



Machakos University College

(A Constituent College of Kenyatta University)

University Examinations 2014/2015

DEPARTMENT OF COMPUTING AND APPLIED SCIENCES

Examination for Craft Certificate in Food and Beverage - Craft 1 (GROUP A)

Information & Communication Technology I.C.T

Date: 26/03/2014

Time: 8:30 – 10:30 am

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 (4 marks)
 - i. Hybrid computers
 - ii. Micro computers
- b. Explain any **two** operational functions of computer hardware (4 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)
- e. With the aid of diagrams, outline the main differences between Column charts and bar chart as used in Microsoft Excel. (4 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*