



# ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF SCIENCE, TECHNOLOGY, AGRICULTURE AND FOOD  
SYSTEMS DEVELOPMENT

DEPARTMENT OF INFORMATION SYSTEMS

## EXAMINATION PAPER

COURSE CODE : UWC 100  
COURSE TITLE : Introduction to Computers and Computer Applications  
DURATION : 3 Hours  
LEVEL : 1.1  
DATE : 2025

22 SEP 2025

### INSTRUCTIONS TO CANDIDATES:

1. This paper consists of 3 sections
2. Answer **ALL** Questions in **SECTION A**
3. Answer **ONE** Questions in **SECTION B**

There are 4 printed pages for this question paper

### Question 1

Clearly define the following terms as used in ICT

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

[5 x 2 marks]

### Question 2

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

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

[3 marks]

[3 marks]

[4 marks]

### Question 3

- a) List any FIVE examples of networking devices
- b) What do the following networking abbreviations stand for?
  - i) LAN
  - ii) MAN

[5 marks]

[5 mark]

### Question 4

- a) What is a computer virus?
- b) List any FIVE symptoms and signs that a computer could have been infected by a virus.
- c) Discuss any THREE ways of safeguarding networked computers against viruses

[2 marks]

[5 marks]

[3 marks]

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### Question 5

All members of staff that use a school's network have their own login names and passwords. A new member of staff was given the following advice. "Write your login

name and password on a post-it note and stick it on the rim of your monitor so that you don't forget it".

- 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.

1	A	B	C	D		E	F	G
		Exam 1	Exam 2	Exam 3		total	Minimum	Average
2	Chipo	60	56	70		E	F	G
3	Susan	55	90	23				
4	Lloyd	56	77	45				
5	Violet	87	78	29				
6	Doreen	45	67	66				
7	Peter	97	79	55				
8								
9	Highest Mark	A						
10	Average	B						
11	No of Students Passed	C						
12	No of Students Failed	D						

- a) Write down the formula in cell B9 to compute the Highest mark **[2]**
- b) Write down the formula in cell B10 to compute the Average mark **[3]**
- c) Write down the formula in cell B11 to compute the number of student passed **[3]**
- d) Write down the formula in cell B12 to compute the number of student failed **[3]**
- e) Write down the formula in cell E2 to compute the total marks **[3]**
- f) Write down the formula in cell F2 to compute the lowest mark **[3]**
- g) Write down the formula in cell G2 to compute the average mark **[3]**

**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]

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## SECTION B

Answer any **ONE** Questions Only

### Question 8

Internet makes learning easier, Discuss this assertion  
marks]

[20

### Question 9

- 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

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