



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNIVERSITY EXAMINATIONS 2013/2014

SEPTEMBER-DECEMBER, 2013 SEMESTER

**FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR THE
DEGREE OF BACHELOR OF EDUCATION WITH
INFORMATION TECHNOLOGY**

(KENDU BAY LEARNING CENTRE)

SCS 101: INTRODUCTION TO COMPUTERS

INSTRUCTIONS:

- ◆ This paper contains two sections namely SECTION A and SECTION B.
- ◆ Section A carries 30 marks and each question in Section B carries 20 marks.
- ◆ Answer ALL QUESTIONS in section A and ANY TWO questions in Section B.

SECTION A: Compulsory.

QUESTION ONE (30 MARKS)

- a) Clearly distinguish the following categories of computers in use today;
 - i. Super computers and Large computers (4 Marks)
 - ii. Mini computers and Micro computers (4 Marks)
- b) Describe the major strengths of the current generation of computers over the earlier generation. (8 Marks)
- c) Distinguish the following software using examples (4 Marks)
 - i. Systems software
 - ii. Application software
- d) State any four examples of operating systems in use today (4 Marks)
- e) Explain the meaning of print preview and explain any possible printer settings that can be selected before printing out a document prepared by Ms Word (6 Marks)

SECTION B: Answer Any Two Questions.

QUESTION TWO (20 MARKS)

- a) State and explain *any four* functions of an operating system (8 marks)
- b) Briefly describe the following types of memories;
 - i. Random Access Memory (2 Marks)
 - ii. Read Only Memory (2 Marks)
- c) Write steps followed in doing the following;
 - i. Creating a folder on the desktop (4 Marks)
 - ii. Retrieving a file from *My Documents* (4 Marks)

QUESTION THREE (20 MARKS)

- a) What is meant by the term *booting* in computers? Hence explain how this process is carried out. (4 Marks)
- b) Distinguish the following terms as used in Ms Word and explain their significance. (4 Marks)
 - i. Undo
 - ii. Redo
- c) Write steps for inserting a table in Ms Word. (4 Marks)

d) Write steps for inserting a chart in Ms Word. (8 Marks)

QUESTION FOUR (20 MARKS)

- a) Explain what is meant by *computer input devices*. (2 Marks)
- b) Using *at least one* example for each, distinguish the following categories of computer input devices;
 - i. Video input devices and Audio input devices. (4 Marks)
 - ii. Text input devices and Pointing devices. (4 Marks)
- c) Describe clearly the process of merging a letter with addresses from separate data sources in Ms Word. (10 Marks)

QUESTION FIVE (20 MARKS)

- a) Explain the significance of the following features in a typical word processor;
 - i. Style and Formatting (3 Marks)
 - ii. Spelling and Grammar (3 Marks)
 - iii. Columns (2 Marks)
 - iv. Margins (2 Marks)
- b) Describe how the following types of printers operate
 - i. Ink-jet printers (4 Marks)
 - ii. Laser printers (3 Marks)
 - iii. Dot-Matrix printers (3 Marks)