UNIVERSITY OF SWAZILAND

FINAL EXAMINATION 2005

Title of paper: INTRODUCTION TO COMPUTING FOR SOCIAL SCIENCE

Course number: CSS 100

Time allowed: Three (3) hours

Instructions: Answer any four (4) out of the five (5) questions.

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

Question 1 – Computer Hardware and Security

(a)   Name a device that is designed to input text.

[1]

(b)   Explain why the monitor is considered to be an output device.

[2]

(c)   Describe the work done by each of the 3 parts of the computer's CPU (Central Processing Unit).

[6]

(d)   Give 2 examples of secondary storage devices.

[2]

(e)   Distinguish between primary and secondary storage.

[2]

(f)   Give 3 properties of secure passwords.

[3]

(g)   Describe the dangers posed by malicious software.

[3]

(h)   Contrast between the methods of transmission of Computer Viruses, Worms and Trojan Horses.

[6]

1

Question 2 – Windows Operating System

(a)   Describe the results of the following mouse actions:

(i) Right clicking on the desktop.
(ii) Dragging a window's title bar.
(iii) Clicking on a minimized window in the task bar.
(iv) Dragging a window's border.
(v) Double-clicking on a folder icon.

[5]

(b)   Contrast between the effects of cut-and-paste and copy-and-paste.

[2]

(c)   Describe how an icon on the desktop may be renamed.

[2]

(d)   Describe how a scrap document may be created on the desktop.

[4]

(e)   Describe how to search for all files in the F: drive, whose extension is .txt

[4]

(f)   Describe how the 'My Computer' window may be used to open a file whose path is F:\Subjects\Computing\Rainfall.xls

[4]

(g)   Describe how to create a sub-folder named Exam under the A:\Papers\Computer folder using the 'My Computer' window.

[4]

Question 3 – Word Processing

(a)   Explain the meaning of the term: line spacing.

[2]

(b)   Contrast between left-aligned and right-aligned paragraphs.

[2]

(c)   Describe how the following may be achieved using MS Word:

(i) Centering a paragraph.

[2]

(ii) Underlining a word.

[2]

(iii) Splitting a long paragraph into 2 smaller paragraphs.

[2]

(iv) Indenting all lines of a paragraph by 1 inch.

[2]

(v) Changing a paragraph's text to Courier font, size 16.

[3]

(vi) Making an identical copy of the first paragraph to appear at the end of the document.

[3]

(vii) Placing page numbers at the bottom-right corner of each page.

[3]

(viii) Identifying and correcting all the spelling mistakes found in a document.

[4]

Question 4 – Spreadsheets

(a)   Define the SUM, AVERAGE and MAXIMUM spreadsheet functions. Give 3 examples of formulas containing these functions.

[6]

(b)   Describe how the following may be achieved using MS Excel:

(i) Increasing the width of column A.

[2]

(ii) Inserting an empty row between rows 1 and 2.

[2]

(iii) Highlighting the two cells A1 and C3 (excluding cells in between the two.)

[2]

(c)   Describe how the following changes may be made to the MS Excel spreadsheet shown further below:

(i) Sorting the city information in descending order of population (such that the information about Harare appears first, Maputo second, etc.)

[5]

(ii) In column D, showing the population of each city multiplied by 2.

[4]

(iii) Inserting a bar chart showing the population of each city.

[4]

	A	B	C	D	E
1	This spreadsheet shows the sizes of several capital cities.				
2					
3		Population	Country		
4	Mbabane	47000	Swaziland		
5	Maseru	170000	Lesotho		
6	Gaborone	138000	Botswana		
7	Harare	1184000	Zimbabwe		
8	Maputo	1095000	Mozambique		
9					

4

Question 5 – Databases

(a) Give 2 advantages of a database over a spreadsheet.

[2]

(b) Distinguish between database design and data entry.

[2]

(c) Define each of the following terms: table, field, record, key field, data type.

[5]

(d) List the 4 parts of a query.

[4]

(e) Describe the steps that need to be taken to design a database table using the Design View of MS Access.

[8]

(f) In the Datasheet View of a table in MS Access, describe how the following may be achieved:

(i) Viewing record number 10.

[2]

(ii) Deleting record number 100.

[2]