University of Swaziland

Final Examination, May – 2014

Title of Paper: *Computer Foundations Course*

Course Code: *IDE-CFC100 (D. LAW / B.A. HUMANITIES / B.Ed.,*
Cert. in Portuguese)
CFCH100 (HUMANITIES)
IDE-EDF102 & EDF102 (All EDUCATION)
CSS 100 (LL.B. / BASS / Cert. in Psycho Social Support)

Time Allowed : *Three (3) Hours*

INSTRUCTIONS TO CANDIDATES:

Section A: Multiple choice

1. *Answer **ALL** questions. Mark all your answers on the provided* ***Answer Sheet** using **INK** (answers marked in pencil will **not** be accepted).* Include your ID NUMBER and PROGRAM of study on the *Answer sheet*. This examination paper has pages 1 to 9.

2. *When completed, insert your **Answer Sheet** (page 9) in the provided **Examination Answer Folder**.*

Section B:

3. *Answer **all the four (4) questions.***

4. *Write your answers in the **Examination Answer Folder** Provided.* Include **COURSE CODE** and your **PROGRAM OF STUDY** on the *Examination Answer Folder*.

This examination paper should not be opened until permission has been granted by the invigilator

SECTION A

1.   Which of the following is not a computer hardware component

    A.   Keyboard Keys,
    B.   Mouse Clicking Buttons
    C.   Disk Operating System
    D.   Visual Display Unit

2. The binary number system uses only _____ symbols
    A. zero   **B.** one   **C.** ten   **D.** two

3. Which of the following is a Systems software

    A. MSDOS   **B.** MSword   **C.** MSaccess   **D.** MSExcel

4. In Microsoft Word, if the user intends to bring the cursor to the end of the line, s/he must press _____ key only once.
    A. Enter   **B.** End   **C.** Home   **D.** Esc

5. Which of the following is only an input device
    A. Printer   **B.** Keyboard   **C.** Monitor   **D.** File

6. When suddenly power goes off while working on the computer, the _____ memory is never changed.
    A. Cache   **B.** ROM   **C.** RAM   **D.** DRAM

7. In Microsoft Windows, if you want to close a window, you click on this button.

    A. [▪]   **B.** [✕]   **C.** [▭]   **D.** *I*

8. Which of the following is not a basic mouse technique ?

    A. Left-Clicking   **B.** Dragging   **C.** Debugging   **D.** Pointing

9. In Microsoft Windows, you can move a window to a different position on the screen by dragging it by its _____ .

    A. Tail Bar   **B.** Title Bar   **C.** Move handle   **D.** Status Bar

10. In Microsoft Word, you underline text by first selecting/highlighting the text and then clicking this button
    A. 🖫   **B.** <u>U</u>   **C.** *I*   **D.** **B**

11. The scrolling a window means:
   A. Closing the window contents
   B. Minimize the window contents
   C. Show and hide window contents
   D. Overlapping window contents

12. In Microsoft Word, you can create a numbered list by first selecting/highlighting the list and then click on this button on the paragraph group.

   A. ⊯   B. ☷   C. ✧   D. ☷

13. A byte is made up of ____ bits

   A. two   B. one   C. zero   D. eight

14. Which of the following specifications refers to only a text file ?

   A. Ltext.text   B. Ltext.doc   C. textL.word   D. Ltext.txt

15. Which of the following specifications refers to a file whose name has exactly three (3) characters and the extension is PIC?

   A. C33.*   B. PI?.PIC   C. SIC?.PIC   D. ?C3C.PIC

16. Which of the following keys may be used to switch the numerical pad ON or OFF

   A. NUM LOCK   B. CAPS LOCK   C. PAD LOCK   D. KBD LOCK

17. 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

18. There are two (2) steps taken to move 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. =   B. Space   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 11 to row 22.
   A. C11:22   B.11:22   C. C22:C11   D. C12:C21

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. 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

26. In Microsoft Windows, which of the following best describes the procedure for creating a folder called UNISWA in drive F.

    A. Open drive F, type UNISWA

    B. Open drive F, right-click empty space, choose folder, then type UNISWA.

    C. Open drive F, right-click empty space, choose new, choose folder, then type UNISWA

    D. Open drive F, right-click empty space, choose new, then type UNISWA

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

28. All calculations and logic comparison take place in the computer's _____
   A. ALU
   B. Control unit
   C. Program
   D. None of the above

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 at file menu..

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 ROM stands for

   A. Random Ordinary Memory
   B. Restore Only Memory
   C. Read Only Memory
   D. Rewind Only Memory

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?

   A. Click start then click Calculator
   B. Click Calculator, then Click Start , Choose Accessories
   C. Click Start, choose Calculator, and then click Accessories
   D. Click start, choose programs, choose accessories, then click Calculator

34. In Ms-Windows desktop, dragging an icon and dropping in the recycle bin leads to

        A. Icon removed from desktop   **C.** Icon renamed
        B. Pop-up menu displayed.   **D.** Icon moved to new position

35. In Ms-Windows, a window can be resized by
    A. Selecting Open from the file menu.   **C.** Dragging its border.
    B. Right clicking on a blank space.   **D.** Pressing the ENTER key.

36. In Microsoft Excel, pressing **Ctrl + Home** key combination will move the cursor to
    A. The last cell in a row.
    B. The last cell in a column.
    C. Cell Home
    D. Cell A1

37. In Ms-Excel, which of the following best describes a **legend**
    A. A symbol of a well know person
    B. A box that identifies the patterns or colors that are assigned to the data series or
        categories in a chart
    C. A box that identifies an error in the data series or categories in a chart
    D. 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**
    A. =B5+C5+D5+E5   **C.** = (B5:E5)
    B. =SUM (B5:E5)   **D.** =20+30+40+50

39. In Microsoft Excel, suppose the formula =A2+C$5 appears in cell D5. When this formula is copied to cell E7, it will change to be
    A. =$B$4 + C6   **B.** =B4 + D$5   **C.** =$A$4 + C5   **D.** =B3+$C$6

40. In Ms-Excel, referencing a block of all cells from columns E to H and from rows 5 to 9 is

    A. EH:59   **B.** 9H:5E   **C.** 59:EH   **D.** E5:H9

Instruction:

- *Answer ALL Four (4) Questions*

QUESTION 1 – *General*

a) With the aid of examples, distinguish between System Software and application Software.. [3]

b) Convert the decimal numbers 100 and 167 to their equivalent binary number representations. Show all your working. [4]

c) Convert the binary numbers (10011110) and (10001011) to their equivalent decimal number representations. Show all your working. [4]

d) Starting from your desktop, write all the steps to create a text file of about ten lines to your instructor about your experiences of IDECFC100 course. The text file name should be your id number and extension should be .txt in your root directory of F:\ . [4]

QUESTION 2 – *Microsoft Windows*

a) How do you minimize, restore and resize a window ? [3]

b) How do you open My Computer window and do the following ? [6]

    (i)   Open a file.

    (ii)   Rename a file.

    (iii)   Delete a file.

    (iv)   Move a file.

    (v)   Close an already opened file.

c) Draw the directory (folder) tree structure of the following. Write a sequence of steps to create this directory tree. [2]

    (i)   Create a Subfolder named **EXAM** in the root directory of F: [1]

    (ii)   Create three a Subfolders named **SECTION1, SECTION2** and **SECTION3** in the Subfolder **EXAM** created in step (i) above. [1]

    (iii)   Create three Subfolders named **Q1, Q2,** and **Q3** in the Subfolder in **SECTION1** created in step (ii) above. [2]

QUESTION 3 – *Word Processing*

a) Explain the difference between a font and a style. [2]

b) Describe how the following may be achieved using Microsoft Word:

    (i)   Inserting page numbers in a document [3]

    (ii)   Inserting your photo, stored in F:\MYPHOTO.pdf [3]

    (iii)   Exchanging the position of first and last paragraph in a document [3]

c) Distinguish between 'print' and 'print preview', 'Redo' and 'undo' operations [4]

QUESTION 4 – *Spreadsheets*

(a)   Assuming that:

- cell A1 of a spreadsheet contains the formula: $= \$B\$2+C2+D\$3+\$E4$

- cell A1 is copied into cells B4 and C8.

Write down the formula in B4 and C8 after copying. [4]

(b)   Draw the following table in a spread sheet. The sheet contents are – [3]

A1:E1 the text contents are – ID, SURNAME, T1MARK, T2MARK, CWM

Using your own suitable realistic data, insert six students' info –

ID,SURNAME,T1MARK and T2MARK from A2:D7. T1MARK and T2MARK are percentage marks. All numeric data should be right aligned and text data should be right aligned.

    (i)   What is stored in E2:E7, to show the average of T1MARK and T2MARK [4]

    (ii)   What is stored in C8:D8, to show smallest of T1MARK and T2MARK [4]

(END OF EXAMINATION PAPER)

Section A- Answer Sheet Computer Foundation (2013/14) IDE-CFC100/CFCH100/IDE-EDF102 & EDF102 / CSS100:

ID NUMBER:_____ POROGRAM:_____DATE:_____

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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