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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DEGREE OF BACHELOR OF SCIENCE
(BUSINESS ADMINISTRATION)

Date: 13th April, 2023

Time: 2.30pm – 4.30pm

KBA 107 - INTRODUCTION TO MICRO COMPUTERS

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

Read the following excerpt carefully and answer the questions that follow

The desired result of any database is to provide information in the form of reports. You can print reports from tables or queries in any desired format. Reports are used to summarize and display data from your database. It displays the most up-to-date information using the database you are required to do an intense presentation as the marketing manager of KIRIRI University the following must be included in your presentation .Slides with the different layouts, headers and footers must be represented fully to show your understanding of editing and since the information can be used for future purpose the include on which type of memory you will use before saving the presentation the following must also be represented in the PowerPoint i.e Organization chart, Chart, Tables, clip art ,Custom animation for the slides with animated text and images ,The slides should run automatically without clicking ,The presentation should be 3 minutes long in total.

- a) When editing a document Header and Footer is an important aspect. Explain their importance. (2 marks)
- b) Discuss different options of saving a presentation. (4 marks)
- c) Discuss different types of utilities as discussed in softwares. (6 marks)
- d) State examples of operating system. (6 marks)
- e) With these functions discuss the features that is contained in desktop. (6 marks)
- f) Information is stored in computers in the form of bits discuss different types of bits and their strings. (6 marks)

QUESTION TWO (20 MARKS)

- a) Discuss the main technology used in different generations of computers.
(5 marks)
- b) Explain the different components of hardware units of a computer system integrating it to computer components.
(7 marks)
- c) Explain system software and the different software in that category and their application and importance in computing.
(8 marks)

QUESTION THREE (20 MARKS)

- a) Discuss the concept of Mail Merging.
(4 marks)
- b) In detail discuss Procedure for mail merging.
(8 marks)
- c) Why is it important to adopt mail merging technique.
(8 marks)

QUESTION FOUR (20 MARKS)

- a) Explain different options of creating a new presentation.
(4 marks)
- b) Formatting comprises of many things put together for better appearance. discuss different types of formatting and their procedures.
(8 marks)
- c) Database is a collection of related information organized to serve a specific purpose. In detail Discuss different objects of databases.
(8 marks)

QUESTION FIVE (20 MARKS)

- a) Discuss procedure of adding, changing or removing a bullet.
(6 marks)
- b) Discuss different types of Computer Networks and their applicability.
(7 marks)
- c) Explain what is a spreadsheet and their applications and features.
(7 marks)