



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

**FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR BACHELOR
OF EDUCATION AND BACHELOR EDUCATION WITH
INFORMATION TECHNOLOGY
(CITY CAMPUS - SCHOOL BASED)**

SCS 101: INTRODUCTION TO COMPUTERS

Date: 27th November, 2013

Time: 9.00 - 11.00am

INSTRUCTIONS:

- Section A: Attempt QUESTION ONE which is compulsory (30 marks).
- Section B: (Q2-5) Attempt any TWO questions (20 marks each).

- (f) Name the tool you would use to accomplish the following activities in Ms Word. **(6marks)**
- (i) Change the orientation of a page
 - (ii) Put a header and a footer
 - (iii) Turn the color of your page
- (g) Discuss the any three common features that are used in formatting text. **3Marks**

SECTION B : ATTEMPT ANY TWO QUESTIONS (20 MARKS EACH)

QUESTION 2

- (a) Outline any five features of the hybrid computers. **(10marks)**
- (b) Briefly explain the function of each of the following in a modern computer.
- (i) Joy stick
 - (ii) Plotter
 - (iii) Bar code reader
- (c) Explain how you would use the menu bar commands to recover a document that you deleted accidentally. **(4 marks)**

QUESTION 3

- (a) Windows Operating System is a GUI operating system. Discuss. **10marks**
- (b) Explain how computers are classified according to their sizes. **(6marks)**
- (c) Explain the importance of the Recycle bin. If you want to delete a document so that it is irrecoverable which key in the keyboard must you press while carrying out this operation? **(4marks)**

Question 4

- (a) Explain how the following activities can be implemented:
- (i) Creating a folder
 - (ii) Renaming a folder
- (b) Explain the various access methods that one can use to get data in a file. **(8marks)**
- (c) What is an application program? Identify and briefly explain the advantages of any two popular application packages from Microsoft. **(6marks)**

Question 5

- (a) Identify and briefly explain any two output devices for
- (i) Soft copies
 - (ii) Hard copies
- (b) Differentiate between a hard disk and Compact Disk in memory management. **(8marks)**
- (c) Your local school's principal wants to buy a computer for the typist. Explain to him how the school the disadvantages of using the machine for word processing. **(6marks)**