



# **MAASAI MARA UNIVERSITY**

**UNIVERSITY EXAMINATIONS 2019/2020  
(REGULAR)**

**SCHOOL OF SCIENCE AND INFORMATION SCIENCES**

**UNIVERSITY EXAMINATIONS FOR THE DEGREE OF  
BACHELOR OF SCIENCE AGRICULTURAL ECONOMICS**

**SECOND YEAR FIRST SEMESTER EXAMINATION**

**COURSE CODE: COM 1104**

**COURSE TITLE: COMPUTER APPLICATIONS**

**DATE: 10<sup>th</sup> DECEMBER 2019      TIME: 11:00am-1:00pm**

**INSTRUCTIONS**

- Answer Question ONE and any other TWO

**QUESTION ONE (30 Marks COMPULSORY)**

- (a) Differentiate between application software and systems software  
**(5 marks)**
- (b) Explain the functions of an operating system.  
**(5 marks)**
- (c) The ability to connect computers via networks has popularized the concept of telecommuting. Discuss the pros and cons of this concept. Discuss the impact it may have on the society.  
**(5 marks)**
- (d) List three kinds of appropriate information that would appear at the footer of a word-processor document.  
**(5 marks)**
- (e) Discuss ways in which one can protect their computer from loss of data.  
**(10 marks)**

**QUESTION TWO (20 Marks)**

- (a) Study the following excerpt of a spreadsheet showing student marks per unit and answer the questions that follow.

	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
<b>1</b>	<b>Name</b>	<b>Com 1103</b>	<b>Com 1104</b>	<b>Com 1105</b>	<b>Totals</b>	<b>Resit</b>
<b>2</b>	Omondi	78	89	90		
<b>3</b>	Nyako	67	90	76		
<b>4</b>	Wafula	28	58	45		
<b>5</b>	Susana	34	47	33		
<b>6</b>	Kipchoge	55	56	26		
<b>7</b>	Saitoti	60	55	77		
<b>8</b>	<b>Totals</b>					
	<b>Average Mark</b>					
	<b>Highest Mark</b>					

- (i) Give the resulting formula to get total marks for Nyako.  
**[2 marks]**
- (ii) Give the resulting formula to get mean marks for the whole class for all the units.  
**[2 marks]**
- (iii) Give the resulting formula to check who had the highest mark in com 1104 among Omondi, Wafula and Kipchoge.  
**[2 marks]**
- (iv) The dean has asked you to show the students who are due to do a resit. Give the resulting formula you would use bearing in mind a resit is done when a student has marks below 40.  
**[4 marks]**

(d) George is an author who is in the process of editing a book using a word processor package. He is finding trouble understanding the difference between line spacing, alignment, tabs and indents. Examine these features critically and explain when each is suitable for use.

**(10 marks)**

**QUESTION THREE (20 Marks)**

(a) Examine the following paragraph and write down the features that have been used to format the text. **(10 marks)**

---

O n the **Insert** tab, the galleries include items that are designed to **coordinate** with the overall look of your document. You can use these GALLERIES to insert:

- *tables,*
- *headers,*
- *footers,*
- *cover pages,*

and other document building blocks. When you create pictures,



charts, or diagrams, they also coordinate with your *current document* look.

---

(b) Explain, with the aid of a suitable example, how to use IF function in spreadsheet software. **(5 marks)**

(c) Briefly describe the difference between slide transition effects and animation effects. Give examples of each as found in a presentation software like PowerPoint. **(5 marks)**

**QUESTION FOUR (20 Marks)**

a) You have been invited to speak to a group of students in your school who wish to start some income generating activities.

(i) Highlight the main points you would put in your presentation. **[4 marks]**

(ii) Discuss how you would prepare for the presentation. **[6 marks]**

b) Explain two situations where it would be appropriate to use presentation software **[4 marks]**

c) Explain the need to use the slide sorter view. **[3 marks]**

d) Explain the various ways of manipulating objects in presentation software. **[3 marks]**

//////////////////////////////////////**END**//////////////////////////////////////