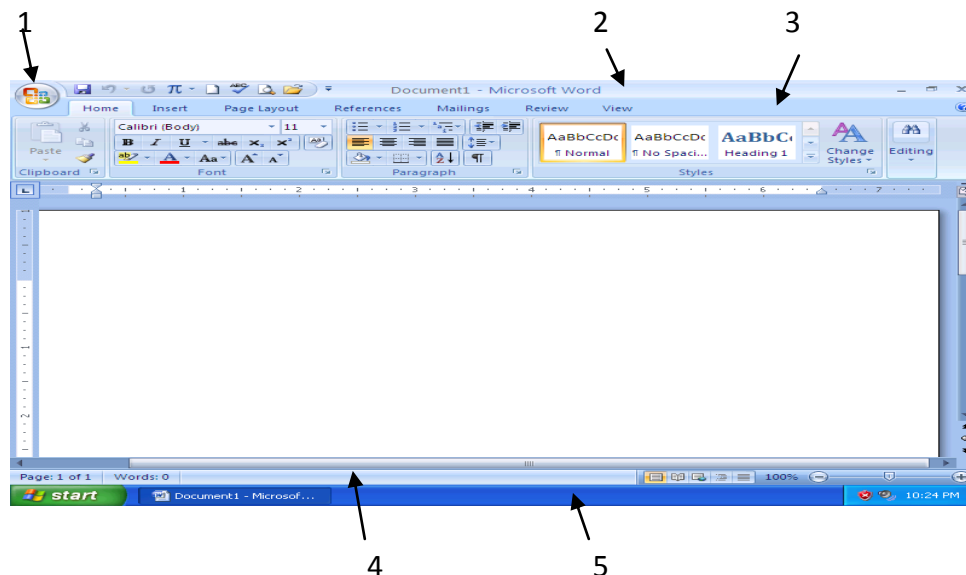

SUBJECT: INFORMATION & COMMUNICATION TECHNOLOGY
SUBJECT CODE: 2908/103
CLASS: DHRM 2013C
LECTURER: DAVID KIARIE
DATE: 25TH SEPTEMBER 2013
TIME: 2 ½ HOURS

INSTRUCTIONS:

This paper consists of SIX Questions. Answer Any FOUR Questions.

QUESTION ONE

- a) In **Word Processing**, there are two typing modes namely **Insert** mode and **Overtyping** mode. Distinguish between the two typing modes. (4marks)
- b) The diagram below represents the MS Word environment. Name the arrowed parts and outline their purposes. (8marks)



- c) By default, MS Word documents are saved with **Doc** extension. Outline three other types of document extensions. (3marks)
- d) Outline two methods of formatting a document. (2marks)
- e) Describe on how different words are highlighted in a word document. (2marks)

QUESTION TWO

- a) Describe any three types of network components. (6marks)
- b) Outline two advantages and two disadvantages of a computer network in a business environment. (4marks)
- c) Define the phrase **Network topology** and describe the **ring** and **bus** topologies. (6marks)
- d) There are three modes of data flow. One of them is full duplex. Describe the other two types of data flow. (4marks)

QUESTION THREE

- a) Distinguish between Digital computers and Analog computers. (6marks)
- b) In **RAM**, there is the **cache memory** and **registers**. State the meaning of **RAM** and distinguish between the **cache** and **registers**. (8marks)
- c) Describe the following intentional computer threats:
 - i. Espionage
 - ii. Hacking
 - iii. Fraud(6marks)

QUESTION FOUR

- a) Describe three forms of access controls to data files and programs in a computer system. (6marks)
- b) Outline three advantages of computerized system over the manual systems. (6marks)
- c) Some of the data processing activities in a computer system include **file update, file maintenance, sorting and file inquiry**. What do you understand by such activities? (8marks)

QUESTION FIVE

- a) Describe four factors determining file organization and access method in a computer system. (8marks)
- b) Distinguish between data and information. (3marks)
- c) Describe three types of data processing modes. (9marks)

QUESTION SIX

The table below shows marks for various subjects scored by students in a spreadsheet program.

	A	B	C	D	E	F	G
1	NAME	ICT	ACCOUNTS	HR	TOTAL	AVERAGE	RESULT
2	Jane	35	20	40			
3	James	47	65	70			
4	rose	70	55	80			
5	Highest marks						
6	Lowest marks						

- a) Describe the meaning of a spreadsheet. (2marks)

- b) Write an **Excel formula** to perform each of the following, indicating the cell where the formula should be placed:
- i. The total marks for each student.
 - ii. The mean marks for each student.
 - iii. The highest marks.
 - iv. The lowest marks.
 - v. Results as “pass” when the average mark is greater than 40 or “fail” for otherwise.
- (18marks)**

END