

UNIVERSITY OF SWAZILAND

Faculty of Science

Department of Computer Science

SUPPLEMENTARY EXAMINATION, JULY 2011

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) Distinguish between each of the following pairs:
- i. Input and output.
 - ii. Data and information.
 - iii. Primary and secondary storage.
 - iv. Kilobyte and megabyte. [8]
- b) Name and describe 2 common input devices. [2]
- c) Name and describe 2 common network devices. [2]
- d) Describe the workings of a computer with the help of the IPO scheme diagram. [5]
- e) ROM and RAM are storage devices. What are their full names? What is the main difference between them? [4]
- f) CPU and GPU are processing devices. What are their full names? What is the main difference between them? [4]

Question 2 (The Operating System) – [25 marks]

- a) Name the 3 buttons found on window title-bars. [3]
- b) What changes occur in the task bar when it is set to *auto-hide*? [2]
- c) What combination of keys is pressed in order to cycle through windows. [1]
- d) Describe the steps that need to be taken to accomplish the following on the desktop:
 - i. Delete a file. [1]
 - ii. Move an icon to a different part of the desktop. [1]
 - iii. Lay out 2 windows so that they do not overlap. [2]
 - iv. Create a folder. [2]
 - v. Create a scrap document. [4]
- e) Describe the steps that need to be taken to accomplish the following using Windows Explorer or My Computer window:
 - i. Open a sub-folder of the current folder. [1]
 - ii. Highlight all icons. [2]
 - iii. Move a file from one folder to another. [3]
 - iv. Sort all files in ascending order of size. [3]

Question 3 (Word Processing) – [25 marks]

- a) With the help of diagrams contrast between any 3 kinds of paragraph alignment. [6]
- b) Describe the steps that need to be taken to accomplish the following using Microsoft Word:
 - i. Underline the title. [1]
 - ii. Double-space a paragraph. [2]
 - iii. Indent a paragraph by 1 inch. [2]
 - iv. Add page numbers to the top of each page, centre aligned. [3]
 - v. Save the document in the C: drive, giving it a new name, REPORT. [3]
 - vi. Move the first paragraph to the bottom of the last page. [4]
 - vii. Create a table with 2 rows and 3 columns, such that the first row is taller than the second. The table should appear near the bottom of the first page. [4]

Question 4 (Spreadsheets) – [25 marks]

Answer the questions further below with reference to the following spreadsheet. It shows a number of items that need to be purchased. For each item, the quantity to be bought and unit cost are given.

	A		C	D
1	Item	Quantity	Unit Cost	
2	Bread	4	6.45	
3	Milk	2.5	7.99	
	Butter	0.25	29.45	
5	Flour	2.5	8.99	
6	Sugar	1	6.45	
7	Eggs	4	0.99	
8	Spoons	10	0.25	
9	Plates	10	18.99	
10				

- a) At what address is the cell pointer located in this spreadsheet? [1]
- b) What is the meaning of *logical test*? [1]
- c) Write down *dynamic formulas* to accomplish the following:
- Show the lowest quantity at B10. [3]
 - Show the average unit cost at C10. [3]
 - Show the *total cost* of bread at D2 (i.e. quantity multiplied by unit cost). [2]
 - Show the word **EXPENSIVE** at E2, provided the *total cost* of bread is more than 25. Otherwise, leave E2 blank. [6]
- d) Describe the steps that need to be taken in order to change the above spreadsheet as follows:
- Change the width of the first column to 7.5 units. [2]
 - Insert a column chart showing quantities of all items. [3]
 - Sort the entire table in descending order of item name. [4]