



UNIVERSITY OF SWAZILAND

FINAL EXAMINATION PAPER

- PROGRAMME: :
- : B.SC. AG. ECON. & AGBMGT YEAR 1
 - : B.SC. AG. EDUC. & EXT. YEAR 1
 - : B.SC. ANI. SCI. YEAR 1
 - : B.SC. AGRON. YEAR 1
 - : B.SC. HORT. YEAR 1
 - : B.SC. LWM YEAR 1
 - : B.SC. HOME ECON. YEAR 1
 - : B.SC. FSNT YEAR 1
 - : B.SC. TADM YEAR 1
 - : B.SC. HOME ECON. ED. YEAR 1
 - : M.SC. PROGRAMMES YEAR 1
- PAPER : AEM 102
- TITLE OF PAPER : INTRODUCTION TO COMPUTERS
- TIME ALLOWED : TWO HOURS
- INSTRUCTIONS :
1. ANSWER ALL QUESTIONS IN ALL SECTIONS
 2. ANSWER ALL QUESTIONS ON THE QUESTION PAPER. YOU DO NOT NEED AN EXAMINATION ANSWER FOLDER. SUBMIT THIS QUESTION PAPER, DO NOT REMOVE IT FROM THE EXAMINATION ROOM.
 3. QUESTIONS CARRY MARKS AS INDICATED IN THIS PAPER.

THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR.

Candidate's Examination Number :

Time of Examination :

Date of Examination :

Venue of Examination :

SECTION I: Multiple Choice: For each item, circle the one letter corresponding to the choice that best completes/answers that item. Read all choices before you circle one.

(2 marks each) (50 marks total)

1. In this course, symbols or facts that help us answer questions were referred to as:
 - a. data.
 - b. forms.
 - c. icons.
 - d. information.
 - e. statistics.
2. A person using a computer must be sure that the information they give to the computer is correct, or the information they get back may also be incorrect. An acronym common among computer users to express this fact is:
 - a. TITO
 - b. GIGO
 - c. RIRO
 - d. DITO
3. In contrast to early computers, today's computers are:
 - a. larger.
 - b. available to more people.
 - c. more expensive.
 - d. a. and b.
 - e. a. and c.
 - f. b. and c.
 - g. a., b., and c.
4. The small permanent operating system:
 - a. checks the amount of internal memory.
 - b. loads internal MSDOS into the internal memory.
 - c. checks that the diskdrive(s) is/are functioning properly.
 - d. a. and b.
 - e. a. and c.
 - f. b. and c.
 - g. a., b., and c.
5. The operating system found in the RAM of the computers we used in this course during the first semester is:
 - a. CPM.
 - b. Small permanent operating system.
 - c. UNIX.
 - d. MSDOS.
 - e. OS-2.
 - f. Windows '98
 - g. Windows 2000
 - h. Windows XP
6. In Ms Word while typing a word/sentence in a document, the word/phrase with under line in green color indicates
 - a. grammatical mistake
 - b. spelling mistake
 - c. insert word
 - d. any one of the above
 - e. a. and c.
 - f. b. and c.
 - g. a., b., and c.
 - h. none of the above.
7. Information is important because:
 - a. information is needed to make decisions.
 - b. information is the same as data.
 - c. many people are employed in handling information.
 - d. a. and b.
 - e. a. and c.
 - f. b. and c.
 - g. a., b., and c.
 - h. none of the above.
8. If both files relate to the same large database, the disk space needed for a sorted file:
 - a. is less than that needed for an index file.
 - b. is the same as that needed for an index file.
 - c. is more than that needed for an index file.
 - d. may be more or less than that needed for an index file.

9. When compared to a manual type writer, a microcomputer used as a word-processor:
- | | |
|--|-----------------------|
| a. makes it easier to underline text | e. a. and c. |
| b. makes it harder to make corrections | f. b. and c. |
| c. makes it harder to number pages | g. a., b., and c. |
| d. a. and b. | h. none of the above. |
10. Which of the following Microsoft Access database objects displays, in tabular form, existing records that satisfy a given condition:
- | | |
|-----------|-----------|
| a. Table | e. Page |
| b. Form | f. Macro |
| c. Query | g. Module |
| d. Report | |
11. To copy a file using Windows 2000 from "My Documents" folder to a flash identified by the system as drive E:, the following options is/are used in the Edit Menu:
- | | | |
|-----------|--------------|-----------------------|
| a. Cut | d. a. and b. | g. a., b., and c. |
| b. Copy. | e. a. and c. | h. none of the above. |
| c. Paste. | f. b. and c. | |
12. Which of the following is/are advantages of using a computer over manual management of databases:
- | | |
|--|-----------------------|
| a. indexing/sorting. | e. a. and c. |
| b. quick to access. | f. b. and c. |
| c. you lose a lot more than a card if you lose a database file/diskette. | g. a., b., and c. |
| d. a. and b. | h. none of the above. |
13. The process of starting or restarting a computer is called:
- | | |
|--------------|------------|
| a. launching | c. booting |
| b. loading | d. Keying |
14. Translators of computer languages that translate the program line by line are:
- | | |
|------------------|---------------------------------------|
| a. compilers. | d. both compilers and translators. |
| b. interpreters. | e. neither compilers nor translators. |
15. The "heart" or "brain" of the computer is the:
- | | |
|---------------|-------------|
| a. RAM. | d. CPU |
| b. keyboard. | e. monitor. |
| c. diskdrive. | |
16. A computer virus:
- | | |
|--|-------------------|
| a. is made of RNA and DNA and protein. | e. a. and c. |
| b. can change data in files. | f. b. and c. |
| c. can not hide itself. | g. a., b., and c. |
| d. a. and b. | |
17. In computer terminology, hardware includes the:
- | | |
|--------------------------------|-----------------------|
| a. motherboard. | e. a. and c. |
| b. database management system. | f. b. and c. |
| c. WordProcessing program | g. a., b., and c. |
| d. a. and b. | h. none of the above. |
18. The unit that performs arithmetic and logical operations is called
- | | |
|------------|-------------|
| a. ALU | d. output |
| b. editing | e. CPU |
| c. storage | f. computer |

19. In a database, a field that uniquely identifies each record in a file is referred to:
- a. form
 - b. field
 - c. primary key
 - d. menu
 - e. data type
20. A local area network usually:
- a. uses public lines.
 - b. is within a radius of 10 km.
 - c. has thousands of users.
 - d. a. and b.
 - e. a. and c.
 - f. b. and c.
 - g. a., b., and c.
 - h. none of the above.
21. RAM stands for:
- a. random active memory
 - b. random access memory
 - c. read active memory
 - d. read access memory
 - e. read account manager
22. The CPU contains:
- a. input devices and output devices
 - b. the control unit and the arithmetic/logic unit
 - d. main memory
 - e. all of the above
23. A group of eight binary digits is referred to as a/an :
- a. bit
 - b. byte
 - c. address
 - d. access
 - e. kilobyte
24. In the central processing unit, the part responsible for storing the present instruction is the:
- a. arithmetic and logic unit.
 - b. control unit.
 - c. instruction register.
 - d. program counter.
25. In an excel programme, a predefined formula that performs common calculations such as adding the values in a group of cells is called:
- a. formular
 - b. calculator
 - c. excel
 - d. value
 - e. function
 - f. statistics

SECTION II: A. FILL IN THE BLANK: In each blank, write the one word that best completes the sentence. (1 mark each blank) [10 marks total]

1. A binary digit is referred to as a/an _____, a group of eight of these as a/an _____ and the location of the group of eight in the memory as a/an _____
2. A(n) _____ is the intersection of a column and row in a worksheet.
3. When using spreadsheet software, the rows and columns collectively are called a(n) _____
4. Word processing software includes a(n) _____, which reviews the spelling of individual words, sections of a document, or the entire document.

5. A(n) _____ is a set of programs containing instructions that coordinate all the activities among computer hardware resources.

6. A(n) _____ performs calculations on the data in a worksheet and displays the resulting value in a cell.

7. Times New Roman and Arial in a computer program is a example of _____.

8. In word processing, the process of permanently moving some text from one location to another it referred _____

SECTION III: MATCHING: In the blank next to each item on the left, place the letter of the one feature of the programs we have used so far. Choose feature on the right that best fits the item items below. Read all features listed before you start to answer. You may need to use some letters more than once. Use capital letters, ambiguous letters will be counted wrong.

(2 marks each)

[20 marks total]

- _____ 1. Text that is printed slightly above on the line than surrounding text
- _____ 2. List of options from which a program user can choose in order to give a command to the computer.
- _____ 3. The computer adjust the words on a line according to prescribed length, without the user pressing on enter key
- _____ 4. To make change to the contents of a document, database, or spreadsheet
- _____ 5. In a database, it specifies the kind of data a field can contain and how the field is used.
- _____ 6. Makes text darker so it stands out from other text.
- _____ 7. A specific search for a specific record or group of records.
- _____ 8. A box representing the intersection of a row and a column in a spreadsheet
- _____ 9. A computer hardware that records and/or retrieves items to and from storage media
- _____ 10. A collection of information that relate to one person, item or event.

- A. word wrap
- B. Superscript
- C. Menu
- D. Word processing
- E. Ln Spacing
- F. Record
- G. query
- H. Cell
- I. edit
- J. Subscript
- K. Bold
- L. Storage device
- M. Data type
- N. Command
- O. Icon
- P. None of the above.

SECTION IV. Short Answer: Answer each question in the space provided.

1. Describe the general capabilities and usefulness of a spreadsheet programme. [10 marks]

2. Discuss the capabilities and usefulness of Microsoft Word programme [10 marks]

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SECTION	INTERNAL EXEMINER		INTERNAL MODERATOR	
	MARK	SIGNATURE	MARK	SIGNATURE
I.				
II.				
III.				
IV.				