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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF EDUCATION, ARTS AND SOCIAL SCIENCES**

**FOR THE DEGREE OF BACHELOR OF EDUCATION (ARTS)**

**COURSE CODE: GCC 112**

**COURSE TITLE: INTRODUCTION TO COMPUTERS AND COMPUTING**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 08/10/2021 TIME: 3.00-5.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. What are the two major components of a Computer System? Give examples of each **(4 Marks)**
2. With the help of a well-labelled diagram describe the six functional components of a computer.           **(12Marks)**
3. Distinguish between mainframe computers and mini computers.                           **(4 Marks)**
4. Discuss any **two** areas where Microsoft Word can be used in real life.       **(4 Marks)**
5. Describe how you can insert graphs in Microsoft Excel.                         **(6 Marks)**

**QUESTION 2**

1. List and describe any three types of printers.                                                               **(6 Marks)**
2. Explain any two cautionary measures one should take to prevent virus attacks when using an email application.                                                                                            **(4 Marks)**
3. What is an operating system? List four functions of an operating system            **(6 Marks)**
4. List any two characteristics of a spreadsheet.                                                   **(4 Marks)**

**QUESTION 3**

1. List down any six advantages of using a computer.                      **(6 Marks)**
2. Distinguish between RAM and ROM.                                                    **(4 Marks)**
3. List down four types of secondary storage devices.                                           **(4 Marks)**
4. List down three features of an email.                                                   **(6 Marks)**

**QUESTION 4**

1. State six features of the fourth generation computers.                                      (6 Marks)
2. Describe any four components of a window desktop                               **(4 Marks)**
3. Explain the following concepts as they are used in e-mail.       **(6 Marks)**
	1. Signature
	2. Flag
	3. Outbox
4. What is a database management system(DBMS)? List two uses of a DBMS            **(4 Marks)**

**QUESTION 5**

1. Discuss three benefits that a business enterprise can derive by changing from a manual to computerized system.                  **(6 Marks)**
2. There are different types of operating systems. Explain the difference between the following types of operating systems. **(8 Marks)**
3. Multi-tasking and single-tasking operating systems.
4. Graphical user Interface and Command Line
5. State six features of the fourth generation computers.                **(6 Marks)**