

University of Swaziland

Supplementary Examination – 2007

Title of Paper: *Computer Foundations Course*

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


- (i) What is the difference between data and information? *5 marks*
- (ii) Identify and discuss two (2) ways in which the computer has had impact in your life. *5 marks*
- (iii) Differentiate between hardware and software. Which is more important to computer users. Explain your answer? *5 marks*
- (iv) Identify four (4) basic hardware components of a typical computer and briefly describe their function. *5 marks*
- (v) Differentiate between system software and application software, giving examples of each. *5 marks*

Question 2

- (i) Differentiate between ROM and RAM *3 marks*
- (ii) Differentiate between primary and secondary memory *3 marks*
- (iii) What is the CPU and what are its main function *3 marks*
- (iv) What is a byte? *3 marks*
- (v) Express 24KB in bytes? *3 marks*
- (vi) Given that one (1) byte equals 8 bits, Express 16KB in bits. *2 marks*
- (vii) Explain how computers are used (or may be used) in the following sectors.
 - (a) Education *2 marks*
 - (b) Communication *2 marks*
 - (c) Law enforcement *2 marks*
 - (d) Administration *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) Text Files. [2 marks]
 - (ii) Microsoft PowerPoint files. [2 marks]
 - (iii) Help files. [2 marks]
 - (iv) Windows Icon files [2 marks]
- (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 G. [3 marks]
- (ii) Find all help files whose names start with the letter **W** 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 Microsoft Word files 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 – Word Processing

- (i) Assume that you are starting a small business. Explain how you could use a word processing software to enhance and achieve the objectives of your small business. *7 marks*
- (ii) Give two (2) examples of word processing software you are familiar with. *2 marks*
- (iii) Explain the advantages of computerized word processors over manual word processors. *4 marks*
- (iv) Explain the terms *font* and *font size*. *3 marks*
- (v) Explain how the following tasks are achieved in Microsoft word
 - (a) Left justify a paragraph *3 marks*
 - (b) Double-space the lines in a specified block of text. *3 marks*
 - (c) Change the color of text to red. *3 marks*

Question 6- Spreadsheet

- (i) Assume that you are starting a small business. Explain how you could use an electronic spreadsheet software to enhance and achieve the objectives of your small business. *5 marks*
- (ii) Give two (2) examples of electronic spreadsheet software you are familiar with. *2 marks*
- (iii) Consider the following electronic spreadsheet.

	A	B	C	D	E	F
1						
2	SUBJECT			REGISTRATION PER YEAR		
3			1997	1997	1997	1997
4	BIOLOGY		21	23	20	25
5	CHEMISTRY		23	25	30	28
6	PHYSICS		32	31	35	33
7	MATHEMATICS		37	40	38	39
8						
9						
10						

Explain how the following tasks may be performed on the above spreadsheet.

- (a) Find the subject that had the most number of students in the year 1997. *3 Marks*
- (b) Compute the total number of students that enrolled in 1997, and the subsequent years. *5 Marks*
- (c) Find the subject that had the minimal number of students enrolled in the four year period between 1997 and 2000. *5 Marks*
- (d) Draw a column chart for the data shown on the spread sheet. *5 marks*