



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND SECRETARIAL

Examination for Certificate in Secretarial module 1

ICT

Date: 25/7/2014

Time: 2 Hours

INSTRUCTIONS

Answer ALL questions.

1. Define the term “communication media” as used in ICT. (2 marks)
2. Explain the term “dedicated computer” as used in ICT. (2 marks)
3. Describe the procedure of formatting a CD/DVD. (4 marks)
4. With the aid of a labeled sketch, display a local area network. (6 marks)
5. Outline FIVE advantages and FIVE disadvantages of networks. (20 marks)
6. A school with twenty stand alone PCs is considering networking them together and adding a file server. Outline FOUR possible benefits of doing this. (8 marks)
7. Draw and label a ring network. (12 marks)
8. Baraka intends to use menu driven operating systems in his department.
 - a) Explain the term “menu driven interface. (4 marks)
 - b) Outline TWO advantages of menu driven operating system. (4 marks)
9.
 - a) State TWO reasons for backing up files and folders (2 marks)
 - b) Explain the process you would use to back up your files. (2 marks)
10. A computer virus is a program written by malicious persons aimed at performing unwanted operations. State any FOUR functions of anti-virus software. (4 marks)