

UNIVERSITY OF SWAZILAND

Faculty of Science

Department of Computer Science

SUPPLEMENTARY 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]

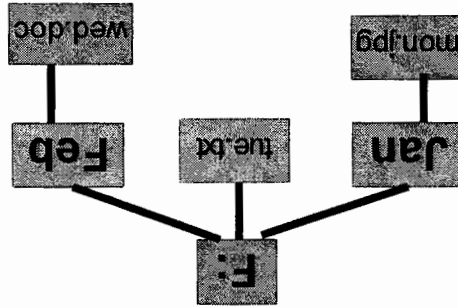
Write a detailed overview of the five main types of hardware devices. Your answer should include, for each type, an explanation of its purpose and the name of at least one example device of that type. [25]

Question 2 – [25 marks]

a) Draw a large diagram of a window and clearly label the following 5 parts: title bar, menu bar, scroll bar, tool bar and minimize button. [5]

b) Explain the purpose of any 2 of the parts listed in Question 2(a) above. [2]

c) The following hierarchy or tree diagram shows the relative location of some files and folders. The files are called *mon.jpg*, *tue.txt* and *wed.doc*, while the folders are called *Jan* and *Feb*.



i. Write down the path name of *wed.doc*. [3]
ii. Assuming that My Computer window has already been opened, describe how the following may be carried out:

1. Rename *tue.txt* as *fri.txt*. [3]
2. Delete *wed.doc*. [3]
3. Copy *mon.jpg* into *Feb* folder. [5]

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

Question 3 – [25 marks]

a) What is meant by the term *italic font style*? [1]

b) With the aid of examples, distinguish between each of the following pairs:

i. Spaces and tabs.

ii. Single spacing and double spacing.

iii. Left alignment and right alignment. [6]

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

i. Centre-align a paragraph. [2]

ii. Change the font style of a word to bold. [2]

iii. Find out which words have been incorrectly spelled, and obtain suggestions for correcting them. [2]

iv. In a document, there is a paragraph consisting of 2 sentences. How would you split it into two paragraphs, each containing one of the sentences? [2]

v. Make an identical copy of the first paragraph of a document to appear at the end of the document. [4]

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

Question 4 – [25 marks]

- a) What is the purpose of the *formula bar* in spreadsheets? [2]
- b) The Microsoft Excel spreadsheet given at the bottom of this page shows some information concerning a number of countries. For each country, the area (in square kilometres), population and year of independence are indicated. Describe in detail the steps that should be taken in order to carry out the following tasks in the spreadsheet:

- i. Underline and right-align the names of countries. [3]
- ii. Change the background colour of the column headings to yellow. [2]
- iii. Delete Congo's row. [2]
- iv. Write a formula to calculate the total area of the countries. Where in the spreadsheet would you type this formula? [3]
- v. Write a formula to calculate the average population of the countries. Where in the spreadsheet would you type this formula? [3]
- vi. Write a formula to calculate the most recent year of independence. Where in the spreadsheet would you type this formula? [3]
- vii. Insert a bar chart showing the area of each country. [3]
- viii. Sort the entire table in ascending order of population. [4]

	A	B	C	D	E
1	COUNTRY	AREA	POPULATION	INDEPENDENCE	
2	Angola	1246700	10145267	1976	
3	Botswana	600370	1576470	1966	
4	Congo	342000	2830961	1960	
5	Lesotho	30350	2143141	1966	
6	Malawi	118480	10385849	1964	
7	Namibia	825418	1771327	1990	
8	Swaziland	17360	1083289	1968	
9	Zambia	752610	9582418	1964	
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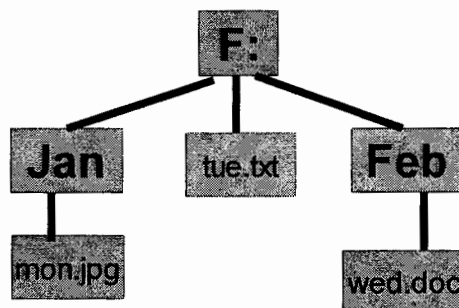
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