

UNIVERSITY OF SWAZILAND

Faculty of Science

Department of Computer Science

MAIN EXAMINATION 2009

Title of paper: INTRODUCTION TO COMPUTING FOR SOCIAL SCIENCE

Course number: CSS100

Time allowed: 3 hours

Instructions: Answer all 4 questions.

THIS EXAMINATION PAPER SHOULD NOT BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR

Question 1 (Computer Hardware) – [25 marks]

a) What is meant by the term *computer hardware*?

[1]

b) The following are 3 kinds of hardware devices:

- i. Input
- ii. Output
- iii. Secondary storage

For each of the above, give one example of a device and state its purpose.

[6]

c) Define the terms *byte* and *kilobyte*.

[3]

d) State the main difference between each of the following:

- i. Data and information
- ii. Primary storage and secondary storage devices
- iii. Modem and network card

[6]

e)

- i. In a computer, where would you expect to find the central processing unit (CPU)?
- ii. Explain the purpose of the CPU.
- iii. Describe the work carried out by each of the CPU's 3 main parts.

[9]

Question 2 (Operating System) – [25 marks]

- a) What is meant by the term *computer program*? In addition, give the name of a program you have used during the practical classes. [2]
- b) Describe how the following actions are performed with a mouse: *double click* and *drag*. [2]
- c) Describe a situation in which it would be preferable to *minimize* an window instead of *closing* it. [2]
- d) The task bar may be moved from its present position to any edge of the desktop. Briefly describe any 2 *other* changes that can be made to the task bar. [2]
- e) Draw a clearly labelled diagram of a window containing only the following: title bar, menu bar and scroll bar. The menu bar should contain 2 menus. [4]
- f) Suppose that **answers** is a file and **CSS100** is a folder, and that their paths are:
• **C:\Tests\November\answers**
• **C:\Notes\CSS100**

Then assuming that 'My Computer' window has just been opened, describe in detail the steps that need to be taken in order to carry out the following tasks *in the given order*:

- i. Create a new folder named **Topics** in the **C:** drive. [3]
- ii. Change the name of **answers** to **questions**. [4]
- iii. Place an identical copy of **questions** inside **CSS100**. [6]

Question 3 (Word Processing) – [25 marks]

- a) The passage shown alongside consists of 3 paragraphs, each with distinct font styles and alignments.

For each paragraph, name the font style and alignment used.

Paragraph 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Paragraph 2. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

Paragraph 3. Neque porro quiquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur?

[6]

- b) Describe in detail the steps that need to be taken in order to carry out the following tasks in a document:

- i. Change a document's title to font size 18. [2]
- ii. Change the line spacing in one paragraph to 1.5. [2]
- iii. Delete the first 10 pages. [2]
- iv. At the top of the second page, create a table of 3 rows and 2 columns. [4]
- v. In a table of 2 columns, make the first column wider than the second. [2]
- vi. In a table of 3 rows, delete the middle row. [2]
- vii. A paragraph is situated at the bottom of the third page. Move the paragraph to the top of the first page. [4]
- viii. Assuming that a word has been mis-spelled, how might suggestions for its correction be obtained? [1]

Question 4 (Spreadsheets) – [25 marks]

a) Describe in detail the steps that need to be taken in order to carry out the following tasks in a spreadsheet:

- i. Assuming that the cell pointer is situated at B4, move it to D3. [1]
- ii. Italicize all cells in column A. [2]
- iii. Insert a new blank row between rows 1 and 2. [2]
- iv. Increase the width of column D to 15 units. [2]
- v. Write a formula to add the numbers in cells C3, C4, C5, C6, C7 and C8. [3]
- vi. Write a formula to find the smallest number among cells B5, C5, D5, E5 and F5. [3]

b) The following spreadsheet shows some students' test marks:

Name	Mark
Joe	15
Sue	11
Ray	12
Ann	21
Kim	13

Describe in detail the steps that need to be taken in order to carry out the following tasks:

- i. Sort the spreadsheet in ascending order of marks. [4]
- ii. Draw a bar chart showing the marks. Each student's name must appear beside the relevant bar. [4]

c) Suppose that the following formula is in cell A1 of some spreadsheet:

$$=2*J6$$

- i. What does this formula calculate? [1]
- ii. If cell A1 is copied to B1, what formula would B1 contain? [3]