BOCODOL

BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING

In collaboration with

ZIMBABWE OPEN UNIVERSITY

Diploma in Integrated Early Childhood Development

SUBJECT NAME: Basic Computing Skills

SUBJECT CODE: CS 101

Year 1   Semester 1

SESSIONAL EXAMINATION

NOVEMBER 2012

Marks – 100

Instructions
1. Answer any four (4) questions from this paper
2. Write your answers in the answer sheets provided.

QUESTION 1   (25 MARKS)

(a) In your own words define a computer   [2 Marks]

(b) With examples, distinguish between data and information   [4 Marks]

(c) Explain each of the following three (3) parts of the URL   [9 Marks]
- **Protocol**
- **Domain**
- **Path**

(d) Distinguish between RAM and ROM   [4 Marks]

(e) List 6 functions of an Operating System   [6 Marks]

QUESTION 2   (25 MARKS)

a) Name and explain any five (5) components required to establish a connection with the Internet   [15 Marks]

b) What is the difference between Impact printers and Non-impact printers?
                                          [6 marks]
c) State 4 ways of aligning a paragraph.   [4 marks]

QUESTION 3   (25 MARKS)

a) Give any five (5) ways that one can use to move the insertion point using the keyboard?   [5 Marks]

b) When your computer is connected to the internet you are open to all sorts of attack from other users and viruses

     i)   Name two types of virus and show how you can fight them.   [4 marks]
     ii)   State and discuss the five (5) categories of viruses   [15 Marks]

d) What are the keys with letters A to Z on a keyboard called?   [1 marks]

QUESTION 4   (25 MARKS)

a) Describe eight (8) document formatting actions which can be applied to a selected text in Microsoft Word   [8 Marks]

b) Discus any 3 common options in the web browser interface.   [6 marks]

c) Explain the uses of the five (5) common types of utility programs below.

[10 Marks]

- *Sort*
- *Editors*
- *File copying*
- *File Maintenance*
- *Tracing and debugging*

d) Which key do you press once on a keyboard if you want to write words with capital letters without using Shift? (1 mark)
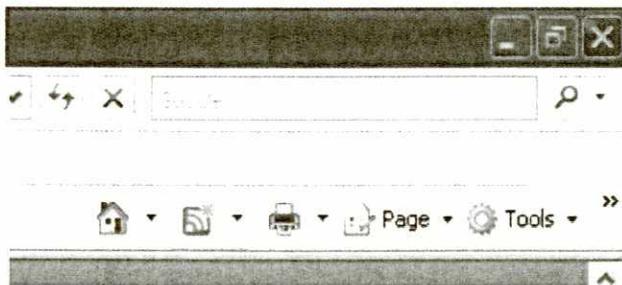
QUESTION 5 (25 MARKS)

a) With examples, define the following terms;
- Online (2 marks)
- A computer (2 marks)
- A Server (2 marks)
- Laptop (2 marks)
- Software (2 marks)

b) Use the diagram bellow to explain how you will search for the topic "Conducive Environment". What will you do if you find information you needed to end up with a hard copy? Use arrows for clarity. [10 marks]

ii) Name any five (5) icons from this picture. (5 marks)

All the Best!