



University of Swaziland

Final Examination – 2006

Title of Paper: *Computer Foundations Course*

Course Code: *IDE-CFC100 (D. LAW/B.A. HUMANITIES)*
CFCH100 (B.A. HUMANITIES)
EDF102 (EDUCATION)

Time Allowed : *Three (3) Hours*

Instructions

Section A: Multiple choice









1. *Mark all your answers on the provided **Answer Sheet** using ink
(answers marked in pencil will not be accepted)*
2. *When completed, insert your Answer Sheet in the provided
Examination Answer Folder.*









Section B:





1. *Answer all questions.*
2. *Write your answers in the provided Examination Answer
Folder.*

This examination paper should not be opened until permission has been granted by the invigilator

SECTION A

1. In Microsoft Word, if the user intends to type only one letter in uppercase (capital letter), s/he must press the _____ key together with the letter s/he intends to type.
A. Ctrl B. Shift C. Alt D. Esc
2. The binary number system uses only _____ bits
A. 2 B. 4 C. 8 D. 16
3. Which of the following is not an Operating system software
A. Microsoft WORD B. MSDOS C. WINDOWS XP D. UNIX
4. In Microsoft Word, if the user intends to type a whole paragraph in uppercase, s/he must first make sure the _____ button is on.
A. Esc Lock B. Num lock C. Scroll Lock D. Caps Lock
5. Which of the following is not an input device
A. Printer B. Keyboard C. Mouse D. Scanner
6. When working on the computer, data will be saved in the _____ memory until you save it in the hard disk or any other storage device.
A. Secondary B. Virtual C. Permanent D. Primary
7. In Microsoft Windows, if you want to minimize a program, but keep it running in the computer memory, you click on this button.
A.  B.  C.  D. 
8. An operating system that allows the computer to carryout two or more tasks at a time is called a _____ operating system
A. Single tasking B. Multi processing C. Multi tasking D. Double tasking
9. In Microsoft Windows, you can move a window to a different position on the screen by dragging it by its _____.
A. Title Bar B. Status Bar C. Move handle D. Tail Bar
10. In Microsoft Word, you bold text by first selecting/highlighting the text and then clicking this button
A.  B.  C.  D. 

11. In Microsoft Word, you can save your document by clicking this button on the standard tool bar.
- A.  B.  C.  D. 
12. In Microsoft Word, you can create a bulleted list by first selecting/highlighting the list and then click on this button on the formatting toolbar.
- A.  B.  C.  D. 
13. A byte is made up of ____ bits
- A. 12 B. 10 C. 8 D. 4
14. Which of the following wild-card specifications refers to all Microsoft Word files whose names start with the letter P?
- A. P?.word B. P*.doc C. P*.word D. *P.text
15. Which of the following wild-card specifications refers to all files whose names have exactly four (4) characters (letters) and the extension is DLL?
- A. ????.DLL B. DLL4 C. ****.DLL D. 4DLL
16. Which of the following keys may be used to switch the numerical pad ON or OFF
- A. SWITCH LOCK B. CAPS LOCK C. PAD LOCK D. NUM LOCK
17. In Microsoft Word, which key is pressed to erase the letter on the current cursor position.
- A. Delete B. Space bar C. Insert D. Backspace
18. There are two(2) steps taken to copy a text
- A. Redo & Undo. B. Copy & Paste C. Select & Copy D. Point & Hold
19. In Microsoft Excel, when writing a formula you always start with the following sign
- A. + B. = C. & D. \$
20. In Ms-Excel, which of the following is the correct way of referencing a range of all cells in column C starting from row 10 to row 20.
- A. C10...C20 B. 10:20 C. 10C:20C D. C10:C20
21. Which of the following best describes a Drive
- A. A device that may be used to supply data into a computer.
 B. A device that may be used to display processed data
 C. A device that may be used to read/write data to/from secondary media.
 D. A secondary storage media device.

22. Software is divided into two (2) main types, which are _____.
- A. Operating systems and systems software
 - B. Application and systems software
 - C. Systems and user software
 - D. Word processing and Spreadsheets
23. In Microsoft Excel, which of the following is the correct procedure of selecting non-adjacent cells in a worksheet? (For example A3, G5, H4, etc)
- A. Press and Hold ALT key, and then select the cells
 - B. Press and Hold PAUSE key, and then select the cells
 - C. Press and Hold SHIFT key, and then select the cells
 - D. Press and Hold CTRL key, and then select the cells
24. In Microsoft Excel, the fill handle may be used to perform all of the following tasks, except
- A. Fill in a sequence of consecutive numbers like 1,2,3,4,5 etc
 - B. Sort data in ascending order.
 - C. Fill in a sequence months (Jan, Feb, Mar etc)
 - D. Copy data from one cell into an adjacent cell
25. In Microsoft Excel, which of the following is the correct procedure for creating a chart
- A. Click **Chart wizard**  in the standard toolbar, select the cells containing the chart data, and then follow the chart wizard instructions.
 - B. Click **Chart wizard**  in the standard toolbar, Click **Insert** in the menu that appears, select the cells containing the chart data, and then follow the chart wizard instructions.
 - C. Select the cells containing the chart data, click **Chart wizard**  in the standard toolbar, and then follow the chart wizard instructions.
 - D. Select the cells containing the chart data, click **Chart wizard**  in the standard toolbar, Click **Insert** in the menu that appears, and then follow the chart wizard instructions.
26. In Microsoft Windows, which of the following best describes the procedure for creating a folder called IDE in drive F.
- A. Open drive F, type IDE
 - B. Open drive F, right-click empty space, choose folder, then type IDE.
 - C. Open drive F, right-click empty space, choose new, choose folder, then type IDE
 - D. Open drive F, right-click empty space, choose new, then type IDE

27. In Microsoft Word, which of the following is a correct procedure for creating a table
- A. Click **Table** in the menu bar, Click **Insert** in the menu that appears, Click **Table** in the submenu that appears, and then specify the number of rows and columns.
 - B. Click **Insert** in the menu bar, Click **Table** in the menu that appears, and then specify the number of rows and columns.
 - C. Click **New** in the menu bar, Click **Table** in the menu that appears, and then specify the number of rows and columns.
 - D. Click **View** in the menu bar, Click **Table** in the menu that appears, and then specify the number of rows and columns.
28. In Microsoft Word, which of the following is the correct procedure for **Auto Formatting** a table
- A. Select the table, Click **Table AutoFormat** in the formatting toolbar
 - B. Click **Format** in the menu bar, Select the table, and then click **Table AutoFormat** in the menu that appears
 - C. Click **Format** in the menu bar, and then click **Table AutoFormat** in the menu that appears
 - D. Select the table, Click **Table** in the menu bar, and then click **Table AutoFormat** in the menu that appears.
29. In Microsoft Windows, All of following are methods of deleting a file, except
- A. Select the file, and then press ENTER key on the keyboard.
 - B. Select the file, right click on the file, and click on delete on the menu that appears
 - C. Select the file, and then press DELETE key on the keyboard.
 - D. Select the file, and then click delete icon on the standard toolbar.
30. All of the following are methods of opening a file, except
- A. Select the file, right click on the file, and click open.
 - B. Select the file, and then press ESC key on the keyboard
 - C. Select the file, and then press enter key on the keyboard.
 - D. Select the file, and then double click on the file
31. The abbreviation CPU stands for
- A. Common Processing Unit
 - B. Central Processing Unit
 - C. Communication Protocol Unit
 - D. Computer Processing Unit
32. The two main components of the CPU are
- A. Hardware and Software
 - B. Control Unit and Arithmetic Logic Unit
 - C. Binary Unit and Decimal unit
 - D. System unit and Filing unit

33. Which of the following sequence of steps is the correct way of starting the Calculator program in accessories?
- A. Click start then click Calculator
 - B. Click Calculator, then Click Start , Choose Accessories
 - C. Click Start, choose Calculator, and then click Accessories
 - D. Click start, choose programs, choose accessories, then click Calculator
34. In Ms-Windows desktop, dragging an icon to the recycle bin leads to
- A. Icon removed from desktop
 - B. Pop-up menu displayed.
 - C. Icon renamed
 - D. Icon moved to new position
35. In Ms-Windows, a window can be resized by
- A. Selecting Open from the file menu.
 - B. Right clicking on a blank space.
 - C. Dragging its border.
 - D. Pressing the ENTER key.
36. In Microsoft Excel, pressing **Ctrl + Home** key combination will move the cursor to
- A. The last cell in a row.
 - B. The last cell in a column.
 - C. Cell A1
 - D. Cell Home
37. In Ms-Excel, which of the following best describes a **legend**
- A. A symbol of a well know person
 - B. A box that identifies the patterns or colors that are assigned to the data series or categories in a chart
 - C. A box that identifies an error in the data series or categories in a chart
 - D. A box that displays the title of a chart.
38. In Microsoft Excel, suppose a worksheet contain the values 10, 20, 30, 40 and 50 in the range of cells from A5 to cell E5. All of the following formulas will calculate the total of the values, **except**
- A. =A5+B5+C5+D5+E5
 - B. =SUM (A5:E5)
 - C. = (A5:E5)
 - D. =10+20+30+40+50
39. In Microsoft Excel, suppose the formula =\$A\$2+C5 appears in cell D5. When this formula is copied to cell D6, it will change to be
- A. =\$A\$2 + C6
 - B. =\$A\$3 + C6
 - C. =\$A\$3 + C5
 - D. =A3+\$C\$6
40. Which of the following statements is false
- A. Primary memory is volatile.
 - B. A Floppy disk is an example of secondary storage media.
 - C. A Floppy stores less information than a hard disk.
 - D. A Hard disk is an example of primary memory.

SECTION B

Instruction:

- *Answer ALL Four (4) Questions*

QUESTION 1 – General

- a) Distinguish between data and information. [2]
- b) Distinguish between hardware and software. [2]
- c) Convert the decimal number 65 to its equivalent binary number representation. Show all your working. [3]
- d) Convert the binary number 1011 to its equivalent decimal number representation. Show all your working. [3]

QUESTION 2 – Microsoft Windows

- a) Distinguish between files and folders. [2]
- b) Draw a labeled sketch diagram of a window, clearly indicating the following parts: [3]
 - (i) The title of the window must be: **My Music**.
 - (ii) Close button.
 - (iii) Minimize button
- c) Write a sequence of steps that need to be executed in order to perform the following tasks in Microsoft Windows
 - (i) Create a Folder called **IDE** in drive F. [1]
 - (ii) Create a Subfolder called **Theology** in the **IDE** folder created in (i) above. [2]
 - (iii) Create a text document called **Test1** in the **Theology** folder created in (ii) above. [2]

QUESTION 3 – Word Processing

- a) Distinguish between font type and font style. [2]
- b) Describe how the following may be achieved using Microsoft Word:
 - (i) Change the line spacing of a paragraph to 1.5 [3]
 - (ii) Insert page numbers at the bottom-left corner of each page. [3]
 - (iii) Create a table of 3 rows and 4 columns. [2]

QUESTION 4 – Spreadsheets

- (a) Assuming that:
 - cell F7 of a spreadsheet contains the formula: = B2+C3
 - cell F7 is copied into cells F8 and G7Write down the formulas that you expect to find in F8 and G7. [4]
- (b) Describe how the following changes may be made to the Microsoft Excel spreadsheet shown below:

	A	B	C	D	E
1	This spreadsheet shows the lengths of several rivers.				
2					
3		Length (km)	Source Country		
4	Orange	2092	Lesotho		
5	Zambezi	2736	Zambia		
6	Nile	6690	Uganda		
7	Zaire	4371	Congo		
8	Amazon	6296	Peru		
9					

- (i) Sorting the river information in descending order of length [2]
- (ii) In cell B9, use cell references to show the total lengths of all 5 rivers. [2]
- (iii) In cell B10, use cell references to show the average length of the 5 rivers. [2]