



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**Plot 91 Cadastral Zone, Jabi, Abuja.**  
**DEPARTMENT OF EDUCATIONAL FOUNDATIONS**  
**2024\_2 EXAMINATION**

**Course Code: EDA842**

**Course Title: Application of Management Information Systems (MIS) in Education**

**Credit Units: 2**

**Time Allowed: 2 Hours**

**Instruction: Answer Question 1 and any other 2**

**Note: Question 1 carries 30marks while others carry 20marks each**

- 1a. What is Computer Virus and how does affect your computer system? 3 marks
- 1b. Enumerate the Types of Virus you know. 7 marks
- 1c. How does a computer system attract virus into it? 3 marks
- 1d. What preventive measure would you recommend against computer virus? 3 marks
- 1e. What is anti-virus? Mention the anti-virus programmes you are aware of. 9 marks
- 1f. Describe booting as a language in computer. List and explain the types of booting. 5 marks
- 2a. Write short notes on the following:
- (i) Mother board
  - (ii) Power park
  - (iii) Slots
  - (iv) Cards
  - (v) Ports
  - (vi) Graphics
  - (vii) Pointer
  - (viii) Taskbar
  - (ix) Menu convention
  - (x) Clicking
  - (xi) Double clicking
  - (xii) Dragging
  - (xiii) Shortcut
  - (xiv) Dialog box. 14 marks
- 2b. How to shut down or turn off the computer? 6 marks

- 3a. What is a Window? List some of the common features of windows that you know and explain them. 11 marks
- 3b. What is moving windows? How would you move windows? 5 marks
- 3c. What is screen saver? List the steps required to change the screen saver. 4 marks
- 4a. Differentiate between Microsoft Word (MS-Word) and Word Processing. Describe how you would load MS-Word. 8 marks
- 4b. State the difference between the following concepts:
- (i) Standard toolbar and formatting or ribbon bar
  - (ii) Drawing tools bar and status bar
  - (iii) Task bar and office assistant
  - (iv) Hidden tools bar and selection bar
  - (v) Rulers and worksheet
  - (vi) Insertion point and page set up. 12 marks