UNIVERSITY OF SWAZILAND

FINAL EXAMINATION 2006

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) Does the word "input" refer to (A) data entering the computer or (B) data leaving the computer? [Write down A or B].

[1]

(b) Name any 2 output devices.

[2]

(c) List any 3 kinds of hardware devices, other than input and output devices.

[3]

(d) Distinguish between computer hardware and software.

[2]

(e) Distinguish between data and information.

[2]

(f) With the aid of a labeled diagram of the IPO scheme, explain how information flows through a computer.

[5]

(g) List any 3 characteristics of good passwords.

[3]

(h) Distinguish between *virus* and *worm* malicious software.

[2]

(i) Explain what is meant by *backup*, and why it is important to security of information.

[5]

Question 2 – Windows Operating System

(a)   Distinguish between files and folders.

[2]

(b)   Describe in detail how you would carry out the following tasks in the Miscrosoft Windows operating system:

(i)   Move the task bar from the bottom of the desktop to the left side.

[2]

(ii)   Remove an icon that is presently found on the desktop.

[2]

(iii)   Select (highlight) all icons on the desktop, except the MY COMPUTER icon.

[2]

(iv)   Change the name of an icon that is presently found on the desktop, to MONDAY.

[3]

(v)   View all icons found in a folder named C:\WINDOWS\FONTS.

[4]

(vi)   Create a scrap document named TUESDAY on the desktop.

[5]

(vii)   Move a document named WEDNESDAY.DOC that is found in folder C:\TEMP into the F: drive.

[5]

Question 3 – Word Processing

Supposing that you have already opened a Microsoft Word document consisting of 4 paragraphs, describe in detail how you would carry out the following tasks:

(a)   Indent all lines of the third paragraph, and underline and italicize its first word.

[4]

(b)   Centre-align the fourth paragraph and change its font to: Courier, size 14.

[4]

(c)   Join the first and second paragraphs into one.

[3]

(d)   Make an identical copy of the first paragraph to appear at the bottom of the document.

[4]

(e)   Move the third paragraph to a position immediately below the fourth paragraph.

[4]

(f)   Place a table of 2 rows and 3 columns at the top of the document. The height of its second row must be greater than that of its first row.

[6]

Question 4 – Spreadsheets

The figure below shows a Microsoft Excel spreadsheet containing information about items sold in a shop.

	A	B	C	D	E
1	Computer Sales				
2					
3	Item	Price	Quantity	Sales	
4	Monitor	800	17		
5	Modem	300	52		
6	Mouse	75	33		
7	Keyboard	120	11		
8	Blank CD	5	212		
9	Flash drive	120	95		
10					
11		Difference:			
12			Average:		
13					

[continued overleaf...]

Question 4 – Spreadsheets (continued)

(a)   Describe in detail how you would make the following changes to the above spreadsheet:

   (i)   Change the title from "Computer Sales" to "Computer Hardware Sales"

[2]

   (ii)   Change the font style of the four column headings (from "Item" to "Sales") to bold and underlined.

[3]

   (iii)   Change the font colour of the item names (below the word "Item") to red.

[2]

   (iv)   Left-align the quantity figures (below the word "Quantity").

[2]

   (v)   Create a labelled pie chart showing the quantity sold of each of the 6 items.

[5]

(b)   The total sales of any item are found by multiplying that item's price by the quantity sold. What formula would you type to calculate sales of the Monitor item? Where would this formula be typed? How would you calculate the sales of each of the other 5 items?

[5]

(c)   What formula would you type into cell D12 in order to calculate the average sales for the 6 items?

[2]

(d)   What formula would you type into cell C11 in order to calculate the difference between the highest and lowest quantities?

[4]

Question 5 – Databases

(a)   Define the terms *record* and *field* in relation to database tables.

[2]

(b)   Explain what is meant by the terms *data type* and *field size*.

[4]

(c)   Give suitable data types and field sizes for:
   • Surnames of people.
   • Price of textbooks.

[3]

(d)   If one field of a table is known to be the *primary key*, what restriction is placed on the values in that field?

[2]

(e)   What is the purpose of Datasheet View in Microsoft Access?

[2]

(f)   Describe in detail how you would design the structure of a table in Microsoft Access using Design View.

[8]

(g)   A database query is defined by 4 factors, namely its *tables*, *fields*, *criteria* and *scope*. Briefly explain what is meant by each of these 4 terms.

[4]