University of Swaziland

Final Examination- May/June 2012

Title of Paper: *Computer Foundation Course*

Course Code: *IDE-CFC100 (Diploma in Law, B.A. Humanities, Certificate in Portuguese)*
CFCH100 (Humanities)
IDE-EDF102&EDF102 (ALL Education)

Time Allowed: *Three (3) Hrs.*

Instructions to Candidates:

Section A:Multiple Choice questions

1. *Answer **ALL** questions*
2. *Mark all your answers on the **Answer sheet** using **INK** (answers marked in **pencil** will **not** be accepted)*
3. *Indicate your **ID Number** and **PROGRAM** on theAnswer sheet*
4. *When completed, insert your **Answer sheet** in the **Examination Answer Folder** provided.*

Section B:

1. *Answer **ALL four (4)** questions*
2. *Write your answers in the **Examination Answer Folder** provided*
3. *Indicate **Course code** and **Program** on the **Examination Answer Folder***

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SECTION A [40 marks]

1. The five (5) hardware components of a computer are the CPU, input devices, output devices, _____ and _____
   A. Keyboard, mouse
   B. Primary Storage, Auxiliary/Secondary storage
   C. Disk drive, monitor
   D. Programs, RAM

2. The central processing unit (CPU)_____
   A. Allows data, programs, commands and user responses to be entered into a computer
   B. Make the information resulting from processing available for use
   C. Contains the electronic circuits that cause processing to occur
   D. Consists of electronic components that store data

3. The two (2) main components of a computer system are:
   A. CPU and Monitor
   B. Monitor and Keyboard
   C. RAM and CPU
   D. Hardware and Software

4. A Computer processes
   A. Data into instructions
   B. Information into data
   C. Instructions into data
   D. Data into information

5. Two (2) types of auxiliary/secondary storage devices more often used on personal computers are _____
   A. Keyboards and scanners
   B. Flash disks and hard disks
   C. Monitors and printers
   D. Control units and arithmetic logic units

6. Before buying computer systems, the purchaser should do some research or ask question on the_____
   A. Size and types of memory (RAM) and storage
   B. Software included with the system
   C. Speed of the processor
   D. All of the above

7. Memory, also called random access memory, or RAM, _____
   A. Contains the electronic circuits that cause processing to occur
   B. Makes the information resulting from processing available for use
   C. Allows data, commands, and user responses to be entered into a computer.
   D. Consist of electronic components that store data

2

8. Storage holds _____ for future use.
   A. Data
   B. Information
   C. Instructions
   D. All of the above

9. Input devices _____
   A. Contain the electronic circuits that cause processing to occur
   B. Makes information resulting from processing available for use
   C. Allows data, programs, commands, and user responses to be entered into a computer
   D. Consist of electronic components that store data

10. The main circuit board of the system unit is the
    A. Computer program
    B. Control unit
    C. Motherboard
    D. None of the above

11. All calculations and logic comparison take place in the computer's _____
    A. ALU
    B. Control unit
    C. Program
    D. Primary memory

12. When suddenly power goes off while working on the computer, the contents of _____ memory is never changed.
    A. Buffer
    B. ROM
    C. RAM
    D. DRAM

13. What else do we measure in Megabytes (MB)?
    A. RAM size
    B. Disk Space
    C. CPU Speed
    D. A and B only

14. Which of the following is **not** included in the Microsoft Office 2010 suite?
    A. Microsoft Word
    B. Microsoft Excel
    C. Microsoft Internet Explorer
    D. Microsoft PowerPoint

15. The smallest piece of data that can be manipulated by a computer is called a:
    A. Byte
    B. Megabyte
    C. Bit
    D. Megabit

16. If the data contained in primary memory is not lost when the computer is shut off, that memory is said to be:
    A. Removable
    B. Durable
    C. Volatile
    D. Non volatile

17. Which one of the following has two (2) examples of output devices
    A. Monitor and scanner
    B. Speaker and CPU
    C. Flash disk and Monitor
    D. Printer and Speaker

18. Graphic symbols that are used to represent tasks are called:
    A. Charts
    B. Graphs
    C. Displays
    D. Icons

19. In Microsoft Excel, accidentally deleted data can be put back using this feature:
    A. Retrieve command
    B. Undo command
    C. Oops button
    D. Open command

20. In Microsoft Windows, the following can be uniquely identified because they have yellow icons
    A. Files
    B. Folders
    C. Programs
    D. Menus

21. In Microsoft word, the feature that would let you automatically exchange every occurrence of a word in a document with another word is called_____
    A. Search and destroy
    B. Justification
    C. Find and replace
    D. Find and exchange

22. The main components of the computer communicate with each other using
    A. System bus
    B. Memory
    C. Keyboard
    D. Monitor

23. In your Microsoft Excel practical sessions you have learnt that ###### means:
    A. You have entered a number wrong
    B. The cell is not wide enough
    C. You have entered an invalid formula
    D. You have entered an invalid selection

24. In your Microsoft Excel practical sessions you have learnt that #NAME? means:
    A. You have entered a very long number
    B. The Cell is not wide enough
    C. You have entered a wrong number
    D. You have entered an invalid formula

25. Within Microsoft Excel, which of the following describes absolute cell referencing?
    A. Never reference the same cell
    B. Always reference the same cell
    C. Always reference the cell to the left
    D. None of the above

26. The two (2) main components of the CPU are
    A. System Unit and Software Unit
    B. Hardware and Software
    C. Control Unit and Arithmetic Logic Unit
    D. Input Unit and Output Unit

27. Within Microsoft Excel, which of the following is an example of absolute cell referencing?
    A. =£A£1-B1
    B. =$A$1-B1
    C. =A1-B1$
    D. None of the above

28. To save a document for the first time, choose _____ from the file menu.
    A. Page setup
    B. Save
    C. Save as
    D. Print

29. Software is divided into 2 main types, which are _____
    A. Operating Systems and systems software
    B. Application software and systems software
    C. Systems and user software
    D. Word processing and Spreadsheets

30. When searching for files on your computer, which of the following wild card specifications would help you list files whose filenames start with any 2 letters followed by the letter **p** and have any extension?
    A. ??p.doc
    B. *p.text
    C. ??p.*
    D. *p.doc

31. You can use the tab key to
    A. Move the cursor across the screen
    B. Indent a paragraph
    C. Move the cursor down the screen
    D. A and B only

32. The default standard alignment is
    A. Left
    B. Centre
    C. Justified
    D. Right

33. Within Microsoft Excel, which of the following will add two cells together?
    A. A1+B1
    B. =A1:B1
    C. = $A$1+B1
    D. =Add A1:B1

34. A spell checker will identify
    A. Words not used correctly
    B. Words wrongly spelt
    C. Both of these
    D. Neither of these

35. In Microsoft office 2010, File, Home, Insert, etc., are
    A. Special commands
    B. Tabs on the Ribbon
    C. List of many tasks that can be done
    D. None of the above

36. 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 the press ENTER key on the keyboard
    D. Select the file, and then double click on the file.

37. Which is not one of the options used for Formatting text?
    A. Font
    B. Cut, copy and paste
    C. Alignment
    D. B/U

38. In Microsoft Excel, assume the formula =$A$1 + B5 + C$10 appears in cell C4. What would this formula look like after copying from cell C4 to cell Y10?
    A. =Y7 + Z5 + C$10
    B. =$A$1 + B5 + C$10
    C. =$Y$7 + Z11 + AA10
    D. =$A$1 + Z11 + AA$10

39. Which one of the following is the correct format of an electronic mail address?
    A. kuda at uniswa.sz
    B. dube.kuda@uniswa.sz
    C. muzi@www.uniswa.sz
    D. woza.uniswa.org

40. Which of the following is the correct website address for the University of Swaziland home page?
    A. www.uniswa.home.com
    B. www.uniswa.home.sz
    C. www.uniswa.sz
    D. http://www.uniswa.com

SECTION B   [60 marks]

Instructions: _Answer ALL Four (4) questions_

Question 1:

a) Give 2 examples of input devices, 2 examples of secondary/auxiliary storage devices and 2 examples of output devices.   [6]

b) State any 3 aspects that you would consider when choosing a secondary storage device.   [3]

c) i) Convert the decimal number **87** to its binary equivalent. Show all your working.   [3]

   ii) Convert the binary number **101001** to its equivalent decimal number.   [3]

Question 2:

a) Describe the results of the following mouse actions:
   i.   Right clicking on an empty space on the desktop   [1]
   ii. Dragging a window's title bar   [2]
   iii. Clicking on a minimised window on the task bar.   [2]
   iv. Double clicking on a folder icon   [2]

b) Explain the main difference between copying and moving files. (Explain the difference in their meaning, not how they are carried out)   [2]

c) Describe how you would carry out the following tasks in Microsoft Windows:
   i)   Rename a file called **CFC100Exam.doc** to be **IDE2012.doc**   [2]
   ii) Create a folder with the name **CFC100** in drive G:.   [2]
   iii) Create a folder with the name **BHums** inside the folder CFC100 created in ii) above.   [2]

Question 3:

a) In terms of word processing, explain (give examples where possible) the difference between

      a. Entering, editing and formatting text.   [2]

      b. Left aligned, right aligned and justified text.   [2]

b) Describe how you would carry out the following tasks in Microsoft Word:

    i)   Double space only the last paragraph in your document   [2]

    ii) Move an existing paragraph to appear at the end of the whole document.   [2]

c) Draw a clearly labelled rough sketch of the Microsoft Word 2010 main window. Your sketch must clearly show the position and clear labels of the following:
- Quick access toolbar with 3 sample icons.
- Three (3) ribbon tabs.
- Three(3) ribbon groups on the Home tab. Show two (2) sample icons on each group.   [7]

Question 4:

a) Assuming the values in cells **C2 to C5 are 23, 32, 71 and 109** respectively. Also consider that the following formulas have been entered into cells **B6 to B9** respectively. In what way are the formulas different? Explain what will happen to the results in Cells **B6 to B9** if the value in cell **C5, i.e. 109**, is changed to become **20**.

                                                                     [6]

        i.   = 23+32+71+109

        ii. =C2+C3+C4+C5

        iii. = SUM(C2:C5)

b) Consider the following electronic Spreadsheet:

	A	B	C	D	E
1	2007 SWAZILAND HIV PREVALENCE BY AGE GROUP				
2					
3			60000		
4		SURVEY POPULATION			
5					
6	CATEGORY	WOMEN	MEN	GROUP TOTAL	% OF SURVEY POPULATION
7	Childhood	1097	1090		
8	Teenage	1905	1934		
9	Twenties	1580	1344		
10	Thirties	991	704		
11	Fourties	731	464		
12					
13	GENDER TOTAL				
14	GENDER AVERAGE				

i) Write the formula you would enter in Cell **D7** to compute the **Group Total** for the **Childhood** category. [2]

ii) Write the formula entered in Cell **C14** to compute the average for **Men** [2]

iii) Write the formula entered in Cell **E7** to compute **% of Survey Population**, which is given by **(GROUP TOTAL /SURVEY POPULATION) x100**. Use Absolute cell referencing. [2]

iv) Explain how you would create a **2D Bar Chart** using **Women** and **Group Total** figures only. [3]

<< END OF QUESTION PAPER >>

Section A - Answer Sheet
IDE - CFC100/ CFCH100/EDF102: Computer Foundation Course (2012)

ID NUMBER_____ PROGRAM:_____

Instructions:

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

Question	A	B	C	D
1				
2				
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