

University of Swaziland
Final Examination – 2007

Title of Paper: *Computer Foundations Course*

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

Time Allowed : *Three (3) Hours*

Instructions

Section A: Multiple choice

1. *Mark all your answers on the provided Answer Sheet using ink (answers marked in pencil will not be accepted)*
2. *When completed, insert your Answer Sheet in the provided Examination Answer Folder.*









Section B:

1. *Answer all questions.*
2. *Write your answers in the provided Examination Answer Folder.*

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

SECTION A – 40 MARKS

1. The symbols used to represent facts, events or things are called:
A. Information B. Data C. Input D. Code
2. The set of hardware and software used in a single unit is most properly referred to as:
A. Computer B. Application C. Information System D. Computer System
3. All calculations and logic comparison take place in the computer's
A. ALU unit B. Control unit C. Primary memory unit D. Algorithm Unit
4. The smallest piece of data that can be manipulated by a computer is called a:
A. byte B. megabyte C. bit D. megabit
5. When instructions are read into the computer they are stored in
A. RAM B. ROM C. Firmware D. Software
6. Graphic symbols that are used to represent tasks are called:
A. charts B. graphs C. Displays D. Icons
7. If the data contained in primary memory is lost when the computer is shut off, that memory is called:
A. non-volatile B. volatile C. removable D. random access
8. Some floppy disks come in which of the physical sizes
A. 2 inches B. 4 inches C. 3.5 inch D. none of the above
9. Word processors typically have a feature that causes words that go beyond the right margin to move automatically to the next lines. This feature is called
A. type-over mode B. insert mode C. line wrap D. word wrap
10. Accidentally deleted text can be placed back into a document using this feature
A. retrieve command B. undo command C. fetch command D. oops button

11. This feature refers to the alignment of characters at the ends of lines
 A. justification B. alignment C. indenting D. centering
12. The feature that would let you automatically exchange every occurrence of a word in a document with another word is called:
 A. Search & destroy B. Justification C. Search & Replace D. None of the above
13. Which of the following is not an input device
 A. touch pad B. flash stick C. joystick D. scanner
14. The meaning given to a set of data that has been processed is referred to as:
 A. logic B. application C. program D. information
15. In Microsoft Windows, when you want to move one level up in a hierarchy of folders, you click on this button.
 A.  B.  C.  D. 
16. When a user marks a cell address in a formula so that it will not change during the copying of the formula, the user has created
 A. a range B. a relative address C. an absolute address D. a formula
17. Which of the following is not something that can be entered into a cell on the spreadsheet
 A. number B. label C. formula D. command
18. In Microsoft Windows, the following can be uniquely identified because they have yellow icons
 A. Files B. folders C. tool bars D. menus
19. In Microsoft Word, you can start the spell-checker by first opening the document and then clicking this button
 A.  B.  C.  D. 

20. Those programs that perform specific user-oriented tasks are called
A. application Software. B. specialized Software C. software D. dedicated Software
21. Which of the following is in the correct format of an electronic mail address
A. sipho&uniswa.sz B. jane@science.sz C. jabu#hums.org D. lucky*sptc.co.sz
22. Electronic mail software may be used for all of the following except
A. sending email B. browsing the internet C. receiving email
D. sending a file as an attachment to an email
23. Which of the following is the correct website address for the University of Swaziland web page
A. www@uniswa.sz B. www.sz.uniswa C. www.uniswa.org. D. www.uniswa.sz
24. Which of the following is a web browser software
A. Ms Word B. Internet explorer C. Ms excel D. Pegasus Mail
25. In Microsoft Word, pressing CTRL+HOME moves the cursor
A. one character position to the right B. to the end of the document.
C. one character position to the left D. to the beginning of the document
26. In Microsoft Word, all of the following steps may be used to move text, **except**
A. Select the text, Click Paste icon, Move cursor to new position, Click Move icon
B. Select the text, Click Edit then Cut, Move cursor to new position, Click Edit then Paste.
C. Select the text, Click Cut icon, Move cursor to new position, Click Paste icon
D. Select the text, Point to selected text and drag text to new position
27. A byte is made up of ____ bits
A. 12 B. 10 C. 8 D. 4
28. Which of the following wild-card specifications refers to all Microsoft Word files whose names start with the letter P?
A. P?.word B. P*.doc C. P*.word D. *P.text

29. William Carson selects computer functions by using a special device that moves the cursor across the screen until it points to the icon representing the desired operation. William is using a
- A. Keyboard B. ORC wand C. Arrow keys D. Mouse
30. In Microsoft Excel, when writing a formula you always start with the following operator
- A. ^ B. = C. & D. \$
31. In Ms-Excel, which of the following is the correct way of referencing a range of all cells in column C starting from row 10 to row 20.
- A. C10...C20 B.10:20 C. 10C:20C D. C10:C20
32. Software is divided into two (2) main types, which are _____.
- A. Operating systems and systems software
B. Application and systems software
C. Systems and user software
D. Word processing and Spreadsheets
33. In Microsoft Excel, which of the following is the correct procedure of selecting non-adjacent cells in a worksheet? (For example A3, G5, H4, etc)
- A. Press and Hold ALT key, and then select the cells
B. Press and Hold PAUSE key, and then select the cells
C. Press and Hold SHIFT key, and then select the cells
D. Press and Hold CTRL key, and then select the cells
34. In Microsoft Excel, the fill handle may be used to perform all of the following tasks, except
- A. Fill in a sequence of consecutive numbers like 1,2,3,4,5 etc
B. Sort data in ascending order.
C. Fill in a sequence months (Jan, Feb, Mar etc)
D. Copy data from one cell into an adjacent cell
35. The two main components of the CPU are
- A. Hardware and Software
B. Control Unit and Arithmetic Logic Unit
C. Binary Unit and Decimal unit
D. System unit and Filing unit

36. Which of the following sequence of steps is the correct way of starting the Calculator program in accessories?

- A. Click start then click Calculator
- B. Click Calculator, then Click Start , Choose Accessories
- C. Click Start, choose Calculator, and then click Accessories
- D. Click start, choose programs, choose accessories, then click Calculator

37. In Ms-Windows, a window can be resized by

- A. Dragging its border.
- B. Right clicking on a blank space.
- C. Selecting Open from the file menu.
- D. Pressing the ENTER key.

38. In Microsoft Excel, pressing **Ctrl + Home** key combination will move the cursor to

- A. The last cell in a row.
- B. The last cell in a column.
- C. Cell A1
- D. Cell Home

39. In Microsoft Excel, suppose a worksheet contain the values 10, 20, 30, 40 and 50 in the range of cells from A5 to cell E5. All of the following formulas will calculate the average of the values, **except**

- A. $= (A5+B5+C5+D5+E5)/5$
- B. $= \text{SUM} (A5:E5)/5$
- C. $= \text{AVERAGE}(A5:E5)$
- D. $= \text{AVERAGE}(A5:E5)/5$

40. In Microsoft Excel, suppose the formula $=A2+F10$ appears in cell D7. When this formula is copied to cell N6, it will change to be

- A. $=A2 + F11$
- B. $=K1 + P9$
- C. $=E2 + F9$
- D. $=A3+F9$

SECTION B – 60 MARKS

Instruction:

- *Answer ALL Four (4) Questions*

QUESTION 1

- a) How many digits are used in the binary numbering system? List the digits used.
2 Marks
- b) If decimal (base 10) numbering uses 10 digits and Hexadecimal (base 16) numbering uses 16 digits, How many digits are used in octal (base 8) numbering? List the digits used in base 8.
3 Marks
- c) Convert the binary number 10111011 to its decimal equivalent. Show how you got your answer.
5 Marks
- d) Convert the decimal number 335 to its binary equivalent. Show how you got your answer.
5 Marks

QUESTION 2

- a) Distinguish between hardware and software.
2 Marks
- b) Mr Jones is a small businessman with limited cash flow. He would like to purchase a computer to help improve the operations of his business, but he has very limited financial resources and cannot afford to buy the computer for cash. The best he can do is to purchase components of the computer over a period of time. Advise Mr Jones on the hardware components that he would have to purchase in order to put together a fully functional computer. For each component explain to him its function/purpose and why the computer cannot work without it.
7 Marks
- c) Mrs Jones operates a small supermarket. Her son who works overseas has purchased a state of the art computer for Mrs Jones to be used in improving the operations of her business. Mrs Jones often wishes to use the computer to draw up a budget, create and manage her shopping list and write letters to her suppliers. Her son has also told her about the internet and how it facilitates better communication and exchange of information. Mrs Jones suppliers often tell her to view the most up to date price list and special sales on the internet and to send him her orders electronically. Advise Mrs Jones on the Software that needs to be installed on the newly acquired computer, clearly explaining the purpose and function.
6 Marks

QUESTION 3

- a) Distinguish between files and folders. *2 marks*
- b) Describe in detail how you would carry out the following tasks in the Microsoft Windows operating system:
- (i) Move a window towards the right side of the desktop. *1 mark*
 - (ii) Resize the taskbar. *1 mark*
 - (iii) Delete a file. *1 mark*
 - (iv) Rename a file. *1 mark*
 - (v) Create a new folder on the desktop. *2 marks*
 - (vi) Open the file whose path is G:\Comp100\test.doc. *4 marks*
 - (vii) Search for all files named exam which contain the word: Question. *3 marks*

QUESTION 4

- a) Describe in detail how you would carry out the following tasks in Microsoft Word:
- (i) Select (highlight) an entire paragraph. *1 mark*
 - (ii) View suggested corrections for an incorrectly spelled word. *1 mark*
 - (iii) Indent a paragraph. *1 marks*
 - (iv) Make a copy of an existing paragraph to appear immediately below itself. *2 marks*
 - (v) Show page numbers in the top-right corner of each page. *2 marks*
- b) Draw a worksheet with rows and columns showing the following information.
- cell B1 contains the label "CFC100 STUDENTS"
 - cell A3 contains the label "SID"
 - cell B3 contains the label STUDENT NAME
 - cell C3 contains the label EXAM MARK
 - cells A4:A8 contains the student identity numbers of five (5) students
 - cells B4:B8 contains the student names of the five (5) students
 - cells C4:C8 contains the exam marks of the five (5) students
 - cell C9 contains a formula to compute the average mark for all the five(5) students.

8 marks

