MAASAI MARA UNIVERSITY

UNIVERSITY EXAMINATION 2014/2015

FIRST YEAR FIRST SEMESTER

SCHOOL OF ARTS AND SOCIAL SCIENCES

COURSE CODE: SAS 102

COURSE TITLE: COMPUTER LITERACY AND SKILLS

DATE: **TIME: 2 HOURS**

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 2

    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) Highlight **four** problems you are likely to encounter when printing a document. In each case suggest a solution. **(4 marks)**

    e) Outline **five** merits of proprietary software **(5 marks)**

QUESTION 3

    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) Write the following acronyms in full **(2 marks)**

        i) ASCII

        ii) LASER

QUESTION 4

    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 5

    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)**