UNIVERSITY OF SWAZILAND

SUPPLEMENTARY 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)   Name any 2 storage devices

[2]

(b)   List any 3 kinds of hardware devices, other than storage devices.

[3]

(c)   What do the terms RAM and ROM mean? In addition, what is their main
       difference?

[4]

(d)   Name the 3 main parts of the Central Processing Unit (CPU), and briefly describe
       the purpose of each.

[5]

(e)   Mention any 2 damaging effects of malicious software on computers.

[2]

(f)   Give 2 examples of malicious software and explain how they are transmitted.

[6]

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

[3]

Question 2 – Windows Operating System

(a)   Answer the following questions, with reference to the diagram:

    (i)   What is the name of the button labelled A (second of three buttons)?

    (ii)   What will be shown when the word "File" (labelled B) is clicked?

    (iii)   What is the name of the object labelled C, and what is its purpose?

    (iv)   What will happen when the corner of the window (labelled D) is dragged?
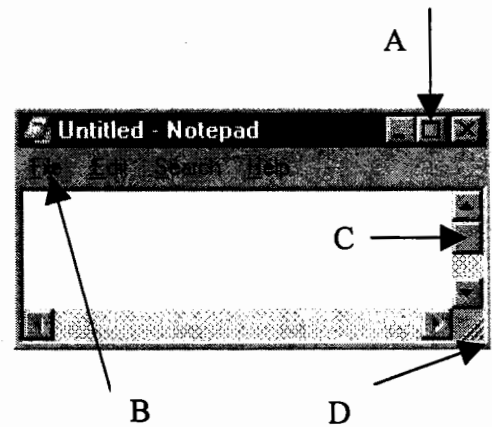
<div align="right">[6]</div>

(b)   Explain why it is impossible to view 2 maximized windows on the desktop at the same time.

<div align="right">[2]</div>

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

    (i)   Move the RECYCLE BIN icon to the right side of the desktop.

<div align="right">[2]</div>

    (ii)   Minimize a window, and soon afterwards make it re-appear.

<div align="right">[2]</div>

    (iii)   Create a new folder on the desktop, and name it JANUARY.

<div align="right">[3]</div>

    (iv)   Open MY COMPUTER window, navigate to G:\CSS100 folder and view the size of all files.

<div align="right">[5]</div>

    (v)   Copy all files from the F:\EXAM\COMPUTER folder into the C: drive.

<div align="right">[5]</div>

Question 3 – Word Processing

(a)   What is the meaning of the term *indented paragraph*?

[2]

(b)   What is the difference between left-aligned and right-aligned paragraphs?

[2]

(c)   Describe in detail how you would carry out the following tasks in a Microsoft Word document:

    (i)   Fully justify a paragraph.

[2]

    (ii)   Change the line spacing of a paragraph to: double spacing.

[3]

    (iii)   Underline and centre-align a paragraph.

[4]

    (iv)   Assuming that a paragraph consists of two sentences, break it into two separate paragraphs of one sentence each.

[4]

    (v)   Make an identical copy of the first paragraph to appear after the last paragraph.

[4]

    (vi)   Create a table of 2 columns and 3 rows.

[4]

Question 4 – Spreadsheets

(a) Define the SUM and MINIMUM spreadsheet functions. In addition, for each function, write an example formula containing that function.

[4]

(b) Describe in detail how you would carry out the following tasks in a Microsoft Excel spreadsheet:

(i) Increase the height of row number 5 to 25 units.

[3]

(ii) Insert a blank column between columns B and C.

[3]

(iii) Quickly move the cell pointer to cell number Z999.

[2]

(iv) Change the colour of all text in row number 1 to blue.

[2]

(c) Answer the following questions with reference to the following Microsoft Excel spreadsheet containing information about items sold in a shop:

Computer Sales		
Item	Price	Quantity
Monitor	800	17
Modem	300	52
Mouse	75	33
Keyboard	120	11
Blank CD	5	212
Flash drive	120	95

(i) Write a formula to calculate the average price of the 6 items. In addition, mention where the formula should be typed.

[3]

(ii) What steps should be taken to sort the table in *descending* order of *quantity*?

[5]

(iii) What changes would be seen if cells from A4 to A9 are copied and pasted to cell number C1 with the Transpose option of Special Paste?

[3]

Question 5 – Databases

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

[2]

(b)   The following diagrams show two views of a Microsoft Access database table about students and their marks. Answer the following questions with reference to this table:

ID	Text
Surname	Text
Initials	Text
Date of Birth	Text
Exam Mark	Text

654321	Bhembe	V.T.	31/01/1984	73
665544	Mamba	A.L.	15/11/1986	54
678910	Mnisi	S.K.	21/02/1984	54

(i)   Which diagram shows the Design View? [Write down "upper diagram" or "lower diagram"]

[1]

(ii)   If the Design View is currently visible, what steps should be taken in order to see the Datasheet View?

[2]

(iii) Define the term *primary key*. In addition, what is the primary key field of this table?

[3]

(iv)   What is the purpose of the *Text* data type? In addition, give more suitable data types for the *Date of Birth* and *Exam Mark* fields.

[4]

(v)   Describe in detail how, during design of the table, the size of ID numbers can be limited to 6 digits?

[3]

(vi)   Describe in detail how any record may be deleted from this table.

[2]

(vii) Describe in detail how a query may be designed to show the ID and Surname of all students whose exam mark is 54.

[8]