

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF DIPLOMA IN EDUCATION

PCOM 0181: COMPUTER LITERACY AND USE IN EDUCATION

STREAMS: DIP EDUCATION P/T

TIME: HOURS

DAY/DATE: FRIDAY 9/08/2019

8.30 A.M - 10.30 P.M.

INSTRUCTIONS:

- Answer question **ONE** and **TWO** other questions
- Do not write anything on the question paper
- This is a **closed book exam**, No reference materials are allowed in the examination room
- There will be **NO** use of mobile phones or any other unauthorized materials
- Write your answers legibly and use your time wisely.
- Marks are awarded for clear and concise answers.

SECTION A (Answer ALL questions in this section)

QUESTION ONE (30 Marks)

- Distinguish between each of the following terms: (6 marks)
 - System Software and Application Software
 - RAM and ROM
 - Data and Information
- State and explain THREE classifications of networks according to geographical coverage (6 Marks)
- Explain the steps one takes to start up and use a computer (4 Marks)
- List ONE example of each of the following parts of a computer (2 Marks)
 - Output Device
 - Input Device
- Explain the function of each of the following components: (4 Marks)
 - Motherboard
 - CPU
 - Memory

PCOM 0181

- a.iv. Expansion Card
- f. Explain the difference between formatting and proof reading a document as used in word processing applications (4 Marks)
- g. List any FOUR mouse actions used in operating a computer (4 Marks)

SECTION B (ANSWER ANY TWO QUESTIONS)

QUESTION TWO (20 MARKS)

- a. Computers play a major role in our daily lives. Discuss FIVE major applications of computers in society today. (10 marks)
- b. Explain in detail the steps to take to create a chart in Microsoft Excel. (6 Marks)
- c. List TWO examples of Windows Operating systems (2 Marks)
- d. Explain the term alignment as used in MS-Word (2 marks)

QUESTION THREE (20 Marks)

- a. Browsing/surfing refers to the process of accessing Internet resources. Explain three ways of browsing/surfing. (6 Marks)
- b. List any SIX **main** uses of the Internet. (6 Marks)
- c. List THREE examples of browsers. (3 Marks)
- d. State and briefly describe any FIVE elements of an e-mail message (5 Marks)

QUESTION FOUR (20 MARKS)

- a.) Explain the difference between “Save” and “Save As” in MS-Office (4 Marks)
- b.) Describe FIVE **major** functions of operating systems (10 Marks)
- c.) List FOUR examples of search engines (4 Marks)
- d.) State TWO disadvantages of prolonged computer use (2 Marks)

QUESTION FIVE (20 Marks)

- a.) Distinguish between animation and transition as used in presentations (4 Marks)
- b.) Explain each of the following word processing features. (6 marks)
 - a.i. Word Wrap
 - a.ii. Macros

PCOM 0181

a.iii. Mail Merge

c.) List any THREE charts that can be created in MS-Excel (3 Marks)

d.) Explain FOUR advantages of electronic presentations over traditional paper charts (4 Marks)

e.) Computers are a necessary evil. List three risks of over-reliance on computers (3 Marks)

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