MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2013/2014
DEPARTMENT OF HOSPITALITY MANAGEMENT
End of Term Examination for Craft in Food and Beverage Module I
Information Communication Technology

Date: 24th March, 2014   **Time:** 8.30a.m. – 10.30a.m.

Instructions
*Answer any **five** questions*

Question 1
a) Define the following terms as used in information technology.
   i.   Data
   ii.   Information
   iii. Computer
   iv.   ICT   (6 marks)
b) Outline **three** types of computers as classified according to size and processing power.   (3 marks)
c) Draw and label the block diagram of a digital computer system clearly indicating the data flow and flow of controls   (8 marks)
d) Explain the meaning of the following short cut keys,
   i.   Ctrl+Z   (1 mark)
   ii.   Alt+A   (1 Mark)
   iii. Ctrl+X   (1 mark)

Question 2
a) Distinguish between labels and formulae with respect to spreadsheets.   (4 marks)
b) Consider the entries made in the cells bellow:

cell	B2	B3	C10	C11	C13
Entry	200	100	=B2	=B3	=C10+C11

   i.   State the value displayed in cell C13.   (2 marks)
   ii.   Outline another formula that can be used on cell C13 to produce the same value.   (2 marks)
   iii. Describe the difference between the value entered in cell B3 and cell C11.   (2 marks)
c) Explain the following terms as used in spreadsheets:
   i.   Active cell   (2 marks)
   ii.   Function   (2 marks)
   iii. Pie-chart   (2 marks)
d) Differentiate between relative and absolute cell references as used in spreadsheets.   (4 marks)

Question 3
a) Describe any **three** types operating system   (6 marks)
b) Describe **three** functions of an operating system   (6 mark)
c) Differentiate between an application package and a user program   (4 marks)
d) Outline **four** configuration specifications to consider when acquiring a computer system.   (4 marks)

Question 4

a) Define the term *word processing software* (2 marks)

b) In word processing, *indent* means moving the text away from the margin. Describe the three types of indents. (3 marks)

c) Differentiate between the following terms as used in word processing:
   i. Subscript and superscript
   ii. Headers and Footers
   iii. Landscape and portrait orientation
   iv. Margin and borders (8 marks)

d) State **three** line spacing styles (3 marks)

e) Distinguish between optical readers and magnetic readers. (4 marks)

Question 5

a) Differentiate the following terms in relation to computers:
   i. Soft copy and Hard copy
   ii. Save and Save As
   iii. Move and copy
   iv. Cold boot and warm boot (8 marks)

b) State two types of main memory in computer memory (2 marks)

c) Explain the three components of the CPU (6 marks)

d) Outline **four** reasons why a mobile phone is regarded as a computer (4 marks)

Question 6

a) Outline **three** advantages and **three** disadvantages of laptops as compared to desktop computers. (6 marks)

b) Describe the function of the following word processing features:
   i. Find and replace
   ii. Undo and redo (4marks)

c) Outline **four** disadvantages of Third generation computers. (4 marks)

d) List any **four** input/output devices used on an Automated Teller Machine. (4 marks)

e) Define the term *peripheral device*. (2 marks)

Question 7

a) You have been requested to advice your manager on different computer Software, briefly explain, giving examples, the **two** classes of software. (4 marks)

b) For the following tasks, advice your manager on the best software to acquire.
   i. Writing invitation letters.
   ii. Preparing pay slips (4 marks)

c) Define context sensitive menu (2 marks)

d) Identify the parts labelled 1 to 10 in the following Microsoft word window. (10 marks