

TVET – Computer Skills B

T108

Friday, 24/11/2017

02:00 – 05:00 PM

WORKFORCE DEVELOPMENT AUTHORITY



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**ADVANCED LEVEL NATIONAL EXAMINATIONS, 2017,
TECHNICAL AND PROFESSIONAL STUDIES**

EXAM TITLE: COMPUTER SKILLS B

OPTIONS:

**“Electricity (ELC); Hotel Operations (HOT); Tourism (TOR);
Finance and Banking (FIB); Sculpture and Ceramics (SCE);
Graphic Arts (ART)”**

DURATION: 3 hours

INSTRUCTIONS:

The paper is composed of **two (2) main Sections** as follows:

Section I: Fifteen (15) compulsory questions. 55 marks

Section II: Attempt any three (3) out of five questions. 45 marks

Read carefully the questions and write all the answers in full sentences.

Note:

Every candidate is required to carefully comply with the above instructions. Penalty measures will be applied on their strict consideration.

Section I. Fifteen (15) compulsory questions

55 marks

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01. What do you understand by Operating System? **2 marks**
02. What is Process in operating System? **2 marks**
03. Give any five important functions of an operating System. **5 marks**
04. Elucidate Command prompt. **2 marks**
05. Differentiate Internal and External DOS Commands and give three functions of each one. **6 marks**
06. Compare the Excel workbook with Excell worksheet? **4 marks**
07. Justify the task accomplished through freeze panes in Ms Excel? **4 marks**
08. List any three benefits of MS Access. **3 marks**
09. What protocols fall under the TCP/IP Internet Layer? **4 marks**
10. What is the best definition of client-server, among the followings? **2 marks** *OPU*

- ❖ A computer network model in which the functions are divided between child computers and a parent that stores, processes, and transmits certain critical information.
- ❖ The process of making information 'more secure' by rendering it unreadable to anyone but the intended recipient.
- ❖ A named group of networked computers that are administered as a unit with common rules and procedures.

11. Differentiate hybrid computer from digital computer. **4 marks**

12. The following table talks over the keyboard keys and its functions. You are required to copy it fully and fill in the missing information.

5 marks

Keyboard keys	Functions
.....	Close a window /an application
CTRL+V
.....	Move to the end of a document
CTRL+ALT+DELETE
.....	Open windows explorer

13. What is the function of URL? **2 marks**

14. Now days, paper based information system is being replaced by computer based information system.

a) give three advantages of using computer based information system.

3 marks

b) what are the three disadvantages of paper based information system?

3 marks

c) give any two negative impacts of the new system.

2 marks

15. Differentiate a network from internet?

2 marks

Section II. Choose and answer any three (3) questions

45 marks

16. After defining a Central Processing Unit, explain its main parts.

15 marks

17. (a) As someone who has studied computer basics, if you are required to advice a user who wants to implement computer network, what are considerations can you tell him/her to base on, when choosing a topology.

(b) Explain any two applications of the internet in the following areas:

(1) Education, (2) Research, (3) Business.

(c) What meant by harmful program?

15 marks

18. Give the functions of the following Ms DOS Commands: **15 marks**

Command	Function
ATTRIB	
CHDIR or CD	
CHKDSK	
CLS	
COPY	
DEL	
DELTREE	
DIR	
ECHO	
REN	
VER	
DISKCOMP	
MSD	
MEM	
LABEL	

19. Clearly explain all steps required to startup the Computer, and what are the activities of boot process? **15 marks**
20. Give and briefly explain the four main categories of Computers. **15 marks**