



1st SEM 2010/2011

UNIVERSITY OF SWAZILAND

SUPPLEMENTARY 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 :.....

Candidate's Seat Number :.....

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) (40 marks total)

1. RAM stands for:

a. random active memory	d. read access memory
b. random access memory	e. read account manager
c. read active memory	

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	c. RIRO
b. GIGO	d. DITO

3. In contrast to early computers, today's computers are:

a. larger.	e. a. and c.
b. available to more people.	f. b. and c.
c. more expensive.	g. a., b., and c.
d. a. and b.	

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.	f. b. and c.
e. a. and c.	g. a., b., and c.

5. In the central processing unit, the part responsible for storing the present instruction is the:

a. arithmetic and logic unit.	c. instruction register.
b. control unit.	d. program counter.

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	e. a. and c.
b. spelling mistake	f. b. and c.
c. insert word	g. a., b., and c.
d. any one of the above	h. none of the above.

7. Information is important because:

a. information is needed to make decisions.	e. a. and c.
b. information is the same as data.	f. b. and c.
c. many people are employed in handling information.	g. a., b., and c.
d. a. and b.	h. none of the above.

8. In an excel programme, a predefined formula that performs common calculations such as adding the values in a group of cells is called:

a. formula	d. value
b. calculator	e. function
c. excel	f. statistics

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 option(s) 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. The process of starting or restarting a computer is called:
- | | |
|--------------|------------|
| a. launching | c. booting |
| b. loading | d. Keying |
13. 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. |
14. The "heart" or "brain" of the computer is the:
- | | |
|---------------|-------------|
| a. RAM. | d. CPU |
| b. keyboard. | e. monitor. |
| c. diskdrive. | |
15. 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. | |
16. 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. |
17. 1. 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 | d. menu |
| b. field | e. data type |
| c. primary key | |
20. A local area network usually:
- | | |
|---------------------------------|-----------------------|
| a. uses public lines. | e. a. and c. |
| b. is within a radius of 10 km. | f. b. and c. |
| c. has thousands of users. | g. a., b., and c. |
| d. a. and b. | h. none of the above. |

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(n) ____ is the intersection of a column and row in a worksheet.
 A: Column
 B: Row
 C: Cell
 D: Sheet
2. A(n) ____ is an instruction that causes a computer program to perform a specific action.
 A: menu
 B: command
 C: icon
 D: button
3. A program that performs a specific task, usually related to managing a computer, its devices, or its programs, is called a(n) ____.
 A: operating system
 B: application
 C: utility
 D: antivirus program
4. ____ is the process of duplicating a portion of the document and storing it on the Clipboard.
 A: clipping
 B: formatting
 C: pasting
 D: copying
5. A (n) ____ is a set of programs containing instructions that coordinate all the activities among computer hardware devices.
 A: utility program
 B: operating system (OS)
 C: user interface
 D: application program

SECTION III: MATCHING: In the blank next to each item on the left, place the letter of the one In the computer course we discussed the features 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 | A. word wrap |
| _____ 2. List of options from which a program user can choose in order to give a command to the computer. | B. Superscript |
| _____ 3. The computer adjust the words on a line according to prescribed length, without the user pressing on enter key | C. Menu |
| _____ 4. To make change to the contents of a document, database, or spreadsheet | D. Word processing |
| _____ 5. In a database, it specifies the kind of data a field can contain and how the field is used. | E. Ln Spacing |
| _____ 6. Makes text darker so it stands out from other text. | F. Record |
| _____ 7. A specific search for a specific record or group of records. | G. query |
| _____ 8. A box representing the intersection of a row and a column in a spreadsheet | H. Cell |
| _____ 9. A computer hardware that records and/or retrieves items to and from storage media | I. edit |
| _____ 10. A collection of information that relate to one person, item or event. | 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]

3. Discuss the capabilities and usefulness of Microsoft Access programme

[10 marks]

FOR EXAMINERS' USE ONLY

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