



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE**
THIRD SEMESTER EXAMINATION

SCHOOL OF EDUCATION, ARTS AND SOCIAL SCIENCES

FOR THE DIPLOMA IN PUBLIC ADMINISTRATION

COURSE CODE: DPA 16

COURSE TITLE: COMPUTER LITERACY AND SKILLS

EXAMINATION DURATION: 2 HOURS

DATE: 07/08/18

TIME: 9.00-11.00 AM

INSTRUCTION TO CANDIDATES

- The examination has FIVE (5) questions
- Question ONE (1) is COMPULSORY
- Choose any other TWO (2) questions from the remaining FOUR (4) questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of TWO (2) printed pages

please turn over



QUESTION ONE (COMPULSORY)

- a. Define the following terms: [6 Marks]
- i. Computer
 - ii. Printer
 - iii. Operating system
- b. Explain four characteristics of computers [8 Marks]
- c. Differentiate between: [6 Marks]
- i. Hardware and software
 - ii. Digital and analog computers
- d. Explain classification of computers [10 Marks]

QUESTION TWO

Explain the different hardware units of a computer system and their functions. [20 Marks]

QUESTION THREE

- a. Highlight the various computer storage devices. [10 Marks]
- b. What are the purposes of the following parts of Microsoft suite? [10 Marks]
- i. Microsoft word
 - ii. Microsoft access
 - iii. Microsoft publisher
 - iv. Microsoft excel
 - v. Microsoft outlook

QUESTION FOUR

- a. What are the factors considered when buying a computer? [10 Marks]
- b. Explain different applications of computers. [10 Marks]

QUESTION FIVE

- a. What are the advantages of computers over humans? [10 Marks]
- b. What are the trends in computer technology? [10 Marks]

