University of Swaziland

Supplementary Examination – 2006

Title of Paper:

Computer Foundations Course

Course Title:

IDE-CFC100 (D. LAW/B.A. HUMANITIES)

CFCH100 (B.A. HUMANITIES)

EDF102 (EDUCATION)

Time Allowed:

Three (3) Hours

Instructions:

(i) Each question carries 25 marks

(ii) Answer any four (4) Questions from questions 1 to 6.

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

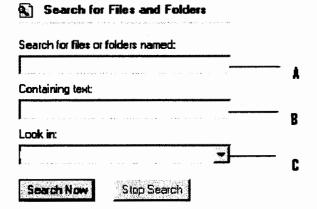
QUESTION 1

(a)	Explain the meaning of following terms				
		(i) Computer Software			
		(ii) Computer Hardware			
		(iii) Computer System			
(b)	What	are the basic units used to measure computer memory	[2 marks]		
(c)	Differentiate between the terms <i>Primary</i> and <i>Secondary</i> Memory. [2 marks				
(d)	Differentiate between a CD ROM and a CD ROM Drive [3 marks				
(e)	Give Two (2) examples of Secondary Storage Devices [2 marks				
(f)	State	State the main functions of each of the following hardware components:			
	(i)	Input devices	[2 marks]		
	(ii)	Output Devices	[2 marks]		
	(iii)	Memory	[2 marks]		
	(iv)	Central Processing Unit	[2 marks]		
	(v)	Disk drive	[2 marks]		
		QUESTION 2			
(a)	Wha	at is the main function of an operating system software	[3 marks]		
(b)	Give two (2) examples of operating systems software [2 marks]				
(c)	Explain the term multi-tasking [3 marks				
(d)	Exp	Explain the terms Computer network and network operating system software.			
			[4 marks]		
(e)	Differentiate between operating system software and application software [3 marks				
(f)	f) Give examples of application software that you may use to perform the following				
	task	S.			
	(i) C1	reate, edit, format and print documents such as letters and memos.	[2 marks]		
	(ii) Create, manipulate and manage a spreadsheet.				
	(iii) C	reate, Send and Receive Electronic mail	[2 marks]		
	(iv) B	rowse the Internet	[2 marks]		
	(v) C	reate, populate and query a database	[2 marks]		

QUESTION 3

(a)	What	[2 marks]		
(b)	Expla	[3 marks]		
(c)	Write	Write the file extensions for the following types of files.		
	(i)	Microsoft Word files.	[2 mark]	
	(ii)	Microsoft Excel files.	[2 mark]	
	(iii)	Help files.	[2 mark]	
	(iv)	Bitmap files	[2 mark]	

(d) You may recall that the search window has the following boxes.



For each of the following, write the suitable contents in Boxes A, B and C, in order to find the specified files.

(i) Find all text files in drive C.

[3 marks]

(ii) Find all Microsoft word files whose names start with the letter P in drive F.

[3 marks]

- (iii) Find all files whose names have exactly 4 characters, and the extension is .DLL in Drive Z. [3 marks]
- (iv) Find all helps file whose content contains the phrases "Windows XP" in drive K.

 [3 marks]

QUESTION 4 – Microsoft Windows

Write a sequence of steps that need to be executed in order to perform the following tasks in *Microsoft Windows*.

(a) Create a folder called IDE in drive F.	[3 marks]
(b) Copy the Folder IDE in F to Drive A.	[3 marks]
(c) Rename the folder IDE in drive F to be IDE-Exam.	[3 marks]
(d) Delete the folder IDE in drive A.	[3 marks]
(e) Create a text document, CSS100.txt, in folder IDE-Exam in driv	ve F; [3 marks]
(f) Open the text file CSS100.txt created above.	[3 marks]
(g) Maximize a window.	[2 marks]
(h) Close a window.	[2 marks]
(i) Move a windows to a different position on the desktop.	[3 marks]

QUESTION 5 – Microsoft Word

Write a sequence of steps that need to be executed in order to perform the following tasks in *Microsoft Word*.

[2 marks]
[2 marks]
[1 marks]

QUESTION 6 – Microsoft Excel

Consider the following Spreadsheet

	FRUIT SALES FROM SEPT - NOV				
Fruit	Price per k	g (in Emalange	ni)		
Banana	5.19				
Apple	4.35				
Orange	4.78				
Mango	7.99				
Friut		Total Weight So	ld per Month		
	September	October	November	Total Kg	Total in Emalangeni
Banana	23	30	35		
Apple	32	40	66		
	24	12	65		
Mango	4	7	8		
Average		·			
	Banana Apple Orange Mango Friut Banana Apple Orange Mango	Fruit Price per k Banana 5.19 Apple 4.35 Orange 4.78 Mango 7.99 Friut September Banana 23 Apple 32 Orange 24 Mango 4	Fruit Price per kg (in Emalange Banana 5.19 Apple 4.35 Orange 4.78 Mango 7.99 Friut Total Weight So September October Banana 23 30 Apple 32 40 Orange 24 12 Mango 4 7	Fruit Price per kg (in Emalangeni) Banana 5.19 Apple 4.35 Orange 4.78 Mango 7.99 Friut Total Weight Sold per Month September October November Banana 23 30 35 Apple 32 40 66 Orange 24 12 65 Mango 4 7 8	Fruit

(a)	Write the formula to compute the Total Kg for Banana, using	g proper cell	
	references only.	[3 marks]	
(b)	This formula should appear in which cell?	[1 mark]	
(c)	Explain how to copy the formula to the other cells in the Total Kg column.		
		[2 marks]	
(d)	Write the formula to compute the Total in Emalangeni for B	anana, using	
	proper cell references only.	[3 marks]	
(e)	Write the formula to compute the Average Kgs for Septembe	r. [3 marks]	
(f)	Explain how you would create a bar chart showing the fruits of	on the X-axis and	
	the Sales in Kgs per month on the Y-Axis.	[3 marks]	
(g)	Explain how you would create a pie-chart for the banana sales	s over the three	
	month period.	[3 marks]	
(h)	Explain how you would center the values under each month.	[2 marks]	
(i)	Differential between Absolute and relative cell referencing.	[3 marks]	
(i)	What is a legend?	[2 marks]	