



(Knowledge for Development)

KIBABII UNIVERSITY

**UNIVERSITY EXAMINATIONS
2019/2020 ACADEMIC YEAR**

**SPECIAL/SUPPLEMENTARY EXAMINATIONS
YEAR ONE SEMESTER ONE EXAMINATIONS**

**FOR THE DEGREE OF
BACHELOR OF SCIENCE IN INFORMATION
TECHNOLOGY**

COURSE CODE : BIT 112

**COURSE TITLE : INFORMATION TECHNOLOGY
FUNDAMENTALS**

DATE: 15/2/2021

TIME: 10.00 A.M. – 1.00 P.M.

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE (COMPULSARY) [30 MARKS]

- (a) Define a computer (2 marks)
- (b) Define the following terms:
- (i) Information (1 mark)
 - (ii) Software (1 mark)
 - (iii) Hardware (1 mark)
 - (iv) ALU (1 mark)
 - (v) CPU (1 mark)
 - (vi) Data (1 mark)
- (c) List the components of computer hardware (2marks)
- (d) Explain briefly the use of computers in the following areas:
- (i) Education (2marks)
 - (ii) Advertising (2marks)
 - (iii) Government. (2marks)
- (e) Explain White page area as used in Word-processing (2marks)
- (f) Name two types of processes that can be applied to data (2marks)
- (g) Name FOUR parts of a window screen (4 Marks)
- (h) List four characteristics of a Computer (4 Marks)
- (i) What is booting as used in Fundamentals of computing (2marks)

QUESTION TWO [20 MARKS]

- (a) Explain the following terms as used in databases
- (i) File (1 mark)
 - (ii) Record (1 mark)

- (iii) Field (1 mark)
- (iv) Database (1 mark)
- (b) Identify and explain any four features in an MS-word window (4 marks)
- (c) Describe how you would include a picture in a word document (2 marks)
- (d) Explain why one will need excel in his/her office? (2 marks)
- (e) Explain the features of a database (4 marks)
- (f) How are charts useful in Excel? Compare any three chart types available in Excel. (4 marks)

QUESTION THREE [20 MARKS]

- (a) Convert the binary integer 110110100 into decimal. (2 marks)
- (b) Convert the decimal integer 326 into:
- (i) Binary (2 marks)
- (ii) Octal (2 marks)
- (iii) Hexadecimal (2 marks)
- (c) Choose the best answer.
- While working in Ms-Word you have to work with (2 marks)
- (i) Mouse only
- (ii) Keyboard only
- (iii) Both mouse and keyboard
- (d) In Ms- Word every command is available in (2 marks)
- (i) Print
- (ii) Letter
- (iii) Icons
- (e) You can go inside Ms-Word by the following way (2 marks)

- (i) Take the mouse pointer to START button on the task bar and click the left mouse button.
- (ii) Take the mouse pointer to START button and click the right mouse button.
- (iii) Move the mouse pointer on the screen.

(f) State True or False

- i. The title bar displays the name of the currently active word document. (1 mark)
- ii. Two of the most commonly tool bars are the formatting tool bar and the standard tool bar. (1 mark)
- iii. The tool bar allows you to format the vertical alignment of text. (1 mark)
- iv. The scroll bar helps you to scroll the content or body of document. (1 mark)
- v. The workspace is the area in the document window where you enter/type the text. (1 mark)
- vi. What is MS-DOS as used in Fundamentals of Computing (1 mark)

QUESTION FOUR [20 MARKS]

- (a) What are the two key factors that characterize the memory? (2marks)
- (b) Explain any five applications of the internet (6 marks)
- (c) Differentiate between relative and absolute cell referencing techniques (4marks)
- (d) Explain the following terms as used in Formatting Toolbar:
 - (i) Text orientation (1mark)
 - (ii) Line spacing (1mark)
- (e) Define the following Database objects.
 - (i) Queries (1mark)
 - (ii) Reports (1mark)
- (e) Differentiate between Primary & Foreign keys (4 marks)

QUESTION FIVE [20 MARKS]

- (a) The memory is fundamentally divided into two types name them. (2marks)
- (b) List the different memories available in the computer with respect to the CPU. (2marks)
- (c) Define peripheral devices (2marks)
- (d) Explain in detail with examples the input and output unit of the computer (4marks)
- (e) Name and explain the THREE slide views at the left bottom corner of the MS PowerPoint screen (6 marks)
- (f) What is the function of The **Task pane** in MS PowerPoint (2 marks)
- (g) Explain the Sorting capability feature of MS-Excel (2 marks)