CHUKA   UNIVERSITY

UNIVERSITY EXAMINATIONS

EMBU /THARAKA/IGEMBE

EXAMINATION FOR THE AWARD OF BED ARTS-PRIMARY & SECONDARY OPTIONS

COSC 103: COMPUTER LITERACY AND USE IN EDUCATION

STREAMS: BED ARTS-PRI/SEC OPTION SB   **TIME: 2   HOURS**

DAY/DATE : FRIDAY 6/12/2019   **11.30 A.M -1.30 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.

SECTION A

QUESTION ONE (30 MARKS)

a. What do the Following Windows keys Shortcuts accomplish: [5 marks]

   i. CTRL+C

   ii. CTRL+V

  iii. CTRL +B
  iv. BACKSPACE

  v. CTRL +U

b. Define the Following Terms: [6 marks]

  i. Computer   [2 marks]

  ii) Computer network   [2 marks]
iii) Software   [2 marks]

c. Describe why a word processing application is important to an organization and state any two word processing software application you would recommend for use.   [4 marks]

d. Using relevant examples differentiate between operating system and application programming.   [4 marks]

e. Give two functionalities features provided by Microsoft excel.   [4 marks]

f. What is the difference between Data and Information?   [4 marks]

g. List any THREE factors to consider when buying a computer.   [3 marks]

SECTION B (ANSWER ANY TWO QUESTIONS ONLY!!)

QUESTION TWO (20 MARKS)

a. Describe five key steps to follow when creating a PowerPoint presentation.   [10 marks]

b. State Five symptoms of a virus infected computer   [10 marks]

QUESTION THREE (20 MARKS)

a. Convert 10110_2 from Binary to Decimal   [5 marks]:

b. Convert 473_{10} from Decimal TO binary   [5 marks]:
c. Explain Five Applications of Computers in a school   [10 marks]

QUESTION FOUR (20 MARKS)

a. LIST and EXPLAIN FIVE main functions of Operating systems   [10 marks]

b. Classify computers by size.   [6 marks]

c. Differentiate local area network (LAN) and internet   [4 marks]

QUESTION FIVE (20 MARKS)

a. List Five Types of systemutilities and explain their role in computer systems.   [10 marks]

b. Explain FIVE benefits of the Internet to a teacher.   [10 marks]