

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

**FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
DEPARTMENT OF JOURNALISM AND MEDIA STUDIES
INTRODUCTION TO INFORMATION TECHNOLOGY: (IJM 1105)
JANUARY 2004 EXAMINATION
TIME ALLOWED: 3 HOURS**

INSTRUCTIONS TO CANDIDATES

1. Section **A** is compulsory.
2. Answer **any three** questions on Section **B**.
3. Start each answer on a new page
4. Poor spelling and grammar will be penalised.

SECTION A (COMPULSORY)

1.(a) The first computer filled an entire football stadium, required more than 10 engineers, and its wiring exceeded 20 miles. Today, the computer can just fill the palm of a hand. Narrate the events that led to the evolution of the computer.

[15 marks]

(b) Hardware and software cannot function independently. Discuss.

[7 marks]

(c) Define the following I.T. terms:

(i) Modem

[3 marks]

(ii) DVD

[3 marks]

(iii) Input device

[3 marks]

(iv) Operating system

[3 marks]

(v) ROM

[3 marks]

(vi) ISP

[3 marks]

[Total: 40 marks]

SECTION B: ANSWER 3 QUESTIONS

2. What is the effect of the Internet on news organisations?

[20 marks]

3. (a) What added features does MSWord provide over Word Perfect?
[5 marks]
- (b) What is the difference between the “copy” and “cut” commands?
[5 marks]
- (c) What keys are used to perform the “copy-and-paste” functions, if there is no mouse?
[5 marks]
- (d) What formatting effects can be performed in a slide using custom format?
[5 marks]
4. (a) Define desktop publishing.
[3 marks]
- (b) What are the major factors to consider when designing a brochure for the department of your choice?
[13 marks]
- (c) What do the following indicate:
(i) .net [1 mark]
(ii) .gov [1 mark]
(iii) .mil [1 mark]
(iv) .ca [1 mark]
5. (a) What are the main differences between filtering and sorting in excel? Give examples.
[10 marks]
- (b) Define the following terms used in MSWord
(i) header [2 marks]
(ii) footer [2 marks]
(iii) footnote [2 marks]
(iv) office assistant [2 marks]
(v) word count [2 marks]

