



MASENO UNIVERSITY

UNIVERSITY EXAMINATIONS 2013/2014

**FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR THE DEGREE
OF BACHELOR OF SCIENCE IN APPLIED STATISTICS, BACHELOR
OF SCIENCE IN MATHEMATICAL SCIENCES, BACHELOR OF
SCIENCE IN ACTUARIAL SCIENCE AND BACHELOR OF SCIENCE IN
MATHEMATICS AND ECONOMICS WITH INFORMATION
TECHNOLOGY**

(MAIN CAMPUS)

MIT 101: BASIC CONCEPTS OF INFORMATION TECHNOLOGY

Date: 27th November, 2013

Time: 2.30 - 4.30pm

INSTRUCTIONS:

- Answer QUESTION ONE (compulsory) and any other TWO questions.

MIT 101: BASIC CONCEPTS OF IT

Instructions: Attempt QUESTION 1 and any other TWO questions.

Question One [Compulsory - 30 Marks]

- What is a web browser? Give two examples of web browsers [4 Marks]
- What is the name given to the internet service that allows us to 'surf the web'? [3 Marks]
- In this course you have learnt how to compress and decompress a folder. Describe each of the two operations and also mention their usefulness in computing [6 Marks]
- Internet is increasingly becoming a source of knowledge for education. Identify and describe any two sources of knowledge used in the course [6 Marks]
- This course has exposed you to use of search engines such as Google. Explain how to effectively use Google as a search engine [4 Mark]
- In the use of email, there are usually different types of recipients. Discuss the 3 different recipients or distribution list in an email. [3 Marks]
- Consider the statement 'Emails can be used to share documents'. State whether the statement is true or false. And justify your answer [4 Marks]

Question Two [Optional – 20 Marks]

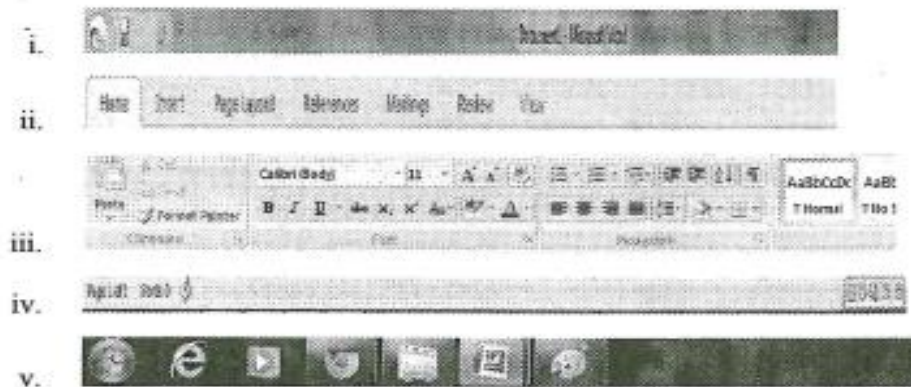
- In this course, you have learnt how to use email for communication. What is an email and give 2 examples of email providers? [4 Marks]
- Consider the following figure below from the Microsoft Outlook. Use it to answer the questions that follow.



- i. Which field is used for main recipients? [2 Marks]
- ii. What is the cc field used for in sending emails? What sort of recipient is put under this field? [4 Marks]
- iii. Which button is used to add a field for a recipient that you want to be invisible to other recipients? [4 Marks]
- iv. What is the useful of the field you have identified in (iii) above? [4 Marks]
- v. What is a signature as used for emails and what is the importance of creating it in advance? [2 Marks]

Question Three [Optional – 20 Marks]

- a) Using 2 examples, describe a word processor. [4 Marks]
- b) The following figures show different interface elements of Microsoft Word application. Give the name for each part and give reason for your answer [10 Marks]



- c) You have been given several tasks below. For each one of them, say whether they can be done in Microsoft Word and justify your answer? [6 Marks]
 - i. Create documents
 - ii. Carry out difficult calculations
 - iii. Edit text with pictures
 - iv. Print documents

Question Four [Optional – 20 Marks]

a) In this course, you have learnt about Microsoft PowerPoint for presentation. Use your experience to answer the questions below.

- i. Discuss the usefulness of presentation as a form of communication [4 Marks]
- ii. What is the name of the interface element shown below? Justify your answer [4 Marks]



- iii. List any 4 dos and 4 don'ts to be considered when giving a presentation. [8 Marks]
- iv. Consider the statement 'A presentation should be structured with the target audience in mind'. State whether the statement is true or false and justify your answer [4 Marks]

Question Five [Optional – 20 Marks]

a) This course has been about communication and has looked at different ways of communication.

- i. Using your own words, describe at least 5 ways of communicating that have been taught in this course [15 Marks]
- ii. Describe the use and applications for each of the methods you have given in (i) above. [5 Marks]