR (4) classification of computers based on size that an IT officer, is likely to interact with   **[4 MARKS**

QUESTION THREE

a) Describe the differences between the following concepts: **[4 MARKS]**

    i. Subscript

    ii. Superscript

b) Demonstrate how to add page numbers in MS Word   **[4 MARKS]**

c) Examine TWO features of an email software [2 MARKS]

QUESTION FOUR

a) Analyze THREE (3) categories of programming languages [6 MARKS]

b) List TWO commonly used browsers [2 MARKS]

c) Explain TWO Advantages of MS ACCESS [2 MARKS]

QUESTION FIVE

a) Discuss THREE keyboard category keys [4 MARKS]

b) List TWO MS Access datatypes [2 MARKS]

c) Specify the order of operations used for evaluating formulas in Excel [4 MARKS]

QUESTION SIX

a) Differentiate between the following terms in word processing software: [4 MARKS]
   i. Footer
   ii. Header

b) Analyse two email Protocols [4 MARKS]

c) Define search engines [2 MARKS]