

University of Swaziland
Final Examination, May – 2008

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 delete one character to the left of the cursor position, s/he must press the _____ key.
A. Left arrow B. Right arrow C. Backspace D. Delete
2. The decimal number system uses only _____ digits
A. 2 B. 1 C. 01 D. 10
3. Which of the following is an Applications software
A. MSEXcel B. MSDOS C. WINDOWS XP D. UNIX
4. In Microsoft Word, if the user intends to bring cursor at the end of the line, s/he must press _____ key only once.
A. Esc B. Enter C. End D. Home
5. Which of the following is an input device as well as output device
A. Printer B. Keyboard C. Mouse D. Disk
6. When suddenly power goes off while working on the computer, the _____ memory is never changed.
A. Cache B. RAM C. ROM D. DRAM
7. In Microsoft Windows, if you want to maximize the window, you click on this button.
A.  B.  C.  D. *I*
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 underline text by first selecting/highlighting the text and then clicking this button
A.  B.  C. *I* D. **B**
11. In Microsoft Word, you can print your document by clicking this button on the standard tool bar.
A.  B.  C.  D. 

12. In Microsoft Word, you can create a numbered 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. 01 B. 10 C. 8 D. 2

14. Which of the following wild-card specifications refers to all text files whose names start with the letter L?

- A. L?.text B. L*.doc C. L?.word D. L*.txt

15. Which of the following wild-card specifications refers to all files whose names have exactly three (3) characters (letters) and the extension is PIC?

- A. ???PIC B. PIC.PIC C. *.PIC D. 3.PIC

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 right of the cursor position.

- A. Delete B. Space bar C. Insert D. Backspace

18. There are two(2) steps taken to move a text

- A. Cut & Paste 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. Space B. = C. % D. comma

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 1 to row 2.

- A. C1...C2 B. 1:2 C. 1C:2C D. C1:C2

21. Which of the following best describes a Mouse

- 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 descending 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 EDU in drive F.
A. Open drive F, type IDE
B. Open drive F, right-click empty space, choose folder, then type EDU.
C. Open drive F, right-click empty space, choose new, choose folder, then type EDU
D. Open drive F, right-click empty space, choose new, then type EDU

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?
- Click start then click Calculator
 - Click Calculator, then Click Start , Choose Accessories
 - Click Start, choose Calculator, and then click Accessories
 - Click start, choose programs, choose accessories, then click Calculator
34. In Ms-Windows desktop, dragging an icon to the recycle bin leads to
- Icon removed from desktop
 - Icon renamed
 - Pop-up menu displayed.
 - Icon moved to new position
35. In Ms-Windows, a window can be resized by
- Selecting Open from the file menu.
 - Dragging its border.
 - Right clicking on a blank space.
 - Pressing the ENTER key.
36. In Microsoft Excel, pressing **Ctrl + Home** key combination will move the cursor to
- The last cell in a row.
 - The last cell in a column.
 - Cell A1
 - Cell Home
37. In Ms-Excel, which of the following best describes a **legend**
- A symbol of a well know person
 - A box that identifies the patterns or colors that are assigned to the data series or categories in a chart
 - A box that identifies an error in the data series or categories in a chart
 - A box that displays the title of a chart.
38. In Microsoft Excel, suppose a worksheet contain the values 20, 30, 40 and 50 in the range of cells from B5 to cell E5. All of the following formulas will calculate the total of the values, **except**
- =B5+C5+D5+E5
 - =SUM (B5:E5)
 - = (B5:E5)
 - =20+30+40+50
39. In Microsoft Excel, suppose the formula =A\$2+C\$5 appears in cell D5. When this formula is copied to cell E6, it will change to be
- =A\$2 + D\$5
 - =A\$3 + C6
 - =A\$3 + C5
 - =A3+\$C\$6
40. Which of the following statements is false
- Primary memory is volatile.
 - A Floppy disk is an example of secondary storage media.
 - A Floppy stores less information than a hard disk.
 - A Hard disk is an example of primary memory.

SECTION B

Instruction:

- *Answer ALL Four (4) Questions*

QUESTION 1 – General

- a) Name the four basic hardware components of a typical digital computer system. [2]
- b) Write two examples of internal memory and two examples of external memory. [2]
- c) Convert the decimal numbers 56 and 165 to their equivalent binary number representations. Show all your working. [3]
- d) Convert the binary numbers (1110) and (00110010) to their equivalent decimal number representations. Show all your working. [3]

QUESTION 2 – Microsoft Windows

- a) Name four most important tasks, you can perform under Microsoft Windows Operating system. [2]
- b) Draw a labeled sketch diagram of a window, clearly indicating the following parts: [2]
 - (i) The title of the window must be: **My Computer**.
 - (ii) At least three menu names.
- c) Write a sequence of steps that need to be executed in order to perform the following tasks in Microsoft Windows
 - (i) Create two Folders called **EXAM1** and **EXAM2** in the root directory of F: (i.e. F:\) [2]
 - (ii) Create a Subfolder called **SECTION1** in the **EXAM2** folder created in (i) above. [2]
 - (iii) Create a text document called **Q1** in the **SECTION1** folder created in (ii) above. [2]

QUESTION 3 – Word Processing

- a) Write your postal address in the four font styles. [2]
- b) Describe how the following may be achieved using Microsoft Word:
- (i) Change the font of a paragraph to Courier New [3]
 - (ii) Copying a paragraph to the Clipboard and also at the end of a document [3]
 - (iii) Insert a picture file at the current cursor position [2]

QUESTION 4 – Spreadsheets

- (a) Assuming that:
- cell A1 of a spreadsheet contains the formula: = B1+C2+D\$3+\$E4
 - cell A1 is copied into cells B8.

Write down the formula that you expect to find in B8. [4]

- (b) Describe how the following changes may be made to the Microsoft Excel spreadsheet shown below:


	A	B	C	D	E
1	SID	SURNAME	T1	T2	CWM%
2	104810	Bloane	14	42	
3	106721	Sizwe	10	41	
4	106833	Mpanza	5	0	
5	115886	Dlamini	2	49	
6	119289	Hlophe	7.5	40	
7	127001	Dlamini	10.5	48	
8					

- (i) Sorting the whole information in descending order of SURNAME [2]
- (ii) In cells E2:E7, use cell references to show sums of T2 and two times T1 [2]
- (iii) In cells C8:E8, use cell references to show averages of T1, T2 & CWM% [2]

Section A- Answer Sheet **CFC100/CFCH100/EDF102: Computer Foundation**

ID NUMBER _____

Instructions:

1. Make a big cross  in the appropriate box.
1. When completed, Please *insert this Answer Sheet into the Examination Answer Folder.*

Question	A	B	C	D
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