

# University of Swaziland

## Supplementary Examination, July – 2009

**Title of Paper:** *Computer Foundations Course*

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

**Time Allowed :** *Three (3) Hours*

### Instructions

1. *Question 1 is compulsory.*
2. *Answer any two questions from Questions 2 to 4.*

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

### QUESTION 1. (Compulsary)

(a). Draw a diagram of a Desktop screen , depicting the following components –

1. Taskbar
2. Start Button
3. The Start Menu with at least two items
4. At least two secondary Menu items
5. At least two additional Menu items
6. At least two open minimized windows

Marks (6)

(b). Write the names of five important information and corresponding data needed to complete a successful UNISWA Network Login procedure. Use any suitable correct data of your choice. DO NOT WRITE YOUR PASSWORD.

Marks (4)

(b). Explain two examples of each of the following for a Disk Operating System –

- (i) Control Functions
- (ii) Processing Functions

Marks (6)

(c). Write the meaning and clear sequential steps to perform the following independently -

- (i) Pointing an Icon,
- (ii) Selecting an Icon,
- (iii) Dragging and dropping an Icon
- (iv) Opening an Icon

Marks (8)

(d). How many bytes are there is the flash drive of 256MB capacity ?

Marks (2)

(e). Convert the following unsigned binary numbers into decimal integers –  
10001010 and 11111001.

Marks (6)

(f). Convert the following decimal integers into unsigned binary numbers –  
66 and 84.

Marks (6)

(g). Explain four tasks you can perform using an Operating system.

Marks (4)

(h). Write the names and explain the utility of 2 examples of system software.

Marks (4)

(i). Write the names and explain the utility of 2 examples of applications software.

Marks (4)

## QUESTION 2

(a). Explain clearly with examples

- (i) A UNISWA Network drive and its Root directory ,
- (ii) A Sub directory ,
- (iii) A Parent directory,
- (iv) Current directory and
- (v) Dot directories

Marks (10)

(b). Explain clearly with examples

- (i) Path of a file,
- (ii) Directory of a file
- (iii) Name of a file.
- (iv) Extension of a file
- (v) Contents of a file

Marks (5)

(c). Write standard file extensions for the following types of files –

- (i) Text files,
- (ii) Document files,
- (iii) Spread Sheets,
- (iv) Picture files and
- (v) Temporary files

Marks (5)

(d). Write wild card file specifications for the following

- (i) All text files in CFC100 folder of F:\ whose names start with T.
- (ii) All files with the extension .doc (dot doc) in F:\

Marks (5)

## QUESTION 3.

(a). Explain the following clearly and write sequences of steps to be executed to perform the following tasks independently in MSWord. Use your own examples.

- (i). Toggle Case in a paragraph,
- (ii). Create a Table in an MSWord document,
- (iii). Change Text alignments,
- (iv). Change Text styles and
- (v). Print Preview

Marks (15)

(b). Write names and their associated functions of at least two submenu items in each of the following Menu bar items –

- (i). File
- (ii). Insert

Marks (5)

(c). Differentiate between the following submenu items -

- (i). Paste and Paste Special
- (ii). Save and Save As

Marks (5)

#### QUESTION 4.

(a). Explain with examples the three Cell referencing modes of MSExcel.

Marks (6)

(b). Following formulas are copied from one cell to another. Write the copied formula in the destination cell.

- (i).  $=\$B\$2*\$C\$3$  (is copied from B1 to D4, What is copied in D4 ?).
- (ii).  $=B1*A2$  (is copied from A1 to B4, What is copied in B4 ?).
- (iii).  $=A\$5+\$C4$  (is copied from D1 to E4, What is copied in E4 ?).
- (iv).  $=\$B5-C\$5$  (is copied from B1 to F4, What is copied in F4 ?).

Marks (7)

(c). The contents of a clipped spreadsheet file are

- The numbers 8, 3, 6, 4 and 2 in A1 .. A5 respectively
- The numbers 12,14,16,11 and 10 B1 .. B5 respectively
- The formula in C1 is  $A2+A1+B1$
- The formula in D1 is  $B1-C1$
- Contents of C1..D1 are copied at C2 .. D4

- (i) Draw a spread sheet as explained above.
- (ii) What are the contents in C2 .. D4
- (iii) What is displayed in C2 .. D4

Marks (4+8)

< END OF EXAMINATION PAPER >