



MACHAKOS UNIVERSITY

University Examinations for 2018/2019

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

DECEMBER SESSION EXAMINATION FOR

DIPLOMA IN EDUCATION

UCU 0101: INTRODUCTION TO INFORMATION AND COMMUNICATION
TECHNOLOGY

DATE: SCHOOL BASED

TIME:

INSTRUCTIONS

Answer **question ONE** and any other **TWO** questions.

QUESTION ONE (30 MARKS)

- a) Define the following terms as used in ICT.
- i. E-Learning (2 marks)
 - ii. Digital literacy (2 marks)
 - iii. Internet (2 marks)
 - iv. Cyber crime (2 marks)
- b) Differentiate between *headers* and *margins* as used in ms word. (4 marks)
- c) Outline the difference between *functions* and *formulas* as used in spreadsheets. (4 marks)
- d) Explain four uses of the internet in an academic setup today. (8 marks)
- e) Explain three disadvantages associated with the use of computers. (6 marks)

QUESTION TWO (20 MARKS)

- a) Assuming a Microsoft office environment, explain four types of formatting that can be implemented on Ms Word document. (8 marks)

- b) Explain the following terms as used in computers.
- i. Icons (2 marks)
 - ii. Interface (2 marks)
 - iii. Menu (2 marks)
 - iv. User friendly (2 marks)
- c) Outline *four* uses of computer networks. (4 marks)

QUESTION THREE (20 MARKS)

- a) Explain the term *computer* as used in I.C.T (2 marks)
- b) Mwembe Tayari Center of Excellence is on a mission to equip their digital labs with brand new computers and they were advised by their consultant to purchase TFT monitors instead of the CRTs. Outline any three possible reasons to this. (3 marks)
- c) Jacaranda consultants are on a mission to purchase new software programs for their use in their company. Explain *five* factors they should consider when purchasing the programs. (10 marks)
- d) The I.C.T Technicians working in the computer lab have noted with concern that the spread of computer virus within the campus is alarming. Outline *three* possible symptoms of computer virus within the institutions computers. (3 marks)
- e) Mwelekeo Wetu has decided to digitize their services. Due to this, they have decided to purchase Scanners for their new project. State any *two* factors that they should consider when procuring those components. (2 marks)

QUESTION FOUR (20 MARKS)

- a) Outline the procedure of merging cells in ms word table. (2 marks)
- b) With the aid of well-structured diagrams, explain four types of charts as used in Ms Excel. (8 marks)
- c) Outline *three* roles played by I.C.T as a tool for eradicating poverty in Kenya. (6 marks)
- d) Outline four factors that should be considered when creating a power presentation (4 marks)

QUESTION FIVE (20 MARKS)

- a) Differentiate between *hardware* and *software* as used in I.C.T. (4 marks)
- b) It has come to the attention of the University administration that there has been a lot of loss of computers and data in the computer laboratories. Explain any *three* ways that can be used to control the loss of computer hardware and data in the institution. (6 marks)
- c) Technology for Schools and Teachers is increasing at a very high rate and these opportunities must be utilized. Due to these, outline the following:
- i. Assistive technology and how it can be used for Kids with Learning Disabilities. (3 marks)
 - ii. Any two types learning problems addressed by assistive technology address. (4 marks)
- d) Explain any possible procedures that can be implemented by school management to cope with emerging trends in digital literacy skills. (3 marks)