



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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University Examinations 2023/2024

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE CERTIFICATE IN
INFORMATION TECHNOLOGY

CIT 1114/CIA 1116: COMPUTER APPLICATIONS

DATE: APRIL 2024

TIME: 1¹/₂ HOURS

INSTRUCTIONS:

1. Answer Question ONE, and any other TWO
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QUESTION ONE (30 MARKS)

- a) Define the following terms as used in computers. (3 marks)
 - i. Data
 - ii. Software
 - iii. Publishing
 - b) Briefly highlight four ways in which computers are used in banks (4 marks)
 - c) Differentiate the following terms:
 - i) Subscript and superscript (2 marks)
 - ii) Spreadsheet and worksheet (2 marks)
 - iii) Word wrap and word processor (2 marks)
 - d) List the four categories of computers based on their physical size. (4 marks)
 - e) Give four reasons why a mobile phone is regarded a computer (4 marks)
 - f) Identify any four disadvantages of using the voice input devices (4 marks)
 - g) Using a well labelled diagram, state the four functional units as outlined in the Von Neumann architecture. (5 marks)
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QUESTION TWO (15 MARKS)

- a) Using examples, illustrate three text formatting features used in Ms Word. (6 marks)
- b) Briefly explain any four output devices (4 marks)
- c) List the five categories of keys used in a QWERTY keyboard. (5 marks)

QUESTION THREE (15 MARKS)

- a) Explain three disadvantages of using computers at home (6 marks)
- b) Explain the main methods of acquiring software (4 marks)
- c) i) Define a desktop publisher (1 mark)
ii) List any four types of publications one can produce using a DTP (4 marks)

QUESTION FOUR (15 MARKS)

- a) Below is a portion of marks that were obtained from 5 first year students in Meru University.

	A	B	C	D	E	F
1	NAMES	MATHS	COMPUTER	ECONOMICS		
2	JOHN	45	67	89		
3	JANE	56	41	34		
4	JOY	83	32	67		
5	KEN	45	17	82		
6	PETER	67	86	12		
7						



REQUIRED:

- i) Write a function that will give the total marks for Jane. (2 marks)
 - ii) Write a function that will give the average marks for maths subject. (2 marks)
 - iii) Given that the pass mark for economics is 40 marks, write the function that would indicate a “PASS” or “FAIL”. (3 marks)
- b) Describe how you would insert a picture in Ms Word. (4 marks)
- c) Highlight four advantages of using the electronic spreadsheets. (4 marks)

