**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATIONS: 2020/2021**

**EXAMINATION FOR BACHELOR OF EDUCATION**

**GCC112: INTRODUCTION TO COMPUTERS AND COMPUTING**

***SECTION A: COMPULSORY QUESTION {30 MARKS}***

***QUESTION 1***

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

### (4 Marks)

(b) With **two** relevant examples, explain what output devices are in a computer. **(4 Marks)**

(c) Distinguish between mainframe computers and mini computers. **(4 Marks)**

(d) Discuss any **two** areas where Microsoft PowerPoint can be used in real life. **(4 Marks)**

(e) With relevant examples, differentiate between system software and applications software.

**(6 Marks)**

(f) Describe the **two** ways of creating tables in Microsoft Access. **(4 Marks)**

(g) Explain any **two** cautionary measures one should take to prevent virus attacks when using an email application. **(4 Marks)**

***SECTION B: ANSWER ANY TWO QUESTIONS {20 MARKS EACH}.***

***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***

(a) Describe any three types of computer networks. **(6 Marks)**

(b) Draw a well-labelled diagram to describe the functional components of a computer. **(12 Marks)**

(c) Outline the steps one should follow using AutoFill to generate the months of the year from June to December. **(4 Marks)**

***QUESTION 4***

(a) Distinguish between data and information. (2 Marks).

(b) Describe any four general applications software **(4 Marks)**

(c) Explain the following concepts as they are used in e-mail. **(6 Marks)**

* 1. Signature
  2. Flag
  3. Outbox

(d) Describe how to create a chart in a spreadsheet (Microsoft Excel).  **(4 Marks)**

(e) What is a database management system(DBMS)? List two uses of a DBMS **(4 Marks)**

***QUESTION 5***

(a) Highlight **three** general features of the second generation computers. **(6 Marks)**

(b) There are different types of operating systems. Explain the difference between the following types of operating systems. **(8 Marks)**

(i) Multi-tasking and single-tasking operating systems.

(ii) Graphical user Interface and Command Line

(c) Briefly explain the following views available in Microsoft PowerPoint. **(6 Marks)**

1. Normal View
2. Slide View
3. Outline View