



# MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations for 2013/2014

DEPARTMENT OF COMPUTING AND APPLIED SCIENCES

**End of Term Examination for Craft Certificate in Food and Beverage – Craft I (Group A)**

**Information & Communication Technology ICT**

**Date:**

**Time: 2 Hours**

## *INSTRUCTIONS*

Answer **all** the questions on this questions' booklete

All questions carry the same marks

### *Question One*

- a. Outline the difference between **formatting** and **editing** as used in Ms Word. (2 marks)
- b. Differentiate between the **two** types computer memory. (2 marks)
- c. Outline any **two** characteristics of secondary storage devices (2 marks)
- d. Outline the difference between **functions** and **formulas** as used in spreadsheets.(2 marks)
- e. Describe any **four** mouse techniques as used in I.C.T. (8 marks)
- f. Explain the following topologies as used in computer networks.
  - i. Bus topology (2 marks)
  - ii. Hybrid topology (2 marks)

### *Question Two*

- a. Distinguish between **application software** and an **operating system**. (4marks)
- b. Holliness Kasyoka; Procurement Officer with Express Communications Co. Ltd wants to purchase new computers for their new branch in Machakos city, outline any **four** factors she should consider when purchasing the computers. (8 marks)
- c. Assuming a Windows operating system, outline the process of **creating a folder** named KNECEXAM on the desktop. (4 marks)
- d. With the aid of a block diagram, outline the components of a computer C.P.U. (4 marks)

### *Question Three*

- a. Explain the term **computer** as used in I.C.T (2 marks)

- b. Mususi and friends consultants are on a mission to purchase new software programs for their use in their company. Other than cost, explain any **three** factors they should consider when purchasing the software programs. (6 marks)
- c. Other than cost, state **four** factors one should consider when procuring printers for their tourism and hospitality department (4 marks)
- d. The I.C.T Technicians within MUC have noted with concern that the spread of computer virus within the campus is alarming. Discuss any **three** possible sources of computer virus within the institutions computers. (6 marks)
- e. Explain any **one** procedure of merging cells in Ms Excel program. (2 marks)

### ***Question Four***

- a. Describe the following types of computers (6 marks)
  - i. Mainframe computers
  - ii. Minicomputers
  - iii. Microcomputers
- b. Explain the **four** main operational functions of computer hardware (8 marks)
- c. List any **four** types of data as used in Ms Excel (2 marks)
- d. Discuss **three** roles played by I.C.T in the Tourism and Hospitality industry. (6 marks)

### ***Question Five***

- a. Outline the difference between **hardware** and **software** as used in I.C.T (4 marks)
- b. It has come to the attention of the University administration that there has been a lot of loss of computers and data in the computer laboratories. Explain any **four** ways they can use to control the loss of computer hardware and data in the institution. (8 marks)
- c. List any **four** types of pointing devices as used in computers. (2 marks)
- d. With the aid of a sketch diagram, outline **two** types of page orientation that can be applied in a word processing document. (2 marks)
- e. Discuss any **two** ways of coping with emerging trends in I.C.T. (4 marks)

***THE END***

*Wishing all the best  
Wishing you blessed Easter Holidays*