OFFICE OF THE DEPUTY PRINCIPAL

ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS

UNIVERSITY EXAMINATIONS

2021 /2022 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER REGULAR EXAMINATION

BACHELOR OF

COURSE CODE: SAS 102

COURSE TITLE: COMPUTER LITERACY AND SKILLS

DATE: 21/01/2022   TIME: 9.00AM-12.00PM

INSTRUCTION TO CANDIDATES

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INSTRUCTIONS

Answer **Question ONE** in section A (compulsory)

And any other TWO **Questions** in section B

SECTION A
QUESTION 1 (COMPULSORY)

a) Using a diagram, describe the functions of the logical elements of a computer **(10 marks)**

b) Differentiate between the following. **(4 marks)**

    i)   Analogue and digital computers

    ii) System software and application software

c) Fifth generation computers are more effective and better than the earlier generation of computers. Discuss this statement **(6 marks)**

d) Define the following **(5 marks)**

    i)   Bluetooth

    ii) Modem

    iii) Worksheet

    iv) Internet

    v) Telecommuting

e) Justify hierarchical organization of computer memory. **(5 marks)**

SECTION B
QUESTION ONE

    a) Describe mail merge process **(4 marks)**

    b) Give any **three** sources of images or objects in a word processor **(3 marks)**

    c) Describe **four** operating system modes **(4 mark)**

    d) Explain the procedure to perform the following in Ms Power Point: **(3 marks)**

        i.   Insert a picture into presentation

        ii.   Close the application

        iii. Sort slides

e) Define the following terms: **(3 marks)**

(i) Register

(ii) Peripheral

(iii) Compiler

(iv) Information

(v) Byte

f) Based on the area of coverage discuss three physical sizes of computer networks. (**3 marks**)

QUESTION THREE

    a) List **four** benefits one would enjoy on using optical disk over magnetic disk.(**4 marks**)

    b) Describe components of the CPU   . (**4 marks**)

    c) State **three** reasons why you install system software in your system   (**3 marks**)

    d) Explain each of the following terms   (**3 marks**)

        i) Programming language

        ii) Compiler

        iii) Electronic spreadsheet

    f) Explain **four** different default desktop icons   (**4 marks**)

    g) Briefly explain the functions of the Utility programs. (**2 marks**)

QUESTION FOUR

    a) State and describe five functions of the operating system   (**10 marks**)

    b) Giving an example in each case, differentiate between a formula and a function in Microsoft Excel   (**2 marks**)

    c) Name any **three** resources under the control of the operating system.   (**3 marks**)

    d) Discuss how the World Wide Web (www) is used in an organisation to provide competitive advantage.   (**5 marks**)

QUESTION FIVE

a) Differentiate between: (4 marks)

    i)   MICR and OCR scanners

    ii) Impact and non- impact printers

b) How would an organization benefit from having a network printer? **(4 marks)**

c) List **four** benefits of computer networks   **(4 marks)**

d) State **three** characteristics of ROM   **(3 marks)**

e) Describe database design process   **(5 marks)**