



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

**1ST YEAR 1ST 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

DURATION: 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 **three** 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 and an ink-jet printer. (4 marks)
6. Differentiate between a bit and a byte. (3 marks)
7. List **three** major improvements in the 3rd generation computers as compared to the 2nd generation. (3 marks)
8. In which **three** 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

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

QUESTION 3

Use the spreadsheet below to answer question three.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Examination results														
2	Tahidi High														
3	Form Two Examination Results														
4	NAME	ENG	KISW	MATH	TOTAL	AVERAGE	RESULT								
5	Musau	50	66	73											
6	kariuki	76	67	82											
7	Otieno	87	78	61											
8	Wamalwa	65	56	73											
9	Kibet	49	68	86											
10	Best Score														
11	Worst Score														
12															
13															
14															
15															

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