

UNIVERSITY OF SWAZILAND
Faculty of Science
Department of Computer Science
FINAL EXAMINATION 2007

Title of paper: INTRODUCTION TO COMPUTING FOR SOCIAL SCIENCE

Course number: CSS100

Time allowed: 3 hours

Instructions: Answer any 4 of the 5 questions.

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

Question 1

- a) List any 3 output devices and explain the purpose of each. [6]
- b) List any 3 secondary storage devices. [3]
- c) Briefly explain each of the 4 underlined words in the sentence: “A computer is a machine that inputs data and performs processing so that information can be output.” [4]
- d) The *byte* is a small unit of information. Mention any 2 larger units of information. [2]
- e) List the 3 parts of the Central Processing Unit (CPU) and explain the purpose of each. [6]
- f) What do the names RAM and ROM stand for? In addition, describe the main difference between these 2 hardware devices. [4]

Question 2

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

- a) Move a window towards the right side of the desktop. [1]
- b) Resize the taskbar. [1]
- c) Delete a file. [1]
- d) Rename a file. [2]
- e) Create a new folder on the desktop. [2]
- f) Open the file whose path is G:\CSS100\test.doc [4]
- g) Navigate to the F: drive and select (highlight) all files found therein. [4]
- h) Search for all files named exam which contain the word: Question. [5]
- i) Move a file out of the F: drive and into the desktop. [5]

Question 3

- a) With the help of a diagram, describe what a justified paragraph looks like. [2]
- b) Explain the effects of *undo* and *redo*. [3]
- c) Describe in detail how you would carry out the following tasks in Microsoft Word:
- i. Select (highlight) an entire paragraph. [1]
 - ii. View suggested corrections for an incorrectly spelled word. [1]
 - iii. Right-align and underline a paragraph. [2]
 - iv. Indent a paragraph and then increase its font size. [2]
 - v. Break a single paragraph into 2 separate paragraphs. [2]
 - vi. Create a table of 2 columns and 3 rows. [4]
 - vii. Make a copy of an existing paragraph to appear immediately below itself. [4]
 - viii. Show page numbers in the top-right corner of each page. [4]

Question 4

The questions further below refer to the following 2 Microsoft Excel spreadsheets. The spreadsheet on the left is called the **original** while the one on the right is called the **modified** spreadsheet. They show the 5 kinds of items sold in a shop, as well as the quantity sold and price of 1 unit of each item.

	A	B	C	D
1	SALES			
2	Item	Quantity	Price	
3	Widgets	13	3.45	
4	Rolls	8	9.95	
5	Kites	14	1.45	
6	Swirls	25	0.45	
7	Bolts	22	5.95	
8				

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9				

- a) In what ways is the modified spreadsheet different from the original? Describe the five (5) differences as precisely as possible. [6]
- b) Describe in detail how you would carry out the changes mentioned in a). [6]
- c) In the modified spreadsheet, it is necessary to show the total quantity of all items. Write a formula to calculate this value. Also mention the cell where you would type this formula. [3]
- d) In the modified spreadsheet, it is necessary to show the money earned from sales of Widgets. Write a formula to calculate this value. Also mention the cell where you would type this formula.
- Finally, describe how the money earned from sales of each of the other 4 kinds of items (Rolls, Kites etc.) can be shown. [5]
- e) Describe in detail how the table in the modified spreadsheet can be sorted in descending order of price. [5]

Question 5

- a) What is meant by the term *database*? In addition, explain the following terms in relation to databases: *data type*, *field size* and *primary key*. [8]
- b) What is the purpose of the Design View in Microsoft Access? [2]
- c) Describe in detail how you would carry out the following tasks in Microsoft Access:
- i. Design the structure of a database table. [9]
 - ii. Create a query. [6]