Higher National Diploma Exam – June-July 2020 Session

FIELD	BUSINESS, FINANCE, AND MANAGEMENT
SPECIALTY	ALL HND SPECIALTIES
PAPER	COMPUTER STUDIES
PAPER CODE	COS11
NATURE OF THE PAPER	THEORY AND PRACTICAL
CREDIT VALUE	01
DURATION	2 Hours

INSTRUCTIONS

1. This paper carries three sections. You are required to answer all questions.
2. You are reminded of the necessity for good English and orderly presentation in your answers.
3. Any student who attempt to fraud or caught cheating shall be penalized till further noticed.

SECTION A: MCQs 20 marks

1) What will be the shortcut key in windows to perform cut operation.
   a. Ctrl+Z   b. Ctrl+x   c. Ctrl+V   d. Ctrl+C

2) Who is the inventor of "Difference Engine"?
   a. Allen Turing   b. Charles Babbage   c. Simur Cray   d. Augusta Ada

3) Which of the following groups consist of only output devices?
   a. Scanner, Printer, Monitor   b. Keyboard, Printer, Monitor
   c. Mouse, Printer, Monitor   d. Plotter, Printer, Monitor

4) What type of media downloads while it's playing?
   a. Wi-Fi   b. Streaming   c. 4G   d. video

5) Any data or instruction entered into the memory of a computer is considered as
   a. Storage   b. input   c. output   d.   information

6) ....is a combination of hardware and software that facilitates the sharing of information between computing devices.
   a.network   b. peripheral   c. expansion board   d. digital device

7) Which of the following statements is true?
   a. Minicomputer works faster than mainframes
   b. Microcomputer works faster than Minicomputer
   c. Speed of both the computers is the same
   d. The speeds of both these computers cannot be compared with supercomputer

8) Which device is required for the Internet connection
   a. Joystick   b. modem   c. Switch   d. Mouse

9) What type of computers are client computers (most of the time) in a client-server system?
   a. Mainframe   b. Mini-computer   c. Micro computer d. PDA

10) A computer cannot 'boot' if it does not have the
   a. Mouse   b. Operating system   c. complier   d. loader

11) What characteristic of read-only memory (ROM) makes it useful?
   a. ROM information can be easily updated.   b. Data in ROM is non-volatile, that is, it remains there even without electrical power.   c. ROM provides very large amounts of inexpensive data storage   d.ROM chips are easily swapped between different brands of computers

12) Which of the following is a storage device?
   a. magnetic tape   b. hard disk   c. floppy disk   d. all above

13) A normal CD- ROM usually can store up to _____ _data?
   a. 700kb   b. 700GB   c. 700MB   d. 700TB

14) Instead of a mouse, many laptops use a(n)
   a. optical drive b. Touch pad   c. scanner   d. laser pointer

15) Telephone service over the internet is known as
   a. Instant Messaging   b. VoIP   c. Social Networking   d. voice

16) The main circuit board in a computer is called the
   a. RAM   b.ROM   c. motherboard   d. power supply unit

17) Who designed the first electronics computer – ENIAC?
   a. Van-Neumann   b. Joseph M. Jacquard   c. J. Presper Eckert and John W Mauchly   d. All of above

18) The process of transferring files from a computer on the Internet to your computer is called
a. FTP   b. uploading   c. sending   d. downloading

19) Which is an example of both input and output unit of a computer?

a. Monitor   b. scanner   c. sound card   d. keyboard

20) Which feature will you use to create a newspaper like document
a. bullet and numbering   b. tables   c. columns   d. tabs

SECTION B

30mrk

1) Draw the block structure of a computer system and explain? **6mrk**

2) What is a cursor ? **3mrk**

3) give the full meaning of the following acronym   SMTP, USB, LASER, FTP, DHCP, MAN? **6mrk**

4) Name and explain the two categories of software that exit? **6mrk**
5) Briefly name and explain type of computer base on their size **6mks**
6) Classify the following printer under non-impact and impact printers. Ink-jet printer, , Daisy-wheel printers, Line printers, Laser printer and thermal printer **3mrk**

Section c

50 mrks

1) Write short notes on the following i) Internet Explorer ii) Electronic Spreadsheet iii)Email
2) Outline the steps to create a New, Blank Document in an open Microsoft word
3) In Windows XP, what is a folder
4) Outline the steps how a delete file can be retrieve from the Recycle Bin
5) What is cell as use in Microsoft excel
6) Which program in Microsoft office is use for creating a database