



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 : 3 Hours
LEVEL : 1.1
DATE : 2025

125 NOV 2025

INSTRUCTIONS TO CANDIDATES:

1. Answer ALL Questions Only

Question 1

Clearly define the following terms as used in ICT

- a) Computer 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 following abbreviations

[5 marks]

i) MAN [2 marks]

ii) WAN [3 marks]

Question 4

- a) What is a computer virus? [2 marks]
- b) Explain five ways a computer can acquire viruses [5 marks]
- c) Discuss any THREE ways of safeguarding networked computers against viruses

[3 marks]

Question 5

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

- a) State why this is not good advice. [2 marks]
- b) Give FOUR brief, but more appropriate pieces of advice about choosing a password and login name, and keeping them confidential. [8 marks]

Question 6

An IT lecturer uses a spreadsheet to record the examination scores of his students. The spreadsheet below shows the exam scores of some of those pupils.

	A	B	C	D	E	F
1		Exam 1	Exam 2	Exam 3	Total	Minimum
2	Chipo	60	56	70	G	F
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".

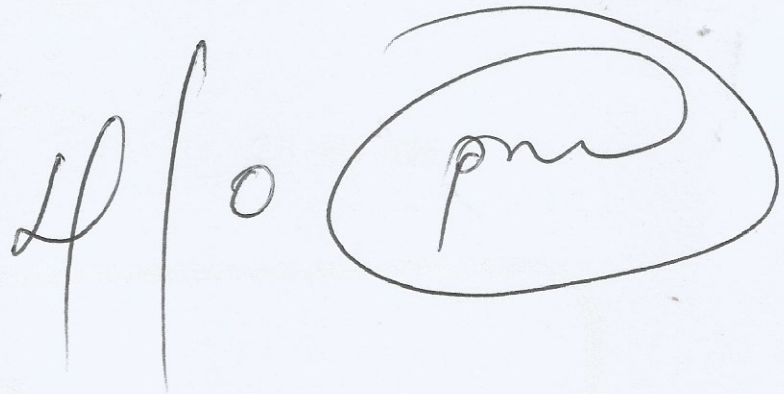
- a) Explain what the letters in the email term CC stand for. **[2 marks]**
- b) Explain what BCC stand for and why it is used. **[4 marks]**
- c) State one program you can use to access your emails. **[2 marks]**
- d) Forward is a very useful email command. Give an example of when this command can be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

*** End ***

Handwritten signature and initials. On the left, the initials 'H/O' are written in a cursive style. To the right, a signature that appears to be 'pnu' is written inside a hand-drawn oval.