INTERNATIONAL UNIVERSITY OF EAST AFRICA
'Learning to Succeed'

HIGHER EDUCATION CERTIFICATE

END OF SEMESTER EXAMINATIONS - AUGUST 2025

PROGRAMME: HEC
YEAR/SEM: YEAR 1/SEMESTER 1
COURSE CODE: FDN 1103
NAME: COMPUTER SKILLS

DATE:
TIME:

INSTRUCTIONS TO CANDIDATES:

SECTION A

Write short and precise answers – Answer all Questions

Question 1:

What steps do you take to ensure your work is not lost during unexpected power failures? **[4 Marks]**

Question 2:

List four operating systems installed on computer systems**. [4 Marks]**

Question 3:

Briefly explain how to ensure your computer and data are secure? **[4 Marks]**

Question 4:

What is WWW as applied in computing**. [4 Marks]**

Question 5:

List any four preventive maintenance measures**. [4 Marks]**

Question 6:

Define the term computer as applied in information technology. [4 Marks]

Question 7:

List four main functions of a computer. [4 Marks]

Question 8:

Briefly explain the different types of computers. [4 Marks]

Question 9:

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

Question 10:

List the challenges faced when using a computer. [4 Marks]

Question 11:

List any four examples of data processed by a computer. [4 Marks]

Question 12:

List the Input Devices of a computer system. [4 Marks]

Question 13:

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

Question 14:

List four keyboard shortcuts you often use in your daily tasks? [4 Marks]

Question 15:

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

Question 16:

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

Question 17:

Explain the data-processing cycle. [4 Marks]

Question 18:

Define the term ‘software’ as applied in computing. [4 Marks]

Question 19:

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

Question 20:

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

SECTION B

Long Essay - Answer any 3 Questions

Question 1:

a. Explain the troubleshooting procedure followed in computing**. [10 Marks]**

b. Explain the troubleshooting Tools as used in computing**. [10 Marks]**

Question 2:

a. Briefly explain the major hardware components in computing**. [8 Marks]**

b. Describe the functions of an operating system**. [12 Marks]**

Question 3:

a. Describe how you would troubleshoot a computer that won't turn on? **[10 Marks]**

b. As an IT expert describe how you would keep your software up to date? **[10 Marks]**

Question 4:

a. List the five categories of software. [4 Marks]

b. Explain the different types of operating system. [16 Marks]

Question 5:

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 6:

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 7:

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 8:

a. List some of the shortcut keys for creating and saving and view documents. [4 Marks]

b. What are the hardware components of a computer? [8 Marks]

c. List the characteristics of a computer. [8 Marks]

Question 9:

Explain the various importance’s of computers in the society today. [20 Marks]

Question 10:

Explain in detail the different computer Generations. [20 Marks]