BINDURA UNIVERSITY OF SCIENCEEDUCATION

FACULTY OF SCIENCE EDUCATION

DEPARTMENT OF EDUCATIONAL TECHNOLOGY

CS020/EDT020 Computer Skills

Time 3 hours

JUN 2025

Instruction to candidates

Answer all questions, each question carries 20 marks

Question 1

    a. Discuss the **three** computer classification categories   **[10]**

    b. Explain Microsoft word bars

          i. Standard tool bar   **[3]**

          ii. Formatting tool bar   **[3]**

          iii. Status bar   **[2]**

          iv. Menu bar   **[2]**

Question 2

    a. Discuss the following terms:

          i. Graphical User Interface.   **[5]**

          ii. Text based Interface.   **[5]**

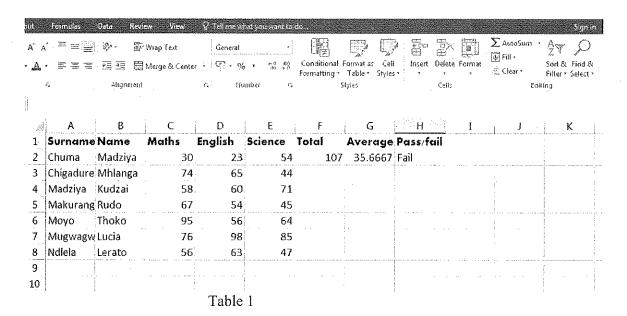   b. How can malware be transmitted from one computer to the other.   **[10]**

Question 3

    a. Discuss **five** advantages of databases over the spreadsheet.   **[10]**

    b. Distinguish RAM from ROM.   **[10]**

Question 4

    a. Outline any <u>three</u> ways viruses may spread from one computer to another. **[8]**

    b. Look at the screen shot below and then answer the questions that follow.

	A	B	C	D	E	F	G	H	I	J	K
1	Surname	Name	Maths	English	Science	Total	Average	Pass/fail			
2	Chuma	Madziya	30	23	54	107	35.6667	Fail			
3	Chigadure	Mhlanga	74	65	44						
4	Madziya	Kudzai	58	60	71						
5	Makurang	Rudo	67	54	45						
6	Moyo	Thoko	95	56	64						
7	Mugwagw	Lucia	76	98	85						
8	Ndlela	Lerato	56	63	47						
9											
10											

Table 1

    i. Insert the formula in F2 that will give the sum of Marks for Madziya Chuma, which will then be dragged down to give the totals for the rest of the students.

        [3]

    ii. Insert the formula in G2 that will give the average mark for Madziya Chuma using the total in column F, which will then be dragged down to give the average for the rest of the students.   **[2]**

iii.   In H2 put the formula which will determine if the student passes or fails   [4]

iv.   Having dragged down all the formulas using the fill handler to fill the columns F, G and H explain how you will rearrange the table starting with the student with the highest average mark to the least.   [3]

Question 5

a.   Describe the following terms as used in computer networks :   [10]

      i.   WAN

      ii.   LAN

      iii.   Hub

      iv.   Topology

      v.   Node

b.   Explain the following terms as used Microsoft Power Point.

      i.   Animation   [3]

      ii.   Slideshow   [3]

      iii.   Transition   [4]

END