**TOPIC 2. COMPUTER MANAGEMEMT.**

**1. (a) Describe the term “Booting ”? As used in Computer Management.**  
*This is the process of starting or resetting of a computer which involves loading of the operating system into memory*

**(b) Give the difference between cold and warm booting.**   
 *Cold booting/hard booting .This is the process of turning on a computer after it had been powered off completely. While  
 Warm booting/Soft booting: This is the process of restarting a computer that already is powered on.*

**(c). Briefly, explain two reasons for restarting a computer.**

* *When the computer stops responding*
* *After installing a software program*
* *After uninstalling a software program*
* *To recover from errors that cannot be recovered.*
* *When a computer freezes or locks*
* *When the computer slows down.*

**(d) Briefly explain process of cold booting**

* *The power supply sends a signal to the components in the system unit. The processor finds the ROM chip(s) that contain the BIOS (Basic input/output system).*
* *The BIOS performs the POST (Power-On Self-Test) which checks components such as the mouse, keyboard and adapter cards. A series of messages may display.*
* *The results of the POST are compared with the data in the CMOS chip*
* *The BIOS looks for the boot program that loads the operating system*
* *Once located, the boot program is loaded into memory and executed.*
* *It then loads the kernel of the operating into memory*
* *The system files and the remainder of the Operating System load into RAM from the Hard Disk.*
* *The OS loads configuration information and displays the welcome screen*

**(d) Differentiate between a bug and debugger?**

**2. (a) What is meant by the term File Management***This refers to how files are managed in the computer.*

**(b) Define the following terms as used in File Management.**

* ***A file*** *is a collection of logically related records. Or It is an object on a computer that stores data, information, settings, or commands used with a computer program.*
* ***Folder****-This is a virtual container in a computer’s file system in which groups of files and other folders are kept and organized. Or It’s a virtual storage area of a file, a program etc on a computer*
* ***File name .****This is a name by which a file is identified .e.g for* ***ictseminar.doc.*** *Ictseminar is the file name. file names have some invalid characters e.g.* ***/ \ : ? “ <***
* ***Icons:*** *These are small graphic images or pictures that represent a file, program, web page, or a command.*
* ***Desktop:*** *This is the first computer screen display before any program is opened.*
* ***File******extension.*** *It’s a group of letters that occur after a period after the file name indicating the format of the file*

**(c)Describe how you would copy a file from one location to another in the computer.**

* *Select the file*
* *Right click on it*
* *Choose and click on copy*
* *Click in the new location e.g. desktop.*
* *Right click*
* *Choose and click paste*

**(d) Briefly describe how you the procedures you would follow to create a new folder**

* *Right click where you want the new folder e.g. desktop, in a folder.*
* *Select new and click on folder.*
* *Enter the name of the folder.*
* *Press enter or click anywhere*

**(e) Explain briefly the procedures one would follow to delete unwanted folder in the computer.**

* *Select the folder to delete.*
* *Right click on it*
* *click delete.  
  OR*
* *Click on the folder*
* *Press delete on the keyboard.*

**(f). Explain five types of files that you know in the computer.**

* ***Master files*** *These consist of records that are relatively permanent. i.e. they remain in the system indefinitely. E.g. employee files, inventory files.*
* ***Transaction files*** *Files which contain records that describe business.*
* ***Scratch files/temporary files****. These contain temporary duplicates of master tasks. They are single task files.*
* ***Table files****. Used to store tabular data.*
* ***Backup files****: Are duplicate copies of files.*
* ***Image files*** *.These are files with digitized graphics*
* ***Audio files****. These are files with digitized sound data.*
* ***Video files****. These are files with digitized video images for conveying moving clips, images*

**(g) List any five examples that you know**

**(i) Audio files**

* *.aif audio interchange format*
* *.mid/midi*
* *.cda CD audio track file*
* *.mp3*
* *.mpa*
* *.wma wave form*
* *.ogg Ogg vorbis audio file*

**(ii) Executable file extensions**

* *.apk android package*
* *.bat batch file*
* *.bin binary file*
* *.com MS.DOS command*
* *.exe executable file*
* *.py python file*
* *.jar java archive file*
* *.wsf windows script file*

1. ***Image file extensions***

* *.bmp bitmap image*
* *.ico icon file*
* *.gif graphical interchange format*
* *.png portable network graphics*
* *.jpeg/.jpg joint picture expert group*
* *.bmp basic metabolic panel*

1. **Video file extensions**

* *.rm real media file*
* *.wmv windows media video file*
* *.swf shockwave flash file*
* *.mov movie file*
* *.mpg/.mpeg moving picture expert group*
* *.3gp*

1. **Document file extensions**

* *.doc/.docx Microsoft word*
* *.pdf portable document file*
* *.txt plain text file*
* *.wpd word perfect document*
* *.rtf rich text format*

1. **Other file extensions include**

* *.xls/xlsx Microsoft excel*
* *.sys system file*
* *.tmp temporary file*
* *.bak backup files*
* *.ini initialization file*
* *.ppt/.pptx powerpoint presentation*

**(h) Give two importance of file extensions.**

* *Helps to identify the file type*
* *To identify the software type used to prepare the document*

**(i) Define the term file path/file storage location** *This is a path that indicates the location of a file from its root directory.*

**(k) Study the file path given below and answer questions following:  
C:users\admin\desktop\ict dept\sub ict\ict seminar.ppt**

* ***C:*** *is the drive/root directory*
* ***Admin*** *is the account name*
* ***Desktop*** *is the place where to find the file.*
* ***Ict dept*** *is the sub folder 1*
* ***Sub ict*** *is the sub folder 2*
* ***Ict seminar*** *is the file name.*
* ***.ppt*** *is the file extension.*

**(l) .Study the file path given below and answer questions following:**

**C:\KCB-01\PCM\Desktop\Senior Six\EOTP1.docx***Identify the following parts:* ***(a). Root directory:*** *C:\*  ***(b). Computer Name:*** *KCB-01* *(c).* ***File extension.*** *.docx* *(d).* ***Folder location****. Desktop*  ***(e). Account Name.*** *PCM*

**Explain the meaning of the following system folders as used in file management**

* ***Document and settings:*** *This contains a sub folder for each user profile.*
* ***Program files****: This is where most programs install the files they need in order to run.*
* ***Temp.*** *This is where temporary files of the operating system and other files are kept.*
* ***My documents.*** *This is a convenient place to store documents It contains two other subfolders .My pictures: Subfolder for keeping pictures My music: subfolder for keeping music files*

**Describe the steps you would follow to print an open document.**

* *Go to the windows button/file*
* *Click on print OR press CTRL + P on the keyboard.*
* *Select the printer installed onto the computer.*
* *Select number of pages/pages to print.*

**Explain the meaning of the following models of printing**

* ***Multiple page printing*** *:This is when the user prints more than one page of the same document on a single sheet of paper*
* ***Multiple copies printing****: This is where the user prints more than one copy of the same document.*
* ***Handout printing*** *:This is where multiple slides are printed on one page*
* ***Slide printing*** *:This is the mode of printing where a single slide is printed and covers the whole page*

**Describe what is meant by common utilities/utilities/utility software?**

*This is the system software designed to analyze, configure, optimize, and maintain a computer is its best working state.*

**Explain any four examples of common utilities/utility software**

* ***Antivirus utility****: used to search, find and remove viruses from the computer*
* ***System archivers****: These output a stream or a single file when provided with a directory/set of files.*
* ***Backup utility****: makes a copy of all information stored on the hard disk onto another storage medium e.g external hard disk, dvds, etc.*
* ***Cryptographic utilities****: used to encrypt and decrypt streams of files.*
* ***Data compression utilities****: output a smaller file when provided with a file.*
* ***Disk checkers****: these scan an operating hard drive for logical (file system) and physical errors*
* ***disk cleaners****: these find files that are unnecessary to computer operation, or take up considerable amount of space. They help to decide what to delete when the hard disk is full.*
* ***Disk compressors****: these compress/uncompress the content of a disk thus increasing the capacity of the disk.*
* ***disk defragmenters****: These detect computer files whose content is scattered in several locations on the hard disk and move fragments to one location to increase efficiency.*
* ***Screen savers****: these prevent phosphor burn-in on CRT and plasma monitors by filling it with moving images, patterns when the computer is not in use.*
* ***Sorting utilities****: these help to organize data in a given order.*
* *Memory testers: these check for memory failures.*
* ***Disk partition editors****: these divide a drive into multiple logical drives, each with its own file system which can be mounted by the operating system to be treated as an individual drive.*
* ***File synchronization utilities****: these maintain consistency between two sources. They enable redundancy or making copies of data.*
* ***System profilers****: provide detailed information about the software installed and hardware attached to the computer.*
* ***Network utilities****: these analyze a computer’s network connectivity, configure network settings, check data transfer or log events*

**Differentiate between copy a file and move a file.  
*Copy a file*** *creates a duplicate of a file or text while* ***move a file*** *change the position of a file from one directory to another.*

**Give the difference between a file and a folder**. *A file is a collected of data that is related, while; a folder is directory where many files can be stored.*

**State two advantages of keeping files in a folder.**

* *It is easy to locate certain files.*
* *It makes the desktop area not congested with many files.*
* *It allows one to compress files.*
* *It allows one to move an entire block of files in one location i.e. Folders.*
* *It helps users to protect files by applying folder locks.*

**Mention one way you can recover a file lost from your computer.**

* *Backing up data.*
* *Use of data recovery utility programs.*
* *pressing undo.*

**In the process of booting, write down a function for each of the following: (i). CMOS.** *CMOS (Complementary metal-oxide Semiconductor) is used to store configuration information about the computer, which includes amount of memory, types of disk drives, keyboard, monitor, current date and time, etc.*

**(ii). RAM**: *Provides storage of the kernel that is loaded into RAM to enable the computer to boot.*

**Mention two ways a file is kept secure in a computer.**

* + *By pass wording files.*
  + *By installing a latest copy of an anti virus program.*
  + *By encrypting files.*
  + *By limiting physical use of computer facility to users.*
  + *By backing up files regularly.*
  + *By avoiding the usage of old storage devices.*
  + *By sensitizing users about the need to keep files secure.*
  + *By punishing offenders that change files.*
  + *By applying keeping a log of users to monitor their activities.*

**Mention any two back - end booting processes.**

* *Power on Self-test*
* *RAM loads the operating system.*

**Give one basic use of a CMOS chip during booting.***The CMOS chip keeps BIOS settings during booting.* **What is the importance of RAM in the booting process.** *RAM provides the primary storage location where the main program in the operating system in stored for execution.* **Define the following terms as used in relation to the Windows environment.**

***(i). Log off. log off or log out*** *is a term used to describe the process of disconnecting from a network, user account or what occurs when your connection is lost.*

*(ii).* ***Hibernation*** *is the process of powering down a* ***computer*** *while retaining its state.*

**Give one reason why a computer may fail to start.**

* *It could be having hardware problems.*
* *It could be having a software problem.*

**In relation to a computer's keyboard, mention one practical use of the following keys:**

**(a). Backspace.** *A key that erases a character to the left of the cursor.*

**(b). Num lock.***When activated, enables the user to enter numbers off the numerical pad by default.*

**(c). Functional keys.**

*A function key is a key on a computer or terminal keyboard which can be programmed so as to cause an operating system command interpreter or application program to perform certain actions.*

**(d). CapsLock.**

*When activated, text characters can be typeset in capital letters by default.*

**(e). Space bar.**

* *Enables the user to insert gaps in text being type set.*
* *Scroll through a webpage.*
* *To align text in office 2003.*
* *Pause music.*
* *Play computer music.*