



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

MAIN CAMPUS

UNIVERSITY EXAMINATIONS

2022/2023 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATIONS

FOR THE CERTIFICATE

OF

INFORMATION TECHNOLOGY

COURSE CODE: ITC 011

COURSE TITLE: INTRODUCTION TO INFORMATION SYSTEMS

DATE: 13/12/2022

TIME: 09:00-11:00AM

INSTRUCTIONS TO CANDIDATES

Question ONE (1) is compulsory
Answer THREE (3) questions in total.

TIME: 1Hr 30 Min

MMUST observes ZERO tolerance to examination cheating

SECTION A**QUESTION ONE (24 MARKS) -Compulsory**

a) Define the following terms

(4 marks)

- i. Spreadsheet
- ii. Word processor
- iii. System
- iv. Information

b) Discuss any three types of information systems

(6 marks)

c) Study the Excel table below and answer the following question

	A	B	C	D	E	F	G	H
	Name	Math	Physics	Chemistry	Total	Average	Remarks	Gender
1	John	50	60	90		C	D	M
2	Cynthia	30	60	55	B			F
3	Bahati	60	45	68				F
4	Kevin	67	33	43				M
5	Mike	45	80	67				M
6	Samuel	90	75	77				M
8	Count			A				
9	SumIf		E (Criteria "F")					

Write the formulas to calculate results in cells indicated by A, B, C, D and E
Note: For remarks, grading is as follows: ≥ 70 Grade is A; ≥ 60 Grade is B;
 ≥ 50 Grade is C; ≥ 40 Grade is D and < 40 Grade is Fail.

(6 Marks)

- d) Explain how you can present the averages of the three subjects in a pie chart.
- e) Give any two advantages of electronic spreadsheet over manual spreadsheet

(6 Marks)

(2 marks)

SECTION B –Answer any two questions in this section

QUESTION TWO (18 MARK)

- a. Define the term Operating System (2 marks)
- b. There are several types of operating systems in use today. State any TWO examples of OS you are familiar with. (2 marks)
- c. Operating system is the most important program for computer system. Without an operating system, every computer program would have to contain instructions telling the hardware each step the hardware should take to do its job. Describe any FOUR functions of OS in executing its operations. (8 marks)
- d. Give any TWO features of Application Software (2 Marks)
- e. Distinguish between Application Software and System Software (4 marks)

QUESTION THREE (18 MARKS)

- a) Discuss the FOUR basic types of Computer Power management features on Windows PC (8 Marks)
- b) State any THREE advantages of power management features on Windows PC (3 Marks)
- c) Define Booting and discuss the TWO types of Booting (5 Marks)
- d) What is POST and when is its importance in the boot process (3 Marks)

QUESTION FOUR (18 MARKS)

- a. You can convert text to a table; however, a delimiter such as a comma, paragraph marker, or tab must separate columns of text. Below is a sample of such texts:

Color, Style, Item, Price (Ksh)
Yellow, A80, Van, 2000000
Red, X23, Car, 800000
Green, Y24, Truck 150000

- Outline the procedure of converting the above texts into a table. (4 marks)
- b. Describe any FOUR formatting and THREE editing features of Ms. Word. (7 marks)
- c. Outline FOUR advantages of Mailing Merging in higher Institutions of learning. (4 marks)
- d. What is the use of a Menu bar in Ms. Word? State one example of a Menu on the Menu bar (3 Marks)

QUESTION FIVE (18 MARKS)

- a. Define the following terms as used in file management (5 Marks)
- i. Directory
 - ii. File
 - iii. Path
 - iv. Drive
 - v. File extension
- b. Describe how to create a folder name Journals on the desktop (4 Marks)
- c. A Windows operating system organizes its drives, folders and files in a hierarchical folder structure. Using a well labeled diagram describe the folder's hierarchical structure. (6 Marks)
- d. Discuss Zipping and state its advantage. (3 Marks)