

University of Swaziland**Supplementary Examination – 2006**

Title of Paper: *Computer Foundations Course*

Course Title: *IDE-CFC100 (D. LAW/B.A. HUMANITIES)*
CFCH100 (B.A. HUMANITIES)
EDF102 (EDUCATION)

Time Allowed : *Three (3) Hours*

Instructions : (i) *Each question carries 25 marks*
(ii) *Answer any four (4) Questions from questions 1 to 6.*

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

QUESTION 1


- (a) Explain the meaning of following terms [6 marks]
- (i) Computer Software
 - (ii) Computer Hardware
 - (iii) Computer System
- (b) What are the basic units used to measure computer memory [2 marks]
- (c) Differentiate between the terms *Primary* and *Secondary* Memory. [2 marks]
- (d) Differentiate between a CD ROM and a CD ROM Drive [3 marks]
- (e) Give Two (2) examples of Secondary Storage Devices [2 marks]
- (f) State the main functions of each of the following hardware components:
- (i) Input devices [2 marks]
 - (ii) Output Devices [2 marks]
 - (iii) Memory [2 marks]
 - (iv) Central Processing Unit [2 marks]
 - (v) Disk drive [2 marks]

QUESTION 2

- (a) What is the main function of an operating system software [3 marks]
- (b) Give two (2) examples of operating systems software [2 marks]
- (c) Explain the term *multi-tasking* [3 marks]
- (d) Explain the terms *Computer network* and *network operating system software*. [4 marks]
- (e) Differentiate between operating system software and application software [3 marks]
- (f) Give examples of application software that you may use to perform the following tasks.
- (i) Create, edit, format and print documents such as letters and memos. [2 marks]
 - (ii) Create, manipulate and manage a spreadsheet. [2 marks]
 - (iii) Create, Send and Receive Electronic mail [2 marks]
 - (iv) Browse the Internet [2 marks]
 - (v) Create, populate and query a database [2 marks]

QUESTION 3

- (a) What is a file? [2 marks]
- (b) Explain the relationship between files and folders. [3 marks]
- (c) Write the file extensions for the following types of files.
- (i) Microsoft Word files. [2 mark]
- (ii) Microsoft Excel files. [2 mark]
- (iii) Help files. [2 mark]
- (iv) Bitmap files [2 mark]
- (d) You may recall that the search window has the following boxes.

 **Search for Files and Folders**

Search for files or folders named:

_____ A

Containing text:

_____ B

Look in:

_____ C

For each of the following, write the suitable contents in Boxes A, B and C, in order to find the specified files.

- (i) Find all text files in drive C. [3 marks]
- (ii) Find all Microsoft word files whose names start with the letter P in drive F. [3 marks]
- (iii) Find all files whose names have exactly 4 characters, and the extension is .DLL in Drive Z. [3 marks]
- (iv) Find all helps file whose content contains the phrases "Windows XP" in drive K. [3 marks]

QUESTION 4 – Microsoft Windows

Write a sequence of steps that need to be executed in order to perform the following tasks in *Microsoft Windows*.

- | | |
|--|-----------|
| (a) Create a folder called IDE in drive F. | [3 marks] |
| (b) Copy the Folder IDE in F to Drive A. | [3 marks] |
| (c) Rename the folder IDE in drive F to be IDE-Exam . | [3 marks] |
| (d) Delete the folder IDE in drive A. | [3 marks] |
| (e) Create a text document, CSS100.txt , in folder IDE-Exam in drive F; | [3 marks] |
| (f) Open the text file CSS100.txt created above. | [3 marks] |
| (g) Maximize a window. | [2 marks] |
| (h) Close a window. | [2 marks] |
| (i) Move a windows to a different position on the desktop. | [3 marks] |

QUESTION 5 – Microsoft Word

Write a sequence of steps that need to be executed in order to perform the following tasks in *Microsoft Word*.

- | | |
|------------------------------------|-----------|
| (a) Creating a new document | [2 marks] |
| (b) Saving a document. | [2 marks] |
| (c) Bolding Text | [2 marks] |
| (d) Deleting Text | [2 marks] |
| (e) Copying text | [2 marks] |
| (f) Spell-Checking a document | [2 marks] |
| (g) Double spacing a paragraph | [2 marks] |
| (h) Inserting a table | [2 marks] |
| (i) Auto-formatting a table | [2 marks] |
| (j) Deleting a column from a table | [2 marks] |
| (k) Inserting page numbers | [2 marks] |
| (l) Merging two (2) documents | [2 marks] |
| (m) Closing a document | [1 marks] |

QUESTION 6 – Microsoft Excel

Consider the following Spreadsheet

5	FRUIT SALES FROM SEPT - NOV					
6						
7		Fruit	Price per kg (In Emalangeni)			
8		Banana	5.19			
9		Apple	4.35			
10		Orange	4.78			
11		Mango	7.99			
12						
13						
14		Fruit	Total Weight Sold per Month			
15			September	October	November	Total Kg
16		Banana	23	30	35	
17		Apple	32	40	66	
18		Orange	24	12	65	
19		Mango	4	7	8	
20						
21						
22		Average				

- Write the formula to compute the **Total Kg** for Banana, using proper cell references only. [3 marks]
- This formula should appear in which cell? [1 mark]
- Explain how to copy the formula to the other cells in the **Total Kg** column. [2 marks]
- Write the formula to compute the **Total in Emalangeni** for Banana, using proper cell references only. [3 marks]
- Write the formula to compute the **Average Kgs** for September. [3 marks]
- Explain how you would create a bar chart showing the fruits on the X-axis and the Sales in Kgs per month on the Y-Axis. [3 marks]
- Explain how you would create a pie-chart for the banana sales over the three month period. [3 marks]
- Explain how you would center the values under each month. [2 marks]
- Differential between Absolute and relative cell referencing. [3 marks]
- What is a legend? [2 marks]