



ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF SCIENCE, TECHNOLOGY, AGRICULTURE AND FOOD
SYSTEMS DEVELOPMENT

DEPARTMENT OF INFORMATION SYSTEMS

DIPLOMA

EXAMINATION PAPER

COURSE CODE : DUWC 112
COURSE TITLE : Introduction to Computers and Computer Applications
DURATION : 2 Hours
LEVEL : 1.1
DATE : 2025 08 APR 2025

INSTRUCTIONS TO CANDIDATES:

1. Answer ALL Questions

Question 1

Clearly define the following terms as used in ICT

- a) Hardware
- b) System Software
- c) Application Software
- d) Utilities Software

[5 x 2 marks]

Question 2

With the aid of relevant examples (*two examples for each*), explain the following:

- a) Input devices
- b) Output devices
- c) Storage devices

[3 marks]

[3 marks]

[4 marks]

Question 3

- a) Draw a well labelled diagram of a star network
- b) Explain the benefits of Star network topology

[5 marks]

[5 marks]

Question 4

- a) What is a computer virus?
- b) Explain five ways a computer can acquire viruses
- c) Discuss any THREE ways of safeguarding networked computers against viruses

[2 marks]

[5 marks]

[3 marks]

Question 5

Most of university students share passwords to access internet and emails.

- a) State why this is not good advice.
- b) Give FOUR brief, but more appropriate pieces of advice about choosing a password and login name, and keeping them confidential.

[2 marks]

[8 marks]

Question 6

An ICT lecturer uses a spreadsheet to record the examination scores of her class. The spreadsheet below shows the exam scores of some of those pupils.

| | A | B | C | D |
|----|--------------|---------------|---------------|---------------|
| 1 | | Exam 1 | Exam 2 | Exam 3 |
| 2 | Chipo | 60 | 56 | 70 |
| 3 | Susan | 55 | 90 | 23 |
| 4 | Makanaka | 56 | 77 | 45 |
| 5 | Mufaro | 87 | 78 | 29 |
| 6 | Asah | 45 | 67 | 66 |
| 7 | Occaster | 97 | 79 | 55 |
| 8 | | | | |
| 9 | TOTAL | A | | |
| 10 | Highest Mark | | B | |
| 11 | Average | | | C |
| 12 | Lowest Mark | D | | |
| 13 | Highest Mark | F | | |

- Write down the formula in **cell B9** to calculate the total marks from **B2 to B7**
[4 marks]
- Write down the formula in **cell C10** to calculate the Highest Mark from **C2 to C7**
[4 marks]
- Write down the formula in **cell D11** to calculate the Average Marks from **D2 to D7** **[4 marks]**
- Write down the formula in **cell B12** to calculate the Lowest Mark from **B2 to B7**
[4 marks]
- Write down the formula in **cell B13** to calculate the Highest Mark from **B2 to B7**
[4 marks]

Question 7

As more and more companies adopt the use of computers in their operations, most communications are now being done using email. Email communication has a lot of advantages to offer compared to its surface mail counterpart, also known as "snail mail".

- a) Explain what the letters in the email term CC stand for. [2 marks]
- b) Explain what BCC stand for and why it is used. [4 marks]
- c) State one program you can use to access your emails. [2 marks]
- d) Forward is a very useful email command. Give an example of when this command can be used in a business environment.

[2 marks]

Question 8

- a) Explain five attributes of a Word Processor [10]
- b) List three examples of a Word Processors packages [3]
- c) Explain the benefits of using PowerPoint package to university students [7]
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End

26/4 AM