UNIVERSITY OF SWAZILAND

Faculty of Science

Department of Computer Science

MAIN EXAMINATION 2008

Title of paper: **INTRODUCTION TO COMPUTING FOR SOCIAL SCIENCE**

Course number: **CSS100**

Time allowed: 3 hours

Instructions: Answer all 4 questions.

THIS EXAMINATION PAPER SHOULD NOT BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR

Question 1 – [25 marks]

a) Distinguish between the following pairs of terms:
   i. Data and information.
   ii. Input and output devices.
   iii. Megabyte and gigabyte.
   iv. Primary and secondary storage devices.
   v. Random access memory (RAM) and read-only memory (ROM).   [10]

b) What is the IPO scheme, and what does it tell us about how computers work?   [5]

c) List the 3 main parts of a computer's CPU (Central Processing Unit), and briefly explain
   the purpose of each part.   [6]

d) Give one example of a communication device. In addition, briefly explain the main
   purpose of a communication device.   [2]

e) The act of *saving* a document causes the data you have typed to move from one hardware
   device into another. What are these 2 devices?   [2]

Question 2 – [25 marks]

a) Explain the difference between *resizing* and *minimizing* windows. [2]

b) Describe how a folder named *Exam* may be created on the desktop. [2]

c) What is the meaning of the term *cycling through windows*? [1]

d) What is meant by the word *scrolling*? [1]

e) The following hierarchy or tree diagram shows the relative location of some files and folders. The files are called *one.txt*, *two.jpg* and *three.xls*, while the folders are called *Blue* and *Red*.
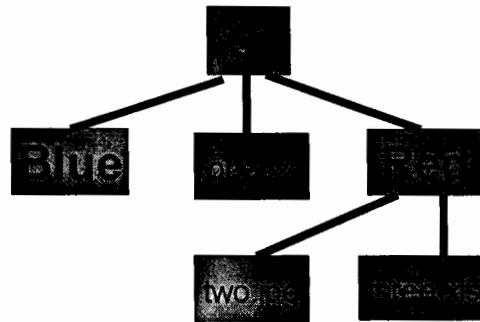
   i. Write down the path name of *two.jpg*. [3]

   ii. Assuming that My Computer window has already been opened, describe how the following may be carried out:

     1. Delete *one.txt*. [3]

     2. Rename *three.xls* as *four.xls*. [3]

     3. Move *two.jpg* into *Blue* folder. [6]

f) Describe the steps you would take to find all files in the computer whose names start with the letter 'x'. [4]

Question 3 – [25 marks]

a) What is meant by the term *line spacing* in word processing? [2]

b) With the aid of diagrams, explain the difference between *left-aligned, right-aligned, centre-aligned* and *fully-justified* paragraphs. [5]

c) Describe in detail the steps that should be taken in order to carry out the following tasks in Microsoft Word documents:

    i. Underline a sentence. [2]

    ii. Change the font of a word to Times New Roman, and its size to 16. [3]

    iii. Add page numbers to the top-right corner of each page. [3]

    iv. In a document, there is a page containing 3 paragraphs. How would you move the first paragraph below the other two (i.e. to the bottom of the page)? [4]

    v. In a document, there is a table made up of 2 rows and 3 columns. Firstly, how would you make a new (blank) row appear in between the existing ones? Secondly, how would increase the width of the middle column? [6]

Question 4 – [25 marks]

a) What is the purpose of the *cell pointer* in spreadsheets? [1]

b) The Microsft Excel spreadsheet given at the bottom of this page shows the rainfall measured at Manzini during the first 5 months of each year from 1966 to 1971. Describe in detail the steps that should be taken in order to carry out the following tasks in the spreadsheet:

i. Bold and centre-align the names of months. [3]

ii. Change the background colour of the years to grey. [2]

iii. Write a formula to calculate the total rainfall in the first 5 months of 1966 only. Where in the spreadsheet would you type this formula? [3]

iv. Use formulas to calculate the average rainfall for each of the 5 months. In addition, state *where* in the spreadsheet you would place these formulas. [5]

v. Sort the entire table in descending order of years. [4]

vi. Insert a bar chart showing January rainfall in each year from 1966 to 1971. [3]

vii. Make an exact copy of the entire table to appear below the existing table. The first row of the copied table should be about 5 rows below the last row of the existing table.
[4]

	A	B	C	D	E	F	G
1	YEAR	Jan	Feb	Mar	Apr	May	
2	1966	260	213	52.8	49.3	9	
3	1967	130.8	287	116.5	172.5	17	
4	1968	61	0	0	0	0	
5	1969	0	0	0	0	0	
6	1970	74.3	83.9	39.5	7.4	55.7	
7	1971	207.7	46.8	83.3	139.1	28.6	
8							