

**UGANDA MARTYRS UNIVERSITY, NKOZI/ RUBAGA
CAMPUS**

FACULTY OF BUSINESS ADMINISTRATION AND MANAGEMENT

**BASIC COMPUTER LITERACY
BAM 1**

SPECIAL/SUPPLEMENTARY EXAMINATION

DATE: 06th/08/2015

Time allowed: 3 hours

Instructions to Candidates:

Read the following before answering the examination questions.

- 1. Attempt four questions**
- 2. Begin the answer of each question on a fresh page**
- 3. Use of relevant Examples is Important**
- 4. Adhere to all other Examination regulations**
- 5. Do not write anything on this question paper**

1. a) A computer is known for processing tasks fast, some times this is achieved by the use of shortcut keys, recall your key board and explain any 10 of these. **(10marks)**
 b) Computers have a number of characteristics that differentiate them from other electronic devices, Discuss the characteristics of computers **(5 marks)**
 c) Computers have a numbers of functionality that help in accomplishment of different tasks. However, they also have many disadvantages. Discuss the disadvantages of computers in the community. **(10 marks)**

2. a) Viruses, bugs and worms are some of the problems that affect the proper functionality of computers.
 i. Discuss the sources of viruses **(10 marks)**
 ii. Suggest ways one can protect a computer from virus attacks **(10 marks)**
 iii. Describes how you would physically protect company computers **(5marks)**

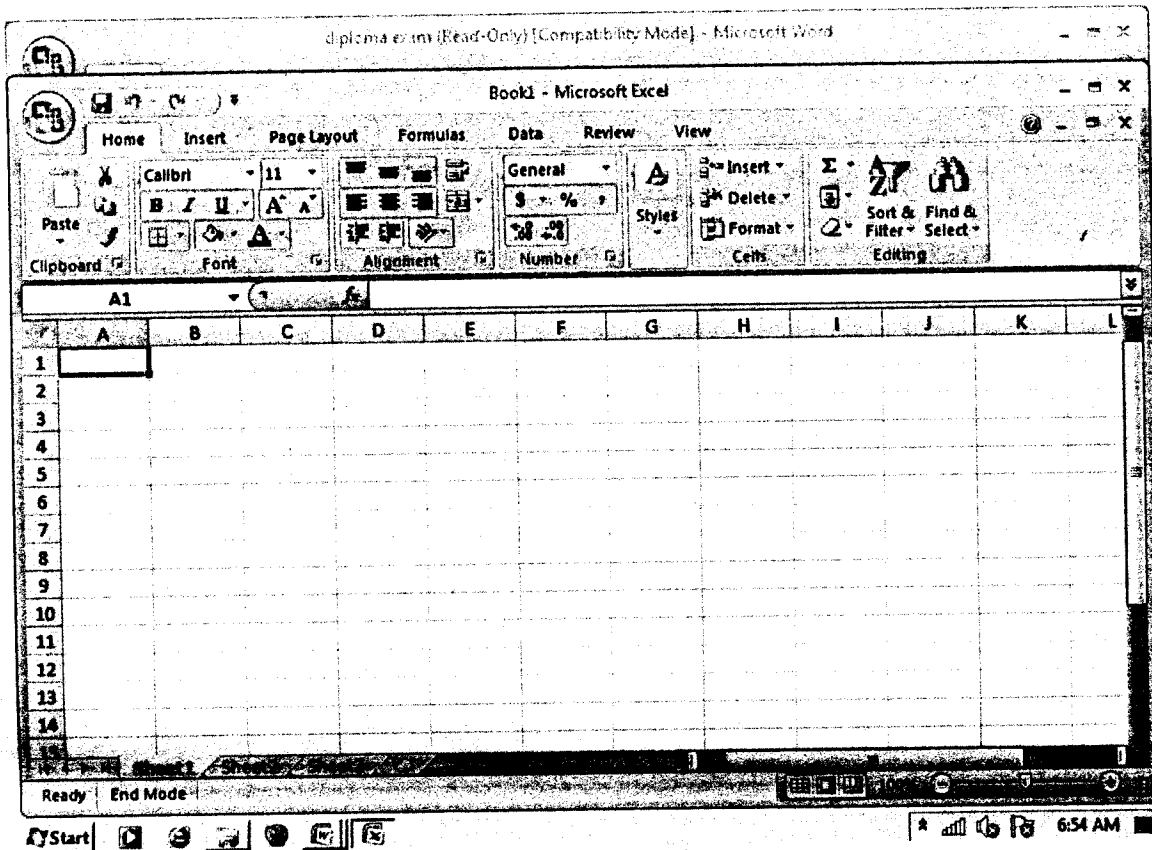
3. a). Explain an input device and give examples? **(4 marks)**
 b). Write short notes about any two of the examples mentioned above **(6 marks)**
 c). Discuss the advantages and disadvantages of CD (compact disk) as storage device **(10 marks)**
 d). Explain the difference between primary and secondary memory. **(5marks)**

4. a). Explain the information processing life cycle of a corporate environment **(8 marks)**
 b). Differentiate data and information. **(4 marks)**
 c). Computers as data processing tools need to be handled with care. Using the knowledge acquired in this course unit, discuss how you would take care of computers assuming you are given a job as an attendant in an internet café'. **(8 marks)**

5. (a) Software refers to the instructions that control the hardware to function. Discuss the two types of software using relevant examples. **(20 marks)**
 (b) What role does operating systems play in a computer system **(5marks)**

6. a). Word processing is the use of software and computers to write, revise, manipulate, format and print documents. Word processors vary considerably but all support the following basic features, explain the function of each feature and state the combination of keys that can accomplish the same task.
 i. Cut and paste
 ii. Copy
 iii. Print
 iv. Undo **(10 marks)**
 b) Discuss the advantages and disadvantages of internet **(10 marks)**

7. The figure below is an extract of an excel sheet study it and answer the following questions.
 i) Explain any ten features seen in the diagram **(20marks)**
 ii) Describe any two special functionalities excel can offer **(5marks)**



End