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DEPARTMENT ANIMAL HEALTH AND PRODUCTION TECHNOLOGY**

**BY**

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**AN ASSIGNMENT SUBMITTED IN PARTIAL FULFILMENT OF THE  
REQUIRMENTS FOR THE COURSE COM 311: COMPUTER  
APPRECIATION AND APPLICATION**

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## QUESTION 1

### a. Define a computer and explain its four major functions.

A computer is an electronic device that accepts data as input, processes the data, stores it, and produces information as output.

Four major functions of a computer

1. **Input** – The computer receives data from input devices such as keyboard, mouse, or scanner.
2. **Processing** – The computer processes the data using the Central Processing Unit (CPU).
3. **Storage** – The computer stores data and information for future use (e.g., hard disk, flash drive).
4. **Output** – The computer produces results or information through output devices such as monitor or printer.

b. Describe the basic components of a computer system with examples.

**The basic components of a computer system include:**

#### 1. Input Devices

Devices used to enter data into the computer.

Examples: Keyboard, mouse, scanner.

#### 2. Central Processing Unit (CPU)

The brain of the computer that processes instructions and controls all operations.

#### 3. Memory/Storage Devices

Used to store data and information.

Examples: Hard disk, flash drive, RAM.

#### **4. Output Devices**

Devices used to display or produce results.

Examples: Monitor, printer, speakers.

## QUESTION 2

### **a. Differentiate between hardware and software.**

Hardware

Software

- Hardware refers to the physical parts of a computer that can be touched.
- Software refers to programs or instructions that tell the computer what to do.

Examples: keyboard, monitor, CPU

Examples: Windows, Microsoft Word

### **b. Explain the two main types of software with examples.**

System Software

This controls and manages the computer hardware and allows other software to run.

Examples:

Windows

Linux

Mac OS

Application Software

These are programs designed to help users perform specific tasks.

Examples:

Microsoft Word

Microsoft Excel

PowerPoint

### **QUESTION 3**

#### **a. Explain the concept of booting.**

Booting is the process of starting a computer and loading the operating system into memory so that the computer can be used.

#### **b. Step-by-step booting process of a computer**

- The computer is powered on.
- The BIOS (Basic Input Output System) starts working.
- The BIOS checks the hardware through POST (Power On Self Test).
- The system looks for the operating system on the storage device.
- The operating system (e.g., Windows) loads into the computer memory.
- The computer becomes ready for the user to operate.

## QUESTION 4

### **a. Define file management.**

File management is the process of organizing, storing, naming, and controlling files and folders in a computer system so they can be easily accessed and used.

### **b. Five common file operations and their importance**

- Creating files
- Making new files to store information.
- Opening files
- Accessing a file to view or edit its contents.
- Saving files
- Storing files permanently in the computer.
- Copying files
- Making a duplicate of a file for backup or sharing.
- Deleting files
- Removing unwanted files to free storage space.

## **QUESTION 5**

### **a. Applications of computers in healthcare or animal health services**

- Medical records management – Storing patient or animal health records.
- Disease diagnosis – Computers help analyze laboratory results.
- Research and data analysis – Used for studying diseases and treatments.
- Communication – Sharing information between hospitals, clinics, and laboratories.
- Monitoring animal health – Tracking vaccination and treatment records.

### **b. Four common computer problems and their solutions**

- Computer running slowly

Solution: Delete unnecessary files or install antivirus software.

- Computer virus infection

Solution: Install and update antivirus software.

- Computer not starting

Solution: Check power supply and cables.

- Software not responding

Solution: Restart the computer or reinstall the software