

# JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE & TECHNOLOGY UNIVERSITY EXAMINATIONS 2012/2013

# 1<sup>ST</sup> YEAR 1<sup>ST</sup> SEMESTER EXAMINATION FOR THE DIPLOMA IN BUSINESS ADMINISTRATION

(BUSIA CAMPUS)

**COURSE CODE: SCS 2111** 

COURSE TITLE: INFORMATION TECHNOLOGY

DATE: 12/8/13 TIME: 2.00 – 3.30PM

**DURRATION: 1.30 HOURS** 

# **INSTRUCTIONS**

This paper contains five (5) questions.

Answer question 1 (compulsory) and any two other questions.

Write all answer in the booklet provided.

## **SECTION A**

1.	List <b>three</b> types of operating system.	(3marks)
2.	Explain how computers are applied in business.	(3marks)
3.	Distinguish between the following terms:  i. Worksheet and workbook.  ii. Menu bar and tool bar  iii. Title bar and task bar	(6marks)
4.	State the term computer hardware and list three examples.	(3 marks)
5.	Describe and distinguish between the operating principles of a laser printer an ink-jet printer.	and (4 marks)
6.	Differentiate between a bit and a byte.	(3 marks)
7.	List <b>three</b> major improvements in the 3rd generation computers as compared to the generation.	he 2nd (3 marks)
8.	In which <b>three</b> situations would you prefer a computer to a human being?	(3 marks)
9.	Differentiate between cut paste and copy paste.	(2 marks)

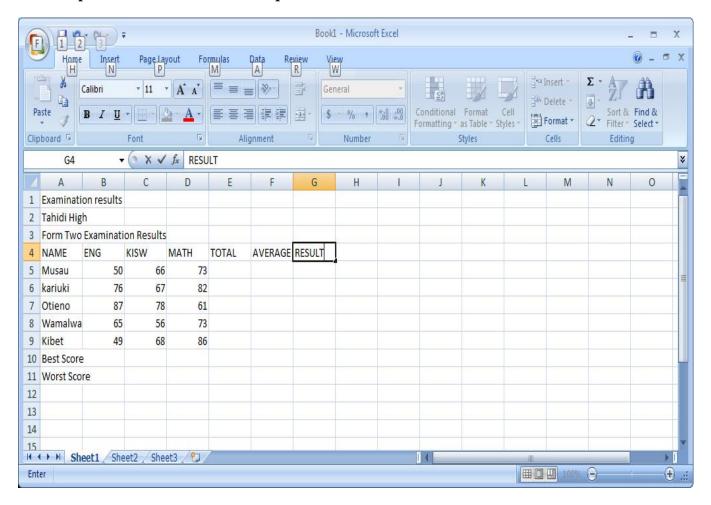
#### **SECTION B**

#### **QUESTION 2**

- a) Quoting examples illustrate how the application of computers has transformed organizations. (8 marks)
- b) Describe two advantages of internet mail as compared to paper mailing? (4 marks)
- c) What factors determine whether a user would buy a laser printer or an ink-jet Printer? (5 marks)
- d) State **three** areas where presentation software can be used. (3 marks)

## **QUESTION 3**

Use the spreadsheet below to answer question three.



- A. Write a formula to determine each of the following:
  - i) Total score for student called Kariuki.
  - ii) The average score for Wamalwa. (2 marks)

(2 marks)

- iii) The highest total mark. (3 marks)
- iv) The lowest total mark. (3 marks)
- v) Generate result as "pass" when the average mark is greater than 40 or "fail" for otherwise. (3 marks)
- B. What is a spreadsheet? State and explain three uses of spreadsheets? (7 marks)

#### **QUESTION 4**

- a. Define the term publication as used in MS Publisher. (2marks)
- b. Microsoft publisher is one of the widely used MS packages in publication. State the steps you can use to create a publication from a blank page? (8 marks)
- c. Describe how a database can improve office operations as compared to paper filing. (10 marks)

#### **QUESTION 5**

- a. List **four** application software packages are the most important for a business end user to know how to use? Explain the reasons for your choices. (10 marks)
- b. Propose how effective the implementation of project management stages, tools and software can help an organization manage its projects throughout each stage of the project life cycle. (10 marks)