****

**GARISSA UNIVERSITY**

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

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: GCC 112**

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

**EXAMINATION DURATION: 2 HOURS**

**DATE: 18/08/2021 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 THREE (3) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

### List the TWO categories of computer hardware and give one example for each category. (4 Marks)

1. With **two** relevant examples, explain what output devices are in a computer. **(4 Marks)**
2. Distinguish between mainframe computers and mini computers. **(4 Marks)**
3. Discuss any **two** areas where Microsoft PowerPoint can be used in real life. **(4 Marks)**
4. With relevant examples, differentiate between system software and applications software. **(6 Marks)**
5. Describe the **two** ways of creating tables in Microsoft Access. **(4 Marks)**
6. Explain any **two** cautionary measures one should take to prevent virus attacks when using an email application. **(4 Marks)**

**QUESTION 2**

1. Define a computer network and describe any four uses of a computer network. **(6 Marks)**
2. Explain the differences between systems software and applications software sighting two examples of each. **(6 Marks)**
3. What is an operating system? List four functions of an operating system **(6 Marks)**
4. Define a spreadsheet. **(2 Marks)**

**QUESTION 3**

1. Describe any three types of computer networks. **(6 Marks)**
2. Draw a well-labelled diagram to describe the functional components of a computer. **(12 Marks)**
3. Outline the steps one should follow using AutoFill to generate the months of the year from June to December. **(4 Marks)**

**QUESTION 4**

1. Distinguish between data and information. **(2 Marks)**
2. Describe any four general applications software **(4 Marks)**
3. Explain the following concepts as they are used in e-mail. **(6 Marks)**
	1. Signature
	2. Flag
	3. Outbox
4. Describe how to create a chart in a spreadsheet (Microsoft Excel).  **(4 Marks)**
5. What is a database management system(DBMS)? List two uses of a DBMS **(4 Marks)**

**QUESTION 5**

1. Highlight **three** general features of the second generation computers. **(6 Marks)**
2. There are different types of operating systems. Explain the difference between the following types of operating systems. **(8 Marks)**

Multi-tasking and single-tasking operating systems.

Graphical user Interface and Command Line

1. Briefly explain the following views available in Microsoft PowerPoint. **(6 Marks)**
2. Normal View
3. Slide View
4. Outline View