



GWANDA STATE UNIVERSITY

Excellence through Esprit De Corps...

FACULTY OF ENGINEERING AND ENVIRONMENT GEOMATICS AND SURVEYING

COURSE CODE : EGS 1110

COURSE NAME : INTRODUCTION TO ICTS

EXAMINER : J.R NKALA

INSTRUCTIONS:

Answer All Questions in Section A and choose any two questions from Section B.

TOTAL MARKS : 100

Good luck!!!

SECTION A (Answer all questions 60 Marks)

1. Define a Computer, naming and describing at least 4 characteristics of a computer. [10]
2. Name any 4 computer packages software that can be installed and used on a personal computer meant for the office environment. [4]
3. Name and briefly describe 3 common terms used in the internet [6]
4. What is Microsoft Excell [2]
5. Name and describe 3 major parts of a computer system [3]
6. Name and briefly explain 5 benefits of the Internet [5]
7. Name 5 types of Operating Systems, briefly explaining what they are and their use, while giving an example. [10]
8. Name and briefly describe 5 functions of an Operating System [10]
9. Computers play an important role in a number of industries and our daily lives, please name, while briefly explaining 5 industries that computers assist in. [10]

SECTION B (Answer two questions)

Question 1 (20 Marks)

1. What is Microsoft Power Point [2]
2. Name any 5 applications of Microsoft Power Point [5]
3. Give a step by step method of opening a blank Microsoft Power Point Presentation [5]
4. Name 5 advantages of presentation software [5]
5. Name 3 steps in running or showing a packed presentation [3]

Question 2 (20 Marks)

1. What is Microsoft Word [2]
2. What are the advantages of electronic over manual spread sheets [5]
3. Name and briefly describe 3 features of Microsoft Word [6]
4. What is Microsoft Access [2]
5. Name 5 applications of Microsoft Access [5]

Question 3 (20 Marks)

1) Your mother has given your grandmother a computer as a gift. Your grandmother is a retired typist only familiar with a typewriter but not familiar with computers. However, she is looking forward to learning about them. Your mother has asked you to write simple step-by-step guidelines to help your grandmother understand. The parts of a computer and their functions, to get her started. Write a comprehensive manual that would explain the parts, their functions and standard software packages your grandmother would use. [20]

THE END