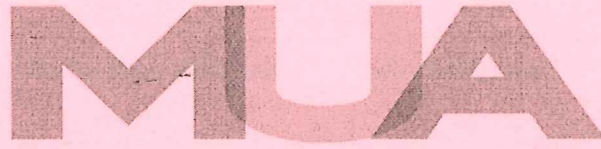


The
Management
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UNDERGRADUATE UNIVERSITY EXAMINATIONS

SCHOOL OF MANAGEMENT AND LEADERSHIP

DEGREE OF BACHELOR OF ARTS IN DEVELOPMENT STUDIES/
BACHELOR OF COMMERCE

BDS 108/BCM 113: COMPUTER APPLICATIONS

DATE: 2ND APRIL 2025

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **SIX (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **THREE** questions.
6. Question **ONE** carries **25 MARKS** and the rest carry **15 MARKS** each.
7. Write all your answers in the Examination answer booklet provided.

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

GlobalTech Solutions is a multinational IT services and consulting company with over 1,000 employees spread across five continents. The company specializes in providing innovative technology solutions to its clients, ranging from software development to IT infrastructure management. To streamline its operations, improve collaboration, and enhance productivity, GlobalTech Solutions decided to implement Microsoft Office 365 across its organization.

Background

Before the implementation of Office 365, GlobalTech Solutions faced several challenges:

- **Disjointed Communication:** Employees used various communication tools, leading to inefficiencies and missed messages.
- **File Management Issues:** Document version control was problematic, with multiple versions of the same document causing confusion.
- **Limited Collaboration:** The lack of a unified platform made it difficult for teams in different regions to collaborate effectively.
- **Security Concerns:** The company needed a more robust solution to manage data security and compliance, especially with its global operations.

Required:

- a) Outline the keyboard combination that could be used to achieve each of the following in MS word:
- i. Start a new document (1 mark)
 - ii. Save the current document (1 mark)
 - iii. Save a copy of the current document (1 mark)
 - iv. Copy a paragraph of the current document (1 mark)

- v. Cut a paragraph of the current document **(1 mark)**
- b) Explain two types of software found in a computer **(4 marks)**
- c) State two examples of word processing programs **(2 marks)**
- d) Describe absolute cell referencing as used in worksheets with the aid of an example **(4 marks)**
- e) With the aid of a sketch, describe three types of views as used in MS. PowerPoint **(6 marks)**
- f) Outline two uses of forms in a database program **(2 marks)**
- g) Explain a calculated field as used in MS. Access **(2 marks)**

QUESTION TWO

- a) Define the following terms as used in databases:
- i. Table **(1 mark)**
 - ii. Record **(1 mark)**
- b) With the aid of a diagram, describe the hierarchical data model as used in databases **(4 marks)**
- c) Anita, a computer student at Meru University of Science and Technology used the following formula in a worksheet,
- $$= (A1*C\$1)/D\$4 - \$F\$1+B2$$

Identify each of the following cell references from the formula

- i. Absolute **(1 mark)**
 - ii. Mixed **(1 mark)**
 - iii. Relative **(1 mark)**
- d) The table below shows details of salaries of employees in a particular company. Use to answer questions that follow:

	A	B	C	D	E	F	G
1	Name	Basic Pay	House Allowance	Medical Allowance	Gross Pay	Tax P.A.Y.E	Net Pay
2	Margaret	15,000					
3	Sam	20,000					
4	Speke	25,000					
5	Thomson	20,000					
6	Victoria	30,000					

House allowance, medical allowance, gross pay, Tax P.A.Y.E and Net Pay are calculated as follows:

House Allowance = 10% of Basic Pay;
 Medical Allowance = 5% of Basic Pay;
 Gross Pay is the sum of Basic Pay, House Allowance and Medical Allowance;
 Tax = 30% of Gross Pay;
 Net pay is gross pay less tax.

Using cell addresses only, write a formula that would be able to compute the following for the company:

- i. Medical Allowance (2 marks)
- ii. Gross Pay (2 marks)
- iii. Net Pay (2 marks)

QUESTION THREE

- a) Describe the procedure for starting Microsoft Office PowerPoint. (3 marks)
- b) Explain each of the following Microsoft Office PowerPoint features:
 - i. Animation (2 Marks)
 - ii. Advance Slide (2 Marks)
- c) Differentiate between hanging indent and first line indent as used in Microsoft Office Word. (4 marks)
- d) Describe the procedure used to set the margins page margins in Microsoft Office Word. (4 marks)

QUESTION FOUR

- ~~a) Explain three types of reports found in Microsoft Office Access (6 marks)~~
- b) Mr. Kennedy, the principal of Kings High School wants to develop a database that will help him store and retrieve the details of students and staff at the school. He hires you as a database developer to help him develop the database.
- i. List two tables that you would create (2 marks)
 - ii. Explain how you would use queries to retrieve data from the database. (2 marks)
 - iii. Describe two ways which you can use to enter the student records into the database. (5 marks)

QUESTION FIVE

- a) Define the term mail merging? (2 marks)
- b) Describe the steps involved in the mail merging process (3 marks)
- c) Differentiate between a formula and a function as used in Microsoft Excel. (2 marks)
- d) List three types of charts found in excel. (3 marks)
- e) What is the importance of rehearse timings in Microsoft PowerPoint? (2 marks)
- f) Explain three slide layouts used in Microsoft Office PowerPoint (3 marks)

QUESTION SIX

- a) Prof. Okoth Okombo is a time conscious lecturer who undertakes his duties on time. One morning, he walks into his office only to realize that his computer is not displaying the system clock at the bottom right-hand corner. He calls you to assist him since he knows you are conversant with the computer environment.

Which of the following two ways would you pursue to help him?

- i) Right click at the bottom right-hand corner of the screen, select on properties, then check the 'Show Clock' checkbox.
- ii) Right click at the bottom right-hand corner of the screen, unselect the 'Lock the Taskbar' check box, select Properties, click on customize then select on 'Show Clock' checkbox.
- iii) Click on the 'Start' button, go to the Control Panel, select on 'Tasks and Menu' option, and then enable the 'Show Clock' checkbox.
- iv) Right click at the bottom right-hand corner of the screen then enable the 'Show Clock' checkbox.
- v) Click on the 'Start' button, select on the Control Panel, click on the 'Tasks and Start' Menu option, click on customize, then uncheck the 'Hide inactive icons' check box to display the system clock. **(12 Marks)**

- b) Which of the following is not a type of operating system? **(3 Marks)**

- I. Windows operating system
- II. Linux operating system
- III. Novel Netware
- IV. Disk Operating System
- V. None of the above
- VI. All of the above