CHUKA   **UNIVERSITY**

UNIVERSITY EXAMINATIONS
EMBU CAMPUS

EXAMINATION FOR THE AWARD OF DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT

DIBM 0103: COMPUTER APPLICATIONS IN BUSINESS

STREAMS:DPLM   **TIME: 2 HOURS**

DAY/DATE:

INSTRUCTIONS:

- **Answer question ONE and TWO other questions**
- **This is a closed book exam, No reference materials are allowed in the examination room**
- **There will be NO use of mobile phones or any other unauthorized materials**
- **Write your answers legibly and use your time wisely.**
- **Marks are awarded for clear and concise answers.**

QUESTION ONE (30 Marks)

a) In your own words, explain the importance of learning computer applications to a student.

(2 Marks)

b) Define the following terms as applied in computer systems   (6 Marks)

    i. software

    ii. Hardware

    iii. Operating system

c) Name two word-processing packages available in the market   (2marks)

d) Differentiate between A LAN and WAN   (4marks)

e) Differentiate between a worksheet and a workbook.   (2marks)

f) Using relevant examples differentiate between wired and wireless communications media   (4Marks)

g) Explain the function of each of the following devices while stating whether they are input or output devices. (8 Marks)

      i.   Projector

     ii.   Scanner

   iii.   Printer

   iv.   Mouse

h) distinguish between Data and Information (2marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20 Marks)

a.) Explain the functions of the operating systems in a computer [10 Marks]

b.) Explain the mechanisms that an organization can put in place to achieve data security (10Marks)

QUESTION THREE (20 Marks

a. Discuss the application of computers in business under the following headings (10 Marks)

      i.   Communication

     ii.   Storage

   iii.   Research

   iv.   Accounting

    v.   Marketing

b. Explain three different ways you protect your workbook (3mks)

c. Study the spreadsheet below and answer the questions that follow.

    i. Identify the parts (i), (ii) and (iii) above.   (3 Marks)

    ii. Suppose 58, 25, 13 is entered on cells A1, A2, and A3 respectively. Write down the function that would appear on cell A4 to perform each of the following arithmetic operations:

        a. Addition   (2 Marks)

        b. Mean   (2 Marks)

QUESTION FOUR (20 Marks)

a.) With the proliferation of computers and internet-enabled mobile devices in the world today, access to the internet has been greatly eased. State and explain THREE advantages and THREE disadvantages of internet access. (10 Marks)

b.) List four services provided by local area networks (4 Marks)

c.) Outline how you would perform the following. (6 Marks)

    i.   Bold text

    ii.   Change text to superscript

QUESTION FIVE (20 Marks)

a) Computers can be classified according to size, speed and purpose. Discuss types of computers classified according to size (10 Marks)

b) While giving examples where necessary, distinguish between each of the following:

    i. System Software and Application Software (4 Marks)

    ii. Primary Memory and Secondary Memory (4 Marks)

c) Name any two output devices (2marks)