# University of Swaziland

# **Supplementary Examination – 2007**

Title of Paper: Computer Foundations Course

Course Code: IDE-CFC100 (D. LAW)

IDE-CFC100 (B.A. HUMANITIES)

CFCH100 (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

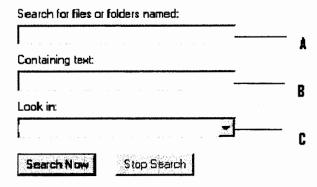
(i)	What is the difference between data and information?	5 marks	
(ii)	Identify and discuss two (2) ways in which the computer has had impact in		
	your life.	5 marks	
(iii)	Differentiate between hardware and software. Which is more important to		
	computer users. Explain your answer?	5 marks	
(iv)	Identify four (4) basic hardware components of a typical computer and briefly		
	describe their function.	5 marks	
(v)	Differentiate between system software and application software, giving		
	examples of each.	5 marks	

## **Question 2**

(i)	Differentiate between ROM and RAM	3 marks			
(ii)	Differentiate between primary and secondary memory	3 marks			
(iii)	What is the CPU and what are its main function	3 marks			
(iv)	What is a byte?	3 marks			
(v)	Express 24KB in bytes?	3 marks			
(vi)	Given that one (1) byte equals 8 bits, Express 16KB in bits.	2 marks			
(vii)	Explain how computers are used (or may be used) in the following sectors.				
	(a) Education	2 marks			
	(b) Communication	2 marks			
	(c) Law enforcement	2 marks			
	(d) Administration	2 marks			

#### **Question 3**

- What is a file? [2 marks] (a) Explain the relationship between files and folders. [3 marks] (b) Write the file extensions for the following types of files. (c) Text Files. (i) [2 marks] (ii) Microsoft PowerPoint files. [2 marks] Help files. [2 marks] (iii) Windows Icon files [2 marks] (iv)
- (d) You may recall that the search window has the following boxes.
  - Search for Files and Folders



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 G.

- [3 marks]
- (ii) Find all help files whose names start with the letter W 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 Microsoft Word files 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 de	rive 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 - Word Processing

Assume that you are starting a small business. Explain how you could use a (i) word processing software to enhance and achieve the objectives of your small 7 marks business. Give two (2) examples of word processing software you are familiar with. (ii) 2 marks Explain the advantages of computerized word processors over manual word (iii) processors. 4 marks Explain the terms font and font size. 3 marks (iv) Explain how the following tasks are achieved in Microsoft word (v)

### **Question 6-** Spreadsheet

- (i) Assume that you are starting a small business. Explain how you could use an electronic spreadsheet software to enhance and achieve the objectives of your small business.
  5 marks
- (ii) Give two (2) examples of electronic spreadsheet software you are familiar with. 2 marks
- (iii) Consider the following electronic spreadsheet.

A   B	l c	D	E l	• <b>F</b>
2 SUBJECT		REGISTRATION PER YEAR		
3	1997	1997	1997	1997
4 BIOLOGY	21	23	20	25
5 CHEMISTRY	23	25	30	28
6 PHYSICS	32	31	35	33
7 MATHEMATICS	37	40	38	39
8				
9				
10			,	

Explain how the following tasks may be performed on the above spreadsheet.

(a) Find the subject that had the most number of students in the year 1997.

3 Marks

- (b) Compute the total number of students that enrolled in 1997, and the subsequent years.5 Mark
- (c) Find the subject that had the minimal number of students enrolled in the four year period between 1997 and 2000.

  5 Marks
- (d) Draw a column chart for the data shown on the spread sheet. 5 marks