



**HIGHER EDUCATION CERTIFICATE  
END OF SEMESTER EXAMINATIONS - APRIL 2025**

**PROGRAMME: HEC**

**YEAR/SEM: YEAR 1/SEMESTER 1**

**COURSE CODE: FDN 1103**

**NAME: COMPUTER SKILLS**

**DATE: 2025-04-24**

**TIME: 9:00AM-12:00PM**

**INSTRUCTIONS TO CANDIDATES:**

1. Read the instructions very carefully
2. The time allowed for this examination is STRICTLY three hours
3. Read each question carefully before you attempt and allocate your time equally between all the Sections
4. Write clearly and legibly. Illegible handwriting cannot be marked
5. Number the questions you have attempted
6. Use of appropriate workplace examples to illustrate your answers will earn you bonus marks
7. Any examination malpractice detected will lead to automatic disqualification.

**DO NOT WRITE ANYTHING ON THE QUESTION PAPER**

## **Section A Write short and precise answers – Answer all Questions**

### **Question 1:**

What is RAM? [4 Marks]

### **Question 2:**

List any four Storage devices used to store data or information. [4 Marks]

### **Question 3:**

What is the purpose of antivirus software? [4 Marks]

### **Question 4:**

Define the term 'information' as applied in computing. [4 Marks]

### **Question 5:**

Explain the data-processing cycle. [4 Marks]

### **Question 6:**

Explain the term Hardware as applied in computing. [4 Marks]

### **Question 7:**

List four operating systems are you familiar with. [4 Marks]

### **Question 8:**

Give the advantages of computers to society. [4 Marks]

### **Question 9:**

List the five computer Generations. [4 Marks]

### **Question 10:**

What is a Central Processing Unit? [4 Marks]

## **Section B Long Essay - Answer any 3 Questions**

### **Question 1:**

- a. Differentiate between Operating systems software and Applications software. [4 Marks]
- b. List any four INPUT or OUTPUT PORTS found on a computer system. [6 Marks]
- c. What are the health and safety precautions when using a computer? [10 Marks]

### **Question 2:**

Briefly explain the following as applied in Microsoft office, to solve our daily challenges, by stating examples where necessary.

- a) Microsoft Word. **[10 Marks]**
- b) Microsoft Excel. **[10 Marks]**

**Question 3:**

- a. List the five categories of software. **[4 Marks]**
- b. Explain the different types of operating system. **[16 Marks]**

**Question 4:**

- a. What are Translators? **[5 Marks]**
- b. Explain briefly:
  - i. Machine Languages. **[5 Marks]**
  - ii. Assembly Languages. **[5 Marks]**
  - iii. High Level Languages (HLL). **[5 Marks]**

**Question 5:**

Briefly explain the following as applied in Microsoft office, to solve our daily challenges, by stating examples where necessary.

- a) Microsoft Power point. **[10 Marks]**
- b) Microsoft Access. **[10 Marks]**

**Question 6:**

Explain the preventive maintenance measures to keep our computers safe. **[20 Marks]**