



MACHAKOS UNIVERSITY

University Examinations for 2018/2019

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SPECIAL/SUPPLEMENTARY EXAMINATION FOR
BACHELOR OF SCIENCE (ELECTRICAL AND ELECTRONICS ENGINEERING)
BACHELOR OF SCIENCE (MATHEMATICS AND COMPUTER SCIENCE)
BACHELOR OF SCIENCE (COMPUTER SCIENCE)

SCO 100/SMA190/ECU109: INTRODUCTION TO COMPUTERS

DATE: 22/7/2019

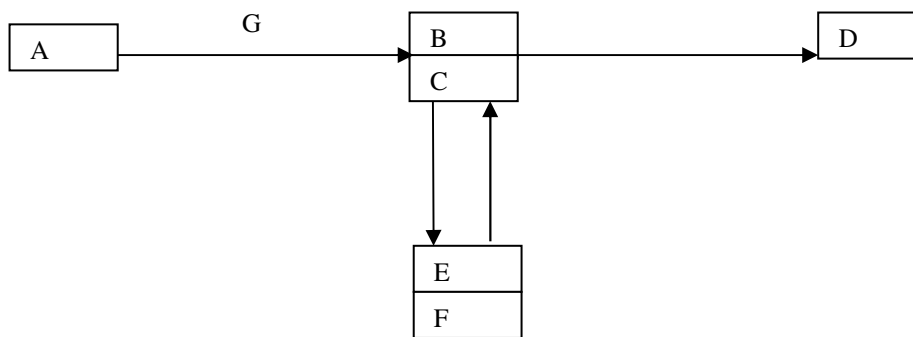
TIME: 8.30-10.30 AM

INSTRUCTIONS

This paper consists of **FIVE** questions. Answer **question ONE** and any other **TWO** questions in this paper.

QUESTION ONE (30 MARKS)

- a) Define the following terms (3 marks)
 - i. Computer
 - ii. Peripheral device
 - iii. System unit
- b) Give the function of the following keys: (2 marks)
 - i. Home keys
 - ii. Space bar
- c) State three characteristics of the fourth generation computers. (4 marks)
- d) Differentiate between hardcopy and softcopy. (2 marks)
- e)
 - i) Explain the term UPS. (1 mark)
 - ii) Give two functions of the UPS. (3 marks)



- i) Name the parts labelled A to F. (5 marks)
- ii) What does the part G represent? State its function. (2 marks)
- f) Give the functions of the following mouse actions:
 - i) Double-click iii) Right-click
 - ii) Click iv) Drag and drop

(8 marks)

QUESTION TWO (20 MARKS)

- a) Imagine that you are a computer consultant. A client wants you to computerize her business and comes to you with the following queries. Give appropriate advice:
 - i) Explain the term “Operating System”. (2 marks)
 - ii) State two examples of Operating Systems. (1 mark)
- b)
 - i) State three differences between an impact and a non-impact printer. (4 marks)
 - ii) Give two examples of each of the above types of printers. (4 marks)
- c) State three functions of an Operating System. (3 marks)
- d) When Microsoft Word is started a blank document appears on the screen. Name and explain the four features on this screen. (6 marks)

QUESTION THREE (20 MARKS)

- a) The table below is an extract from a database. Use it to answer the questions that follows:

	Names	Maths	Computer Studies	Gender
1	Jackson	78	80	M
2	Kimeu	68	70	M
3	Atieno	72	92	F
4	Wafula	62	75	M
5	Average			

- i) Name the table view. (1 mark)
- ii) List the appropriate data types used in the table above. (2 marks)
- iii) Name the record that will appear first if the records are sorted in descending order by computer studies. (1 mark)
- iv) State the criteria used in extracting the following information:
 - I. Calculating the average. (1 mark)
 - II. Displaying all records starting with K. (3 marks)
- b) Differentiate between a web browser and a search engine. Give three examples of each. (4 marks)
- c) Name five factors you need to consider before choosing a storage device. (5 marks)
- d) List and explain three types of interface cables. (3 marks)

QUESTION FOUR (20 MARKS)

- a) The following is a worksheet showing names and the students' scores in three CATs.

	A	B	C	D	E
1	Names	CAT 1	CAT 2	CAT 3	TOTAL
2	Kimeu	78	23	49	
3	Atieno	68	67	56	
4	Wafula	72	56	42	
5	Jackson	62	72	83	
6	Average				

- i) Write the formula used in cell: (2 marks)
 - a) B6
 - b) E2
- ii) Write the formula that is used in column B to count all the CAT 1 marks greater than 67. (3 marks)
- ii) Sort the names in ascending order. List the first and the last name. (2 marks)
- iv) Give the cell data type in cells A4 and B5. (2 marks)
- v) Describe how you would create a graph to represent the names and marks in CAT 2. (4 marks)
- vi) Name any two types of graphs in spreadsheets. (2 marks)

- b) i) What is proofreading? (1 mark)
iii) Give four proofreading tools. (4 marks)

QUESTION FIVE (20 MARKS)

- a) Differentiate between “Save” and “Save As”. (2 marks)
- b) Describe how one can do the following: (6 marks)
- i. Compose a mail
 - ii. Attach a file
 - iii. Send a mail to many people
- c) Explain five ways that a network administrator can enforce security in a network. (5 marks)
- d) List four types of computer viruses. (4 marks)
- e) A1 and \$A\$1 are references which can be used in a worksheet. Differentiate between the two references. (3 marks)