### C:\Documents and Settings\Administrator\Local Settings\Temp\CFSK Institute of ICT Logo.png

**EXPERT USER PROFICIENCY COURSE (EUP)**

**JUNE 2016 EXAMINATIONS SERIES**

**EUP 001: INTRODUCTION TO MICROCOMPUTERS AND OPERATING SYSTEMS.**

Instructions

1. Write your **INDEX NUMBER AND YOUR FULLNAME** in the space provided on the answer booklet.
2. Answer **all** questions in **Section A** andany **Three** questions in **Section B**.
3. Answer all the questions in the spaces provided on answer booklet.
4. Time allowed is: **3 Hours.**

**SECTION A (25 MARKS)**

#### INSTRUCTIONS

**Answer all the questions in section A**

# **Answer all the questions in the booklet provided**

a) Explain **four** safety precautions that one could observe in a computer laboratory **(4 marks)**

b) State the kind of technology used to transmit electronic signals in

each of the following (3mks)

1. First generations computers
2. Second generations computers
3. Third generations computers

c) The computer system manager of Kipawa Training College is concerned about the security of the college’s programs, data and equipment. Assume you are the system manager,

Define the following terms (5mks)

* 1. Network
  2. Data
  3. Computer
  4. System
  5. Information

d) Discuss the Two computer crimes in relation to computer security (2marks

e) Briefly describe the procedure of doing the following tasks (4mks)

1. Delete given file completely from your computer.
2. Create folder on the desktop.
3. Change the display of your computer using the control panel.
4. Renaming the file without using the file menu
5. i) With the aid of a well labeled diagram, illustrate the functional organization of the elements of the processor **(4 marks)**

ii) State **one** function of each element. **(3 marks)**

**SECTION B:**

Instruction

1. Answer **any three** questions in this section

**QUESTION ONE (25 MKS)**

1. Kimonjo, a data entry clerk at kipawa school attended a computer seminar and noted the following information from the presentations.

A virus protection program is loaded each time a computer is switched on. The program remains active until it is unloaded or the computer is switched off. If a virus is detected, the following warning is detected on the screen

“*Virus alert, Attempt to write to boot sector. If you think their action may be due to a virus, do not proceed, Run the disinfected program. Proceed? (Y/N)”*

1. What is computer virus? (2 marks)
2. How is a computer virus spread from one computer to the other? (2 marks)
3. Give 3 examples of virus protection programs (3 marks)
4. Briefly outline the importance of the following (8 marks)
5. Formatting a storage devices
6. Shutting down the computer from the start menu other than just switching from the switch
7. Creating shortcuts
8. My network places
9. Discus five actions an organization can undertake to protect their computer system against virus attack (10 marks)

**QUESTION TWO (25 MKS)**

a) Define the following terms (3 marks)

i) Icon

ii) Task

iii) Window

b) Differentiate between impact and non-impact printers giving one example

in each case. (4 marks)

c) List down three examples of data input devices (3 marks)

d) List four advantages of computerization in an organization (4 marks)

e) List three precautions that should be taken to ensure that diskettes are

durable. (3 marks)

f) Differentiate between application software and system software. (4 marks)

g) Give one function of a dialog box (1mark)

h) Name three ways of arranging programs on the Desktop

**QUESTION THREE (25 MKS)**

1. Mr. Kamau, a clerk at UNILEVER Company wanted to start the following programs

* Ms Word
* Ms Excel
* Ms Access
* Ms PowerPoint
* Ms Publish

Unfortunately the programs were not available in the start menu.

Explain how you would add each of these programs in the start menu. (10 marks)

1. Suggest two other methods that Mr. Kamau can be advised to use to open the programs

before help for the above can arrive. (10 marks)

1. Mr. Kamau’s problems were later solved and he was advised to ensure he performs a

Backup to his system regularly. Explain what a backup is and how you can start the backup

program from your system. (5 marks)

**QUESTION FOUR (25 MKS)**

1. Define the following terms **(2 marks)**
   1. Application Software
   2. System Software
2. Differentiate between primary storage and secondary storage **(4 marks)**
3. List down **three** examples of data output devices **(3 marks)**
4. Write the following abbreviations in full: **(3marks)**
   1. MICR
   2. OMR
   3. OCR
5. Differentiate between graphical user interface and command-line interface**. (3 marks)**

f) Give one function of the Recycle bin in windows **(2 marks)**

g) Explain three ways through which computer viruses may be controlled **(6 marks)**

h) State two data security measures **(3 marks)**