



MUEO
MOI UNIVERSITY

**OFFICE OF THE DEPUTY VICE CHANCELLOR, ACADEMIC
AFFAIRS, RESEARCH & EXTENSION**

**UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR**

END OF SEMESTER EXAMINATIONS

***FOR THE DEGREE
IN BACHELOR OF BUSINESS AND ECONOMICS***

EXAM CODE: BBM 111

COURSE TITLE: INTRODUCTION TO COMPUTERS

DATE: 7TH DECEMBER, 2018

TIME: 9.00P.M. -12.00 NOON.

INSTRUCTION TO CANDIDATES

➤ *SEE INSIDE.*

THIS PAPER CONSISTS OF (3) PRINTED PAGES

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BBM 111: INTRODUCTION TO COMPUTERS

INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Define the following terms **(3 marks)**
- i. computer system
 - ii. Data
 - iii. Information
- b) List and explain the various applications of computers in Business. **(3 marks)**
- c) Explain the difference between application software and systems software. **(4marks)**
- d) Explain FIVE advantages of computers to the society today **(5 marks)**
- e) Highlight and explain ten features of a word processor and spreadsheets in excel. **(5marks)**
- f) Explain any four benefits that might accrue to a business from using internet **(4 marks)**
- g) Giving examples distinguish between systems software and application software. **(6marks)**

QUESTION TWO (20 MARKS)

- a) Explain the following terms: **(6marks)**
- i) Local Area Network
 - ii) Metropolitan Area Network
 - iii) Wide Area Network
- b) Name and explain the following PowerPoint terminologies; **(4marks)**
- i) Slide
 - ii) Custom animation
 - iii) Slide show
 - iv) Slide sorter
- c) Define the term "Taskbar". The task bar has four main features, name and explain the four features. **(4marks)**
- d) Define the following terms used in spreadsheets: **(6 Marks)**
- (i) Workbook

- (ii) Cell range
- (iii) Cell reference

QUESTION THREE (20 MARKS)

- a) Describe any four services offered by the internet **(4 marks)**
- b) Describe any four advantages of using e-mail as a form of business communication **(4 marks)**
- c) Describe at least any six HTML tags **(6 marks)**
- d) Define the terms; and give two examples of each
 - i) Search engine **(3 marks)**
 - ii) Web browser **(3 marks)**

QUESTION FOUR (20 MARKS)

Word processing is the process of creating, storing formatting, printing text and graphics documents using an electronic word processor so as to produce professionally looking documents such as letters, reports thesis, essays etc.

- a) Define the term an electronic word processor and give two examples of word processors **(3 marks)**
- b) Describe the advantages of electronic word processors over manual typewriter. **(5 marks)**
- c) Distinguish between insert mode and over type mode as used in word processing. **(2marks)**
- d) Explain the procedure you would follow in accomplishing the following word processing activities; **(5 marks)**
 - i) Inserting a paragraph border
 - ii) Line spacing a document
 - iii) Indenting a paragraph
 - iv) Copying text from one section of a document to another
 - v) Creating a table
- e) Describe the following operations; **(5 marks)**
 - i) Mail merge
 - ii) SAVE AS and SAVE
 - iii) Margin setting
 - iv) Print previewing a document
 - v) Finding and replacing text

