

IBANDA UNIVERSITY
FACULTY OF BUSINESS AND MANAGEMENT STUDIES
DEPARTMENT OF ICT STUDIES
CERTIFICATE IN COMPUTER APPLICATIONS (CCA)

Question one

- a) What is meant by the term Computer?
- b) Distinguish between data and Information
- c) State and explain 5 characteristics of modern computers
- d) Explain 5 advantages and **disadvantages** of using computers for processing information

Question two

- a) Describe how computers are classified
- b) Explain the following categories of devices and show 2 examples in each case
 - i. Input devices
 - ii. Output devices
 - iii. Storage devices
 - iv. Processing devices
 - v. Communication devices

Question three

- a) State the procedures of doing the following
 - i. Saving a file on the desktop
 - ii. Creating a folder
 - iii. Deleting and restoring from the recycle bin
 - b) Define a file and name its three parts
- (a) When do we use “Save” and “Save as” in Word document?
- (b) Distinguish between warm booting and cold booting
- (c) Explain 2 uses of computers in each of the following areas
- (i) Education Institutions
 - (ii) Military
 - (iii) Hospitals
 - (iv) Airline
 - (v) Banks

End