INTERNATIONAL UNIVERSITY OF EAST AFRICA
'Learning to Succeed'

HIGHER EDUCATION CERTIFICATE

END OF SEMESTER EXAMINATIONS - DECEMBER 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:

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

Question 2:

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

Question 3:

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

Question 4:

Explain the data-processing cycle. **[4 Marks]**

Question 5:

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

Question 6:

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

Question 7:

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

Question 8:

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

Question 9:

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

Question 10:

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

Question 11:

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

Question 12:

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

Question 13:

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

Question 14:

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

Question 15:

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

Question 16:

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

Question 17:

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

Question 18:

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

Question 19:

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

Question 20:

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

SECTION B

Long Essay - Answer any 3 Questions

Question 1:

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

Question 2:

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

Question 3:

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 4:

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 5:

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 6:

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 7:

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

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

Question 8:

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 9:

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

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

Question 10:

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

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