

FOS

Week 1: Answers

Question 1:

- a) What do the terms LAN and WAN stand for?

LAN: Local Area Network

WAN: Wide Area Network

- b) Give two differences between a LAN and a WAN.

Difference 1: LAN's design and maintenance is easy while it's design and maintenance is difficult than LAN.

Difference 2: the speed of LAN is high while the speed of WAN is slower than LAN.

- c) Give three advantages of connecting computers together into a network.

1. Sharing devices such as printers saves money.

2. Files can easily be shared between users.

3. Data is easy to backup as all the is stored on the file server.

- d) Give two disadvantages of connecting computers together into a network.

1. Viruses can spread to other computers throughout a computer network.

2. Purchasing the network cabling and file servers can be expensive.

3. If the file server breaks down the files on the file server become inaccessible.

Question 2:

Explain briefly what is meant by the following terms.

- a) **Website:** A website is a collection of linked web pages that share a unique domain name

- b) **Homepage:** A homepage is the main webpage of a website.

- c) **Hyperlink:** A hyperlink is a word, phrase, or image that you can click on to jump to a new document.

- d) **Upload:** Uploading refers to transmitting data from one computer system to another through means of a network.

- e) **Download:** To transfer an application, document, software or file from a specific location to another location.

Question 3: Match the following

E- mail	•	•	It allows people to conduct meeting online.
Online Shopping	•	•	It means working from home by using appropriate tools.
Video Conference	•	•	It is cheaper than the traditional post
Teleworking	•	•	It allows people to buy products at anytime.

Question 4:

What do the following acronyms stand for?

1. **OS:** Operating System
2. **GUI:** Graphical User Interface
3. **CLI:** Command Line Program
4. **NOS:** Network Operating System
5. **PDA:** Personal Digital Assistant

Question 5: Describe the following features in MS Word

1. **Text Wrapping:** Text wrapping refers to how images are positioned in relation to text in a document, allowing you to control how pictures and charts are presented.
2. **Image Cropping:** Cropping means to trim the away outer edges that are unnecessary.
3. **Word Art:** WordArt is a gallery of text styles that you can add to your publications to create decorative effects, such as shadowed or mirrored (reflected) text.