

UGANDA MARTYRS UNIVERSITY

SCHOOL OF ARTS AND SOCIAL SCIENCES

DEPARTMENT OF DEVELOPMENT STUDIES

END OF SEMESTER FINAL ASSESSMENT

SEMESTER I, 2018/19

FIRST YEAR EXAMINATION FOR BACHELOR OF SOCIAL WORKS AND
SOCIAL ADMINISTRATION AND TEF
(Rubaga & Nkozi)

Introduction to Information Systems and Technology

DATE: WEDNESDAY 5TH DECEMBER 2018

TIME: 2:00PM-5:00PM

DURATION: 3HRS

Instructions:

1. Carefully read through ALL the questions before attempting
 2. This paper consists of two sections, Section A and B
 3. Attempt ANY Two questions from SECTION A
 4. Section B is Compulsory
 5. All Questions in Section A carry equal marks
 6. No names should be written anywhere on the examination book.
 7. Ensure that your Reg number is indicated on all pages of the examination answer booklet.
 8. Ensure your work is clear and readable. Untidy work shall be penalized
 9. Any type of examination Malpractice will lead to automatic disqualification
 10. Do not write anything on the questions paper.
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SECTION A -Attempt Any two (2) Questions

1. (a) Explain five qualities of a good password while creating one for your information systems. (5 Marks)
(b) Define computer network and give two major types of networks used by organizations in the digital world. (3 marks)
(c) Give 4 uses of computer networks. (4 marks)
(d) By giving clear examples, define the following terms as understood in the computer environment. (2 Marks each)
 - a. Computer Network
 - b. A system
 - c. Information system
 - d. A topology
 - e. Knowledge
(e) Outline six (6) qualities of valuable information. (3 marks)
2. (a) Explain any two (2) major factors to consider before buying a computer for company or personal use. (2 Marks each)
(b) Give 4 types of information systems used in various organizations (8 Marks)
(c) List down five (5) roles of information systems to organizations. (5 Marks each)
(d) Distinguish between the following; (2 Marks each)
 - i. Descriptive and predictive types of information.
 - ii. Data and information
 - iii. Hardware and software
 - iv. E-commerce and artificial intelligence
 - v. Audio and image data
3. (a) Describe the information system flow model. (5 Marks)
(b) List down five(5) components of a computer based information system (CBIS) (5 Marks)
(c) With relevant examples, define the following software terminologies; (2 Marks each)
 - (i) Utility software
 - (ii) Single user multitasking operating systems

- (d) Give 6 keyboard shortcuts that can be used in executing tasks in a Microsoft office application software and their meaning. (10 Marks)

| Shortcut | Meaning |
|----------------|--------------------|
| 1. Control + S | Save |
| 2. Control + H | Replace |
| 3. Control + L | Align to the Left |
| 4. Control + R | Align to the Right |
| 5. Control + J | Justify |
| 6. Control + V | Paste |

SECTION B (COMPULSORY)- 50 Marks

Save both Excel and Word in one folder called 'Your Names' and submit it to the supervisor

Question 1 (25 Marks)

Create the worksheet below from scratch.

(3 Marks)

| | A | B | C | D | E | F |
|---|------------|-----|------|-----|------|------|
| 1 | TOWN / DAY | Mon | Tue | Wed | Thur | Fri |
| 2 | Mombasa | 30 | 29.5 | 31 | 28.5 | 32 |
| 3 | Kisumu | 31 | 33 | 30 | 30 | 32 |
| 4 | Nakuru | | | | | |
| 5 | Nairobi | 24 | 23.5 | 22 | 23 | 24.5 |

- (i). Create two blank rows below Row 1. (2 Marks)
- (ii). Type "Temp. in degrees Celsius" in Cell A2 and "Temp. in degrees Fahrenheit" in Cell A9. (4 Marks)
- (iii). Insert a blank row before Nakuru and enter the row heading Kericho. (2 Marks)

- (iv). Calculate the average temperatures for all the towns.
(4 Marks)
- (v). Format all cells containing Average Temp. to Arial Black, Italics, size 12. (4 Marks)
- (vi). Centre the Titles across columns A and G. (1 Marks)
- (vii). Use the Average values (C) in column G to create a 3-D Exploded Pie Chart to show distribution of temperature for the towns. (5 Marks)

Question 2 (25 Marks)

Use Microsoft Office Word and create a document with the following;

Type the passage below the way it is and use it to perform different tasks; (5 Marks)

President Yoweri Kaguta Museveni has pledged UGX 500 million shillings towards the construction of two Silver Jubilee projects which include the Silver Jubilee Complex at Lubaga campus and the Alumni Equator project with a contribution of UGX 400M and UGX 100M respectively.



- a. Copy the above text and any picture of your choice to replace the above and paste it on 5 pages (5 Marks)
- b. Give heading of your choice with (color red, size 16, font Algerian and centered, underline) (5 Marks)
- c. Include bullets and numbering system on the first page, (2 Marks)
- d. Add headers and footers of your names and registration number respectively (2 Marks)
- e. Add any picture and clip art of your choice on page 4 and 5 respectively (6 Marks)

End