

UNIVERSITY OF ESWATINI

Faculty of Science and Engineering

Department of Computer Science

MAIN EXAMINATION

MAY 2019

Title of Paper: COMPUTER FOUNDATION SKILLS

Course Code: CSC101 (SCIENCE / HUMANITIES / SOCIAL
SCIENCES / EDUCATION)

IDE-CFC 100 (D. LAW / B. A. HUMANITIES / Cert. in Portuguese)

Time Allowed: 2 Hours

Total Marks: 100

Instructions to Candidates:

This Question Paper Consists of One Hundred (100) Multiple choice Questions. Answer All the One Hundred (100) Questions.

Marks are indicated in Square Brackets.

All Questions Carry Equal Marks

Mark all your Answers on the provided Answer sheet using INK (Answers Marked in pencil will not be accepted)

Include your Student ID NUMBER and PROGRAM of study on the Answer sheet.

This examination paper has pages 1 – 14

When done, return your Answer Sheet in the provided Examination Answer Folder

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

1. **In Windows the menu bar.....**
 - A. Lists the names of menu categories.
 - B. Is an icon on the desktop.
 - C. Is located near the top of a window.
 - D. Both A and C.
2. **Which of the following is NOT a type of operating system software?**
 - A. Windows
 - B. Linux
 - C. Macintosh
 - D. Communications and Organization
3. **The term "click" means**
 - A. Turning the computer on
 - B. Pressing the left mouse button one time
 - C. Turning the computer off
 - D. The sound a hard drive makes
4. **The Windows 7 operating system uses a GUI, which stands for:**
 - A. Guided user interaction
 - B. Graphical user interface.
 - C. Graphics utility interface.
 - D. Graphical utility interaction.
5. **If you minimize a window, it is removed from the screen and stored as a(n):**
 - A. Icon on the desktop.
 - B. Button on the desktop.
 - C. Button on the taskbar.
 - D. Icon on the menu bar.
6. **A button that is used to turn a feature both on and off is called a(n) ____ button.**
 - A. Shortcut
 - B. Mini
 - C. Toggle
 - D. Key
7. **When a window is open, the name of the window is displayed in the _____ and in a button on the taskbar.**
 - A. Menu
 - B. Status bar
 - C. Toolbar
 - D. Title bar

8. The title bar in the Windows environment displays the ____.
- A. File size
 - B. File location
 - C. Name of computer
 - D. Name of the file or program
9. If you have multiple windows open at the same time, the _____ window is where you are currently working.
- A. Gallery
 - B. Active
 - C. Preview
 - D. Protected
10. A computer cannot 'boot' if it does not have the _____
- A. Compiler
 - B. Loader
 - C. Operating System
 - D. Assembler
11. DOS stands for
- A. Disk Operating System
 - B. Disk Operating Session
 - C. Digital Operating System
 - D. Digital Open system
12. BIOS stands for
- A. Basic Input Output System
 - B. Binary Input Output System
 - C. Basic Input Off System
 - D. All the above
13. is computer software designed to operate the computer hardware and to provide platform for running application software
- A. Application software
 - B. System Software
 - C. Software
 - D. Operating System
14. To access properties of an object, the mouse technique to use is
- A. Dragging
 - B. Dropping
 - C. Right-clicking
 - D. Shift-clicking
15.are designed for specific users' needs
- A. System Software
 - B. Application Software
 - C. Assemblers
 - D. Compilers

16. Which of the following are the functions of an operating system
- A. Allocates resources
 - B. Monitors Activities
 - C. Manages disks and files
 - D. All of the above
17. How do you properly turn off a computer?
- A. Press the power button on both the computer and the monitor
 - B. Close all of the windows and it will shut down automatically
 - C. Press CTRL+ALT+DEL and select "login"
 - D. From the Start menu, select shut down and then press the power button on monitor
18. What characteristics of ROM Makes it useful?
- A. ROM Information can easily be updated.
 - B. Data in ROM is not volatile, that is, it can be retained even when power is off.
 - C. Rom provides very large amounts of inexpensive data storage
 - D. ROM Chips are easily swapped between different brands of computers.
19. The term "Desktop" as used with computers refers to:
- A. Something that is for the computer programmer only.
 - B. The part of your work area where the computer monitor sits.
 - C. The initial screen showing icons for folders, applications and files.
 - D. The desk that your computer is stationed on.
20. Which operation is not performed by computers
- A. Inputting
 - B. Processing
 - C. Controlling
 - D. Understanding
21. In order to save an existing word document with a different name you need to:
- A. Retype the document and give it a different name
 - B. Use the Save As Command
 - C. Copy and paste the original document to a new document and then save
 - D. Use Windows Explorer to copy the document to a different location and then rename it
22. How do we create a new document in Word?
- A. Click on the blank document icon in the upper left hand corner
 - B. Click on the file menu and choose the "close" option
 - C. Click on the file menu and choose the "save" option
 - D. Click on the X in the upper right hand corner
23. When cutting and pasting, cutting section is temporarily stored in
- A. Dashboard
 - B. Clipboard
 - C. Hard drive
 - D. Diskette

24. The basic unit of a worksheet into which you enter data in Excel is called a
- A. Column
 - B. Box
 - C. Table
 - D. Cell
25. The process of transferring files from a computer on the Internet to your computer is called
- A. Downloading
 - B. FTP
 - C. Forwarding
 - D. Uploading
26. Which of the following is an Input device in computer?
- A. Keyboard
 - B. OS
 - C. Modem
 - D. Cable
27. Which of the following is the main working memory used by the computer?
- A. RAM
 - B. ROM
 - C. DVD
 - D. CD
28. Which of the following is processed by the Computer into Information?
- A. Numbers
 - B. Processor
 - C. Data
 - D. Input
29. If a cell shows #####, it means that.....
- A. Your formula has a syntax error
 - B. The row is too short to show the number at the current font size
 - C. The column is too narrow to show all the digits of the number
 - D. Either B or C
30. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as
- A. \$
 - B. @
 - C. +
 - D. =
31. In a Spreadsheet values, formulas and Labels are stored in.....
- A. Ranges
 - B. Functions
 - C. Labels
 - D. Cells

32. The PC productivity tool that manipulates data organized in rows and columns is called a.....
- A. Word processing document
 - B. Presentation mechanism
 - C. Spread sheet
 - D. Database record manager
33. How can you remove borders applied in cells?
- A. Choose None on Border tab of Format cells
 - B. Open the list on Border tool in Formatting toolbar then choose first tool (no border)
 - C. Both A and B above
 - D. None of above
34. A value used in a formula that does not change is called a?
- A. Constant
 - B. Cell address
 - C. Variable
 - D. Static
35. Each excel file is called a workbook because
- A. It can contain text and data
 - B. It can be modified
 - C. It can contain many sheets including worksheets and chart sheets
 - D. You have to work hard to create it
36. How are data organized in a spreadsheet?
- A. Lines and spaces
 - B. Layers and planes
 - C. Rows and columns
 - D. Height and width
37. The output shown on the computer monitor is called?
- A. VDU
 - B. Hard Copy
 - C. Soft Copy
 - D. Screen Copy
38. What is the default file extension for all Word documents?
- A. TXT
 - B. WRD
 - C. FIL
 - D. DOC
39. To copy text in Microsoft word, you.....
- A. Highlight the text, right-click, and select 'copy'
 - B. Highlight the text; go to home tab, and select 'copy'
 - C. Highlight the text and press CTRL+C
 - D. All of the above are correct

40. Which of the following is not used as a font style?
- A. Bold
 - B. Italics
 - C. Regular
 - D. Superscript
41. End Key on the keyboard is used to.....
- A. Moves the cursor end of the line
 - B. Moves the cursor end of the document
 - C. Moves the cursor end of the paragraph
 - D. Moves the cursor end of the screen
42. Portrait and Landscape are
- A. Page Orientation
 - B. Paper Size
 - C. Page Layout
 - D. All of above
43. All of the following statements concerning windows are true EXCEPT.....
- A. Windows are an example of a command-driven environment.
 - B. Windows can be resized and repositioned on the desktop.
 - C. More than one window can be open at a time.
 - D. Toolbars and scrollbars are features of windows.
44. Personal Computers use a Number of Chips Mounted on a Main Circuit Board.
What is the Common Name for such Boards?
- A. Daughter Board
 - B. Mother Board
 - C. Father Board
 - D. Bread Board
45. The term Icon as used in computing refers to:
- A. A Picture or symbol that represents a command
 - B. A Photograph
 - C. A Leader
 - D. A Symbol of Power
46. Magnetic tape unit and magnetic disc unit are classic examples of?
- A. Printing Devices
 - B. Back up Storage Devices
 - C. On-Line Devices
 - D. Off-Line Devices
47. A song being played on computer speaker is?
- A. Hard output
 - B. Soft output
 - C. Both hard and soft output
 - D. Neither hard nor soft output

48. **A graphic artist would use:**
A. Accounting Software
B. Word Processing Application
C. Graphics Presentation Software
D. Antivirus Software
49. **Small computers that are not microcomputers are classified as**
A. Micro Computers
B. Mini Computers
C. Mainframe Computers
D. Mega Processors
50. **Which one of the following is TRUE about email?**
A. Email cannot transmit images as attachments.
B. Email is a low cost way to send and receive messages.
C. Email cannot be infected by computer viruses.
D. Email is a secure way to transmit and store confidential information.
51. **Personal computers can be connected together to form a.....**
A. Server
B. Network
C. Supercomputer
D. Enterprise
52. **What does HTTP stands for?**
A. Head Tail Transfer Protocol
B. Hypertext Transfer Protocol
C. Hypertext Transfer Plot
D. Hypertext Transfer Plotter
53. **Electronic mail is best used to.....**
A. Send and Receive messages over a network
B. Send and Receive messages via the Internet
C. Send and Receive messages via radio waves.
D. A and B
54. **Which of the following applications allows you to gain access to the World Wide Web?**
A. Internet Explorer
B. Microsoft Word
C. Paint
D. My Computer
55. **Home Key uses for**
A. Moves the cursor beginning of the document
B. Moves the cursor beginning of the paragraph
C. Moves the cursor beginning of the screen
D. Moves the cursor beginning of the line

56. AutoCorrect was originally designed to replace _____ words as you type.
- A. short, repetitive
 - B. grammatically incorrect
 - C. misspelled
 - D. none of the above
57. Page Up Key is for
- A. Moving the cursor one line up
 - B. Moving the cursor one screen up
 - C. Moving the cursor one page up
 - D. Moving the cursor one paragraph up
58. Which of the following is a combination of hardware and software that facilitates the sharing of information between computing devices?
- A. Network
 - B. Peripheral
 - C. Expansion Board
 - D. Digital device
59. Identify false statement
- A. You can find deleted files in recycle bin
 - B. You can restore any files in recycle bin if you ever need
 - C. You can increase free space of disk by sending files in recycle bin
 - D. You can right click and choose Empty Recycle Bin to clean it at once
60. You should save your computer from?
- A. Viruses
 - B. Time bombs
 - C. Worms
 - D. All of the above
61. Which of the following is suitable after you install new drivers?
- A. Shut Down
 - B. Restart
 - C. Sleep
 - D. Hibernate
62. The primary purpose of software is to help :
- A. Turn Data into websites
 - B. Turn Data into Information
 - C. Turn Data into Programs
 - D. Turn Data into Objects
63. Circuit consisting of different electronic components and connections in them is called as
- A. Integrated Circuit
 - B. Interrelated Circuit
 - C. Inverting Circuit
 - D. Reversing Circuit

64. The actual equipment of computer systems that can be touched is called?
- A. Hardware
 - B. Software
 - C. Computer System
 - D. Computer Accessories
65. The displays the name of every computer user on the computer
- A. Wish list screen
 - B. Command screen
 - C. Welcome screen
 - D. None of the above
66. Which of the following are examples of search engines?
- A. Word and Excel
 - B. Internet Explorer and Firefox
 - C. Yahoo! and Google
 - D. Word and PowerPoint
67. Which of the following is a correct format of Email address?
- A. sales@website@info
 - B. sales@website.info
 - C. saleswebsite.info
 - D. sales.website.info
68. A Web site's main page is called.....
- A. Browser Page
 - B. Search Page
 - C. Home Page
 - D. Bookmark
69. Which of the following are word processing software?
- A. MS Word
 - B. Easy Word
 - C. WordPerfect
 - D. All of above
70. Ctrl + N is used to.....
- A. Save Document
 - B. Open Document
 - C. New Document
 - D. None of above
71. Computer software includes
- A. Packaged programs
 - B. Application programs
 - C. Operating system programs
 - D. All the Above

72. **Device driver is**
A. Useful for communication with devices
B. It is application software
C. System software
D. A & C
73. **Junk E-mail is also called**
A. Spoof
B. Spam
C. Copple crumbs
D. sniffer script
74. **The internet is**
A. an internal communication system
B. a communication system for the Swaziland Government
C. a large network of networks
D. all of these
75. ----- is the exchange of computer-stored messages by telecommunication.
A. Eweb
B. Echart
C. Email
D. None of these
76. **To verify that the note text is positioned correctly on the page, switch to _____ view or display the document in print preview.**
A. normal
B. print layout
C. page layout
D. page edit
77. **A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?**
A. To mark the ending of a paragraph of document
B. To add anchors in web page
C. To add hyperlinks in webpage
D. To quickly jump to specific location in document
78. **On an excel sheet the active cell is indicated by ?**
A. A dotted border
B. A dark wide border
C. A blinking border
D. By italic text
79. **Which types of charts can excel produce?**
A. Line graphs and pie charts only
B. Only line graphs
C. Bar charts, line graphs and pie charts
D. Bar charts and line graphs only

80. Which of the following methods cannot be used to enter data in a cell?
- A. Pressing an arrow key
 - B. Pressing the tab key
 - C. Pressing the Esc key
 - D. Clicking the enter button to the formula bar
81. Which of the following formulas is not entered correctly?
- A. =10+50
 - B. =B7*B1
 - C. =B7+14
 - D. 10+50
82. Which of the following formulas will Excel Not be able to calculate?
- A. =SUM(Sales)-A3
 - B. =SUM(A1:A5)*.5
 - C. =SUM(A1:A5)/(10-10)
 - D. =SUM(A1:A5)-10
83. Which menu bar selection would you access to open file?
- A. Option
 - B. Help
 - C. View
 - D. None of above
84. Which mode loads minimal set of drivers when starting Windows?
- A. Safe Mode
 - B. Normal Mode
 - C. VGA Mode
 - D. Network Support Mode
85. A is a named location on a disk where files are stored
- A. Folder
 - B. Pod
 - C. Version
 - D. None of the above
86. A user-interface that is easy to use is considered to be
- A. User-happy
 - B. User-simple
 - C. User-friendly
 - D. None of the above
87. In Windows, start button is used to
- A. Run applications
 - B. Device setting
 - C. Turn off the system
 - D. All of above

88. **Once** text has been cut to the clipboard, you canthat text into another document
- A. Paste
 - B. Copy
 - C. Transfer
 - D. None of the above
89. **The essential difference between an operating system like Linux and one like Windows is that**
- A. Windows can run with an Intel processor, whereas Linux cannot
 - B. Linux is a proprietary whereas Windows is not
 - C. There are multiple versions of Linux, but only one version of Windows
 - D. Any programmer can modify Linux code which is not permitted with Windows
90. **Whenever you move a directory from one location to another**
- A. All files inside the directory are moved
 - B. All the sub-directory inside that directory are moved
 - C. The directory is moved the source file is not moved
 - D. Both A and B
91. **Recently deleted files are stored in**
- A. Recycle bin
 - B. Desktop
 - C. Taskbar
 - D. My computer
92. **Which components appear in the initial Windows start up display?**
- A. Dialog boxes
 - B. Start menu
 - C. Taskbar
 - D. All of above
93. **The date and time displays on**
- A. Taskbar
 - B. Status bar
 - C. System tray
 - D. Launch pad
94. **Which of the following is not essential to shut down your computer?**
- A. Save all opened files
 - B. Close all running applications
 - C. Switch off monitor
 - D. Cut off the power supply
95. **You can move a window to a different position on your screen by dragging it by its**
- A. Move handle
 - B. Tail
 - C. Status bar
 - D. Title bar

96. A bar that inform you the available options in your computer, opened applications, background running applications and can be used to switch between applications quickly is
- A. Menu bar
 - B. Tool bar
 - C. Status bar
 - D. Task bar
97. Windows displays various options to shut down. Which is suitable at the end of day?
- A. Shut Down
 - B. Restart
 - C. Sleep
 - D. Hibernate
98. Name of the screen that recognizes touch input is :
- A. Recog screen
 - B. Point Screen
 - C. Touch Screen
 - D. Android Screen
99. Arrange in ascending order the units of memory TB, KB, GB, MB
- A. TB>MB>GB>KB
 - B. MB>GB>TB>KB
 - C. TB>GB>MB>KB
 - D. GB>MB>KB>TB
100. Central Processing Unit (CPU) consists of
- A. Control Unit
 - B. Arithmetic And Logic Unit
 - C. Main Store
 - D. All of Above

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CSC 101: Computer Foundation Skills

Answer Sheet

Instructions:

- Only **One Answer** per question will be accepted
- If **Two Answers** are given for one question it will be considered as a wrong Answer.
- If **NO** answer is given to a question, it will be considered as wrong answer selected.
- Correct Method to Answer ☒ Wrong Method to Answer ☐ ☐ ☒
- Keep the Answer sheet Clean

Student ID: Program:

1.	A	B	C	D
2.	A	B	C	D
3.	A	B	C	D
4.	A	B	C	D
5.	A	B	C	D
6.	A	B	C	D
7.	A	B	C	D
8.	A	B	C	D
9.	A	B	C	D
10.	A	B	C	D
11.	A	B	C	D
12.	A	B	C	D
13.	A	B	C	D
14.	A	B	C	D
15.	A	B	C	D
16.	A	B	C	D
17.	A	B	C	D
18.	A	B	C	D
19.	A	B	C	D
20.	A	B	C	D
21.	A	B	C	D
22.	A	B	C	D
23.	A	B	C	D
24.	A	B	C	D
25.	A	B	C	D

26.	A	B	C	D
27.	A	B	C	D
28.	A	B	C	D
29.	A	B	C	D
30.	A	B	C	D
31.	A	B	C	D
32.	A	B	C	D
33.	A	B	C	D
34.	A	B	C	D
35.	A	B	C	D
36.	A	B	C	D
37.	A	B	C	D
38.	A	B	C	D
39.	A	B	C	D
40.	A	B	C	D
41.	A	B	C	D
42.	A	B	C	D
43.	A	B	C	D
44.	A	B	C	D
45.	A	B	C	D
46.	A	B	C	D
47.	A	B	C	D
48.	A	B	C	D
49.	A	B	C	D
50.	A	B	C	D

51.	A	B	C	D
52.	A	B	C	D
53.	A	B	C	D
54.	A	B	C	D
55.	A	B	C	D
56.	A	B	C	D
57.	A	B	C	D
58.	A	B	C	D
59.	A	B	C	D
60.	A	B	C	D
61.	A	B	C	D
62.	A	B	C	D
63.	A	B	C	D
64.	A	B	C	D
65.	A	B	C	D
66.	A	B	C	D
67.	A	B	C	D
68.	A	B	C	D
69.	A	B	C	D
70.	A	B	C	D
71.	A	B	C	D
72.	A	B	C	D
73.	A	B	C	D
74.	A	B	C	D
75.	A	B	C	D

76.	A	B	C	D
77.	A	B	C	D
78.	A	B	C	D
79.	A	B	C	D
80.	A	B	C	D
81.	A	B	C	D
82.	A	B	C	D
83.	A	B	C	D
84.	A	B	C	D
85.	A	B	C	D
86.	A	B	C	D
87.	A	B	C	D
88.	A	B	C	D
89.	A	B	C	D
90.	A	B	C	D
91.	A	B	C	D
92.	A	B	C	D
93.	A	B	C	D
94.	A	B	C	D
95.	A	B	C	D
96.	A	B	C	D
97.	A	B	C	D
98.	A	B	C	D
99.	A	B	C	D
100.	A	B	C	D

Student Signature: Date of Exam:

Question Paper Type.....