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GABA CAMPUS - ELDORET

MAIN EXAMINATION

SEPTEMBER – DECEMBER 2021 TRIMESTER

SCHOOL OF BUSINESS

ORDINARY DIPLOMA IN BUSINESS MANAGEMENT

DEPARTMENT OF COMPUTER AND INFORMATION SCIENCE

CID 095: COMPUTER APPLICATIONS

Date: December 2021	Duration: 2 Hours
Instructions: Answer Question ONE and any other TWO questions	

QUESTION ONE

- a) Define /explain the following terms/phrases as used in information technology.
- i) Computer Application **(1 mark)**
 - ii) Computer **(1 mark)**
 - iii) Database **(1 mark)**
 - iv) RAM **(1 mark)**
 - v) Encryption **(1 mark)**
- b) Identify and briefly explain any three functions of system software. **(3 marks)**
- c) Consider the data sheet below

	A	B	C	D	E	F	G	H	I
1	XYZ COMPANY SALES PERFORMANCE								
2									
3									
4	SALES PERSON	ANNUAL TARGET	QTR1	QTR2	QTR3	QTR4	TOTAL SALES	AVERAGE SALES	COMMISSION
5									
6	ALBERT	750	148	256	133	154	X		
7	MICHAEL	650	187	143	258	143	X		
8	CARL	800	233	200	216	152	X		
9	GEORGE	700	256	145	136	259	X		
10	LUCY	1,000	249	212	215	124	X		
11									
12	TOTAL	X	X	X	X	X	X		
13									

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14	COMMISSION	6%							
15									

- (i). Given the table above, write formulas or describe how you would calculate the Total Sales in column G and Row 12. **(2 marks)**
- (ii). How would you calculate the Average Sales? Write the formula as it should appear in Excel and show the method of duplicating it to the other cells. **(3 marks)**
- (iii). How would you calculate the Commission? Write the formula as it would appear in Excel and explain the method of duplicating it to the other cells. **(2 marks)**
- (iv). Explain how you can insert two rows above Row 10. **(2 marks)**
- (v). What does this sign (#####) mean when seen in cell(s)?
What should you do when you see this sign? **(2 marks)**
- (vi). How does one delete an entire row or column and all its cells? **(1 mark)**
- d) Differentiate between a computer virus and a worm **(2 marks)**
- e) Give two importance of the following computer applications
- i) Spread sheet applications **(2 marks)**
 - ii) Spread sheet Work Area **(2 marks)**
 - iii) Formula Bar **(2 marks)**
 - iv) Word Processor **(2 marks)**

QUESTION TWO

- a) Briefly describe what is meant by "Video Conferencing". **(2 marks)**
- b) Suppose you are suspecting that your computer has been attacked with a virus. List four ways you would use to secure data? **(4 marks)**
- c) Which circumstances would force you in using database management system as opposed to spreadsheet applications? **(2 marks)**
- d) Consider the figure below

	A	B	C	D
1	Blooming Bells Nursery: Order Form			
2				
3	ITEM	Price	Quantity	Total
4	Tomato Planter Bags	\$18.99	2	
5	Cord	\$0.12	5	
6				
7				
8				
9				
10	Tax (5.5%)			
11	Total			
12				

- i) Name the cell and write the formula that will calculate the total price of items **(2 marks)**
 - ii) Cell D10 should have the tax. Write the formula which calculates 5.5% sales tax on item totals (0.055 for 5.5% tax) **(3 marks)**
 - iii) In Cell D11, write the formula which calculates the total price of the order, including the two totals and the tax. **(3 marks)**
- e) What are the functions of the following objects in Microsoft Access as DBMS.
- i) Table **(1 mark)**
 - ii) Query **(1 mark)**
 - iii) Form **(1 mark)**
 - iv) Report **(1 mark)**

QUESTION THREE

- a) Apart from Microsoft Excel, there are other preferred types of spreadsheets. Discuss those **(5 marks)**
- b) Describe PowerPoint Presentation Tips to have an attractive presentation **(6 marks)**

- c) The following key combinations are use in word processing. Rewrite the corresponding function of the combination keys in order

CTRL + C	Select all text
CTRL+ P	Underline highlighted text
CTRL+ V	Copy highlighted text
CTRL+ A	It prints the document
CTRL+ S	Pastes the text from clipboard
CTRL+ U	Save the changes

(6 marks)

- d) Give three advantages that database system have over file storage system.

(3 marks)

QUESTION FOUR

- a) Give four reasons why implementing computer based systems (automation of processes) in your organization could be a challenge. **(4 marks)**
- b) Apart from physical infrastructural devices like computers, printers and storage devices name two other areas you will need to budget on in order to connect your business to the internet. **(2 marks)**
- c) Give four reasons why database management system is of much significance than the file system we are used to. **(4 marks)**
- d) Use a diagram to illustrate major components of a computer system. **(10 marks)**

QUESTION FIVE

- a) Define PowerPoint and describe How to Create a PowerPoint Presentation **(8 marks)**
- b) State step by step how you would Crop images into custom shapes in a PowerPoint presentation slide **(5 marks)**
- c) What is Adobe InDesign? **(3 marks)**
- d) Differentiate between **Raster** and **Vector** as use in adobe programs **(4 marks)**

END