



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

**FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR THE
DEGREE OF BACHELOR OF SCIENCE, BACHELOR OF ARTS
AND BACHELOR OF BUSINESS ADMINISTRATION WITH
INFORMATION TECHNOLOGY
(CITY CAMPUS – EVENING)**

SCS 101: INTRODUCTION TO COMPUTERS

Date: 8th April, 2014

Time: 5.30 – 7.30 p.m.

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.
- Attempt ALL questions in SECTION A and ANY TWO questions in SECTION B.



SECTION A

QUESTION ONE (30 MARKS).

- a. Distinguish the following terms as used in Ms Word and explain their significance. (2 Marks).
 - i). Undo
 - ii). Redo
- b. Write the steps for inserting a table of contents in Ms Word. (3 Marks).
- c. Write the steps for inserting a chart in Ms Word. (8 Marks).
- d. 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. (5 Marks).
- e. Explain the meaning of Image input devices and state at least two examples of image input devices. (3 Marks).
- f. State any three examples of operating systems currently in use today. (3 Marks).
- g. Using examples describe the following terms related to computer hardware that are directly attached to the motherboard;
 - i). System bus. (2 Marks).
 - ii). Device drivers. (2 Marks).
 - iii). Device Controllers. (2 Marks).

SECTION B

QUESTION TWO (20 MARKS).

- a. Describe clearly the entire process of merging a letter with addresses from a separate data source. (10 Marks).
- b. Using at least one example for each, distinguish the following categories of computer input devices;
 - i). Text input devices and Pointing devices. (5 Marks).
 - ii). Video input devices and Audio input devices. (5 Marks).

QUESTION THREE (20 MARKS).

- a. Explain the significance of the following features in a typical word processor; (8 Marks).
 - i). Spelling and Grammar
 - ii). Track changes
 - iii). Columns
 - iv). Styles and Formatting
- b. Using examples compare and contrast the following removable media devices;
 - i). Compact Disc and Digital Versatile Disc. (3 Marks).
 - ii). Blu-ray Disc and High Density Digital Versatile Disc. (3 Marks).
 - iii). Floppy Disk and Tape drive. (3 Marks).
 - iv). USB flash drive and Iomega Zip drive. (3 Marks).

QUESTION FOUR (20 MARKS).

- a. Using examples describe the following memories;
 - i). Register memory (2 Marks).

- ii). Read Only Memory. (2 Marks).
- b. Using examples explain at least four common system utilities. (8 Marks).
- c. Write the steps for adding a new style to the Quick Styles gallery. (8 Marks).

QUESTION FIVE (20 MARKS).

- a. Clearly distinguish the following categories of computers in use today;
 - i). Super Computers and Mainframe computers. (4 Marks).
 - ii). Mini computers and Micro computers. (4 Marks).
- b. Distinguish the following categories of software using examples. (4 Marks).
 - i). System software
 - ii). Application software
- c. Describe the major strengths of the current generation of computers over the earlier generations. (8 Marks).