

University of Swaziland

Supplementary Examination – 2005

Title of Paper: *Computer Foundations Course*

Course Code: *IDE-CFC100 (D. LAW/B.A. HUMANITIES)*
CFCH100 (B.A. HUMANITIES)
EDF102 (B.ED, M.ED, M.A.)

Time Allowed : *Three (3) Hours*

Instructions : (i) *Each question carries 25 marks*
(ii) *Answer any four (4) Questions from questions 1 to 5.*

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

QUESTION 1

- (a) Distinguish between data and information. [2]
- (b) Give 2 examples of output devices. [2]
- (c) List the 3 main parts of a computer's CPU (Central Processing Unit). [3]
- (d) With reference to the IPO Scheme, explain the main principles according to which computer work. [4]
- (e) Distinguish between hardware and software. [2]
- (f) What unit is used to measure the capacity of information storage devices? [1]
- (g) Explain why primary memory can not be used to store information permanently. [2]
- (h) Explain how computers may be used in the following areas.
 - i. Crime Prevention [3]
 - ii. Tourism [3]
 - iii. Marketing [3]

QUESTION 2 – Microsoft Windows

- (a) Draw a labelled diagram of a window, clearly indicating the following parts:
- (i) Title bar.
 - (ii) Close button.
 - (iii) Minimize button.
 - (iv) Menu bar.
 - (v) Scroll bar.
 - (vi) Tool bar.
- [6]
- (b) Distinguish between files and folders. [2]
- (c) Describe how the task bar may be moved from the bottom of the desktop to the right side of the desktop. [2]
- (d) Describe 3 methods of deleting an icon from the desktop. [3]
- (e) Describe how to create a text document named Test inside the C:\Course\Computers folder using the 'My Computer' window. [4]
- (f) Describe how a file may be moved from the desktop in to a folder whose path is F:\Exams [4]
- (g) Describe how a scrap document may be created on the desktop. [4]

QUESTION 3 – Word Processing

- (a) Explain the meaning of the term: indentation. [2]
- (b) Distinguish between font type and font size. [2]
- (c) Describe how the following may be achieved using MS Word:
- (i) Right-aligning a paragraph. [2]
 - (ii) Merging 2 consecutive paragraphs into a single paragraph. [2]
 - (iii) Double-spacing all lines of a paragraph. [2]
 - (iv) In a paragraph consisting of multiple lines, indenting the first line only. [2]
 - (v) Presenting a sentence in both bold and italic font styles. [3]
 - (vi) Placing page numbers at the bottom-left corner of each page. [3]
 - (vii) Moving the final paragraph up to the beginning of a document. [3]
 - (viii) Making a table of 3 rows and 4 columns to appear at the end of a document. [4]

QUESTION 4 - Spreadsheets

- (a) Assuming that:
- cell F7 of a spreadsheet contains the formula:
= B2+C3
 - cell F7 is copied into cells F8 and G7
- ...write down the formulas that you expect to find in F8 and G7. [6]
- (b) Describe how the following may be achieved using MS Excel:
- (i) Increasing the height of row 1. [2]
- (ii) Inserting an empty column between columns A and B. [2]
- (iii) Highlighting the two cells A1 and A5 (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 river information in descending order of length (such that the information about the Nile appears first, Amazon second, etc.) [5]
- (ii) In cell B9, showing the total lengths of all 5 rivers. [2]
- (iii) In cell B10, showing the average length of the 5 rivers. [2]
- (iv) In column D, showing the length of each river in miles. The lengths in miles are found by multiplying the kilometre lengths by 0.62. [4]

	A	B	C	D	E
1	This spreadsheet shows the lengths of several rivers.				
2					
3		Length (km)	Source Country		
4	Orange	2092	Lesotho		
5	Zambezi	2736	Zambia		
6	Nile	6690	Uganda		
7	Zaire	4371	Congo		
8	Amazon	6296	Peru		
9					

QUESTION 5 - Databases

- (a) Give 2 advantages of a database over a spreadsheet. [2]
- (b) Distinguish between database design and data entry. [2]
- (c) Distinguish between the Design View and Datasheet View of tables. [2]
- (d) Give 3 examples of field data types. [3]
- (e) In the Datasheet View of a table in MS Access, describe how the following may be achieved:
- (i) Inserting a new record immediately after record number 5. [2]
- (ii) Deleting record number 10. [2]
- (f) Describe the steps that need to be taken to design a query using the Design View of MS Access. [8]
- (g) Explain the meaning of the 2 criteria shown in the following MS Access query: [4]

Field:	Stock number	Quantity	Cost price
Table:	Stock	Stock	Stock
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		=50	>1.50
or:			