



# MERU UNIVERSITY COLLEGE OF SCIENCE & TECHNOLOGY

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## University Examinations 2012/2013

### FIRST YEAR, SECOND SEMESTER EXAMINATION FOR CERTIFICATE IN COUNTY GOVERNANCE

#### CCG 0107: INTRODUCTION TO COMPUTERS

DATE: DECEMBER 2012

TIME: 2 HOURS

INSTRUCTIONS: Answer question *one* and any other *two* questions

#### QUESTION ONE – 30 MARKS

- a. Define the following terms: (6 Marks)
  - i. Data
  - ii. Information
  - iii. Processing
- b. Name three types of computer external storage devices. (3 Marks)
- c. Using appropriate terms, describe how to use a mouse effectively. (6 Marks)
- d. Briefly describe how to change a window size and scroll. (5 Marks)
- e. Briefly explain how to start and to shut down a computer (10 Marks)

#### QUESTION TWO – 20 MARKS

- a. Describe four classification of computers available for county governance (20 Marks)

#### QUESTION THREE – 20 MARKS

- a. Describe the term computer virus and explain how you can protect your computer from the virus. (10 Marks)
- b. Name five application software used in general computer operations. (10 Marks)

#### QUESTION FOUR – 20 MARKS

Giving their characteristics state and explain four types of printers commonly used in an office operations. (20 Marks)

#### QUESTION FIVE – 20 MARKS

Using appropriate examples outline the advantages and disadvantages of adopting technology in county governance. (20 Marks)