

University of Swaziland

Supplementary Examination- 2011

Title of Paper: *Computer Foundation Course*

Course Code: *IDE – CFC100 (Diploma in Law, B.A. Humanities,
Certificate in Portuguese)
CFCH100 (Humanities)
EDF102/ IDE – EDF102 (ALL Education)*

Time Allowed: *Three (3) Hrs.*

Instructions to Candidates:

Section A: Multiple Choice questions

1. *Mark all your answers on the Answer sheet using INK (answers marked in pencil will not be accepted)*
2. *Indicate your ID Number and PROGRAM on the Answer sheet*
3. *When completed, insert your Answer sheet in the Examination Answer Folder provided.*

Section B:

1. *Answer **ALL 4** questions*
2. *Write your answers in the Examination Answer Folder provided*
3. *Indicate Course code and Program on the Examination Answer Folder*

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

SECTION A

1. Which of the following are the five main components of a computer system?
 - A. CPU, CD-ROM, mouse, keyboard, Sound card
 - B. Memory, Video card, Monitor, Software, Hardware
 - C. Modem, keyboard, Word Processor, Printer, Screen
 - D. CPU, memory, system bus, input, output

2. If the data contained in primary memory is lost when the computer is shut off, that memory is said to be:
 - A. Removable
 - B. Read only
 - C. Volatile
 - D. Non volatile

3. In Microsoft Word, if the user intends to bring the cursor to the start of the line, s/he must press _____ key only once.
 - A. Esc
 - B. Enter
 - C. End
 - D. Home

4. The Binary number system uses only ____ symbols.
 - A. Ten
 - B. Three
 - C. Two
 - D. One

5. The main circuit board of the system unit is the
 - A. Computer program
 - B. Control unit
 - C. Motherboard
 - D. None of the above

6. Which of the following is only an output device
 - A. Disk
 - B. Mouse
 - C. Keyboard
 - D. Printer

7. All calculations and logic comparison take place in the computer's _____
 - A. ALU
 - B. Control unit
 - C. Program
 - D. Primary memory

8. When suddenly power goes off while working on the computer, the contents of _____ memory is never changed.
- A. Cache
 - B. ROM
 - C. RAM
 - D. DRAM
9. Which of the following is not a basic mouse based operation or technique?
- A. Debugging
 - B. Pointing
 - C. Left-clicking
 - D. Dragging
10. In Microsoft Excel, the fill handle maybe used to perform all of the following tasks, except:
- A. Fill in a sequence of consecutive numbers like 1,2,3,4,5, etc.
 - B. Sort data in descending order
 - C. Fill in a sequence of months (Jan, Feb, Mar, etc.)
 - D. Copy data from one cell into an adjacent cell
11. In Microsoft Word, accidentally deleted text can be put back into a document using this feature:
- A. Retrieve command
 - B. Undo command
 - C. Oops button
 - D. Open command
12. Which of the following best describes a Mouse
- A. A device that may be used to display processed data
 - B. A device that may be used to supply data into a computer
 - C. A device that may be used to read/write data to/from secondary media
 - D. A secondary storage device
13. In Microsoft word, the feature that would let you automatically exchange ever occurrence of a word in a document with another word is called _____
- A. Search and destroy
 - B. Justification
 - C. Find and replace
 - D. Find and exchange
14. The main components of the computer communicate with each other using
- A. System bus
 - B. Memory
 - C. Keyboard
 - D. Monitor

15. You have learned in the practice that ##### means:
- A. You have entered a number wrong
 - B. The cell is not wide enough
 - C. You have entered a number wrong
 - D. You have entered an invalid formula
 - E. You have entered an invalid selection
16. What does ROM stand for?
- A. Read Object Module
 - B. Remote Operating Memory
 - C. Read Only Memory
 - D. Reliable Output Memory
17. Within Microsoft Excel, which of the following describes absolute cell referencing?
- A. Never reference the same cell
 - B. Always reference the same cell
 - C. Always reference the cell to the left
 - D. None of the above
18. A kilobyte represents approximately _____ memory locations
- A. One thousand
 - B. One million
 - C. One billion
 - D. None of the above
19. Within Microsoft Excel, which of the following is an example of absolute cell referencing?
- A. =fA£1-B1
 - B. =\$A\$1-B1
 - C. =A1-B1
 - D. None of the above
20. _____ are used to perform basic mathematical operations like addition, subtraction or multiplication.
- A. Arithmetic functions
 - B. Arithmetic operations
 - C. Arithmetic cells
 - D. Arithmetic values

21. There are two (2) steps taken to move text
- A. Copy & Paste
 - B. Point & Hold
 - C. Select & Copy
 - D. Cut & Paste
22. You can use the tab key to
- A. move the cursor across the screen
 - B. indent a paragraph
 - C. move the cursor down the screen
 - D. A and B only
23. Software is divided into 2 main types, which are _____
- A. Operating Systems and systems software
 - B. Application software and systems software
 - C. Systems and user software
 - D. Word processing and Spreadsheets
24. What menu is selected to cut, copy, and paste?
- A. File
 - B. Tools
 - C. Edit
 - D. Format
25. In Microsoft Windows, which of the following best describes the procedure for creating a folder called IDE in drive F?
- A. Open drive F, type IDE
 - B. Open Drive F, right-click empty space, choose folder, then type IDE
 - C. Open drive F, right click empty space, choose new, choose folder, then type IDE
 - D. Open drive F, right click empty space, choose new, then type IDE
26. In Microsoft Excel, which of the following is the correct way of referencing a range of all cells in a Column K starting from row 5 to row 21
- A. K5...K21
 - B. K21:K5
 - C. K5:K21
 - D. None of the above
27. The default standard alignment is
- A. Left
 - B. Centre
 - C. Justified
 - D. Right

28. Within Microsoft Excel, which of the following will add two cells together?
- A. A1+B1
 - B. =A1:B1
 - C. =A1+B1
 - D. =Add A1:B1
29. File, Edit, View, and Format are
- A. Special commands
 - B. Menu options/choices found on the main menu bar
 - C. List of many tasks that can be done
 - D. None of the above
30. In Microsoft Word, which of the following is the correct procedure for creating a table?
- A. Click **Table** in the menu bar, click **Insert** in the menu that appears, click **Table** in the submenu that appears, and then specify the number of rows and columns.
 - B. Click **Insert** in the menu bar, Click **Table** in the menu that appears, and then specify the number of rows and columns
 - C. Click **New** in the menu bar, click **Table** in the menu that appears, and then specify the number of rows
 - D. Click **View** in the menu bar, click **Table** in the menu that appears, and then specify the number of rows
31. First generation computers used
- A. Integrated circuits
 - B. Integrated circuits chips
 - C. Vacuum tubes
 - D. Transistors
32. All of the following are methods of opening a file, except
- A. Select the file, right click on the file, and click open
 - B. Select the file, and then press ESC key on the keyboard
 - C. Select the file, and then press ENTER key on the keyboard
 - D. Select the file, and then double click on the file.
33. Within Excel, _____ is/are pre-programmed operations that help you save time by not having to write out common formulas.
- A. Formulas
 - B. AutoSum
 - C. Functions
 - D. SUM

34. In Microsoft Word, all of the following steps may be used to move text, except
- A. Select the text, Click Cut icon, Move cursor to new position, Click Paste icon
 - B. Select the text, Click Paste icon, Move cursor to new position, Click Move icon
 - C. Select the text, Click Edit then Cut, Move cursor to new position, Click Edit then Paste
 - D. Select the text, Point to selected text and drag text to new position
35. Which of the following is an Application Software?
- A. MSDOS
 - B. Windows XP
 - C. Linux
 - D. MS Excel
36. Within Excel, you enter constant data by typing it directly into the cell or into the _____ bar when the cell is active.
- A. Function
 - B. Formula
 - C. Character
 - D. Numeric
37. Which of the following wild card specifications refers to all Microsoft Word files whose names start with the letter M?
- A. M?.text
 - B. M*.word
 - C. M*.doc
 - D. *M.doc
38. Within Microsoft Excel, which of the following best describes conditional cell formatting?
- A. The colour stays the same in cells
 - B. The results change depending on the colour
 - C. The colour changes depending on the results
 - D. None of the above
39. In Microsoft Windows, you can move a window to a different position on the screen by dragging it by its _____
- A. Title Bar
 - B. Status Bar
 - C. Move handle
 - D. Tail Bar
40. In Microsoft Excel which of the following is the correct procedure of selecting non-adjacent cell in a worksheet? (For example: B4, F3, K6 etc)
- A. Press and Hols ALT key, and then select the cells
 - B. Press and Hold SHIFT key, and then select the cells
 - C. Press and Hold PAUSE key, and the select the cells
 - D. Press and Hold CTRL key, and then select the cells

SECTION B

Instructions: Answer ALL Four (4) questions

Question 1:

- a) Explain the difference between Hardware and Software. [4]
- b) i) Convert the decimal numbers **79** and **129** to their binary equivalent. Show all working. [4]
- ii) Convert the binary numbers **10101101** and **11011001** to their equivalent decimal number representation [4]
- c) List the steps to select/ Highlight a text paragraph in Microsoft Word using only the mouse and only the Keyboard. [3]

Question 2:

- a) Name four most important tasks, you can perform under Microsoft Windows Operating System. [4]
- b) Draw a well labelled sketch diagram of a window, clearly indicating the following parts:
- i. The title of the window must be: **MAIN EXAM 2011** [1]
 - ii. At least three (3) menu items [3]
- c) Write clearly the sequence of steps to perform the following tasks in Microsoft Windows :
- i) Create 2 folders called **SUPEXAM** and **EXAMS2011** in the root directory [4]
 - ii) Create a subfolder called **DLAW** in the **SUPEXAM** folder and 2 subfolders called **BHUMS** and **BED** in the **EXAMS2011** folder. [4]
 - iii) Move the folder **SUPEXAM** from the desktop to your USB Flash drive. [2]
 - iv) Create a text document called **SECTION B** in the **SUPEXAM** folder [2]

Question 3:

- a) Write your postal address in at least three distinct alignments. [3]
- b) Describe how you would carry out the following tasks in Microsoft Word:
- i) Insert page numbers in a document at the bottom of the page. [3]
 - ii) View suggested corrections for an incorrectly spelt word [2]
 - iii) Moving the last paragraph to the start of the document. [3]

Question 4:

- a) Give examples of Relative and Absolute cell referencing in Microsoft Excel. [4]
- b) Consider the following electronic spreadsheet:

Joe Bloggs Eastern Goldfields Senior High School					
15					
24/11/2003					
Student	Term 1	Term 2	Term 3	Term 4	Year Total
Jean Picard	15	12	14	17	
John Archer	18	14	17	16	
James Kirk	23	22	19	21	
Chris Pike	8	11	7	6	
Jeff Sinclair	19	19	18	14	
Katheryn Ja	13	12	10	12	
Ben Cisco	16	22	20	19	
John Sherric	22	20	24	21	
Lita Alexand	23	21	28	21	
Class Average					

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

- i) What formula will be entered into F6:F14 to show the sum for all Terms? [2]
- ii) Sorting all the information in descending order of Term 4 [3]
- iii) Represent only Term 1 data using a bar graph [5]

Section A - Answer Sheet

IDE - CFC100/ CFCH100/EDF102: Computer Foundation Course (May 2011)

ID NUMBER _____ PROGRAM: _____

Instructions:

1. Make a big cross  in the appropriate box
2. When completed, *Insert this Answer Sheet into the Examination Answer Folder.*

Question	A	B	C	D
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