UNIVERSITY OF SWAZILAND

Faculty of Science

Department of Computer Science

MAIN EXAMINATION, MAY 2011

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

Course number: **CSS100**

Time allowed: 3 hours

Instructions: Answer all 4 questions.

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Question 1 (Computer Hardware) – [25 marks]

a) Distinguish between hardware and software. [2]

b) Describe the workings of a computer with the help of the IPO scheme diagram. [5]

c) List and briefly describe the 5 main kinds of computer hardware. For each kind, provide an example of a hardware device. [10]

d) List and describe the main parts of the CPU. [6]

e) Suppose that a hard disk drive has 60 GB of free space. Is it possible to copy a 500 MB file to this hard disk? Explain your answer. [2]

Question 2 (The Operating System) – [25 marks]

a) Distinguish between each of the following pairs:
   i.   A minimized window and a closed window.
   ii. Horizontal and vertical scrolling.
   iii. Menu bar and tool bar.
   iv. Window and icon.
   v.   Copying and moving a file.   [10]

b) Saving a file results in the transfer of data from one hardware device to another. What are these 2 devices?   [2]

c) Describe the steps that need to be taken to accomplish the following on the desktop:
   i.   Reduce the height of a window.   [1]
   ii. Delete a file.   [1]
   iii. Rename a file.   [1]
   iv. Highlight 2 icons at once.   [2]
   v.   Create a text document.   [2]

d) Describe the steps that need to be taken to accomplish the following using Windows Explorer or My Computer window:
   i.   Navigate up one level from the current folder.   [1]
   ii. View the modification date of all files in the current folder. [2]
   iii. Copy a file from one folder to another.   [3]

Question 3 (Word Processing) – [25 marks]

a) With the help of diagrams contrast between any 3 kinds of paragraph alignment. [6]

b) Briefly explain the meanings of font *type*, font *size* and font *style*. [3]

c) Describe the steps that need to be taken to accomplish the following using Microsoft Word:

   i.   Make a word both italic and bold. [2]
   ii. Set the font of the title to Arial and increase the size to 18 pt. [2]
   iii. Indent a paragraph by 2 inches. [2]
   iv. Identify a misspelled word and obtain suggestions for correcting it. [2]
   v.   Create a table with 2 rows and 3 columns. [2]
   vi. Add page numbers to the bottom-right corner of each page. [3]
   vii. Save the document in the F: drive, giving it a new name, ESSAY. [3]

Question 4 (Spreadsheets) – [25 marks]

Answer the questions further below with reference to the following spreadsheet. It shows the marks gained by 8 students in 2 tests.

	A	B	C	D
1	Student	Test 1	Test 2	
2	610100	21	60	
3	601011	45	48	
4	602000	74	60	
5	611000	55	60	
6	600020	63	72	
7	601000	50	30	
8	611020	53	41	
9	600100	55	48	
10				

a) At what address is the cell pointer located in this spreadsheet? [1]

b) What is the meaning of *logical test*? [1]

c) Write down *dynamic formulas* to accomplish the following:
  i. Show the total marks of student number 610100 at D2. [2]
  ii. Show the average Test 1 mark at B10. [3]
  iii. Show the highest Test 2 mark at C10. [3]
  iv. Show the word POOR at E2, provided student number 610100's total is less than 80 marks. Otherwise, leave E2 blank. [6]

d) Describe the steps that need to be taken in order to change the above spreadsheet as follows:
  i. Change the height of the first row to 20 units. [2]

  ii. Insert a bar chart showing all marks in Test 1. [3]

  iii. Sort the entire table in ascending order of student number. [4]