University of Swaziland

Supplementary Examination- July 2012

Title of Paper: *Introduction to Computing for Social Science*

Course Code: *CSS100*

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 **ALLfour (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. In Microsoft Word, if the user intends to type only one letter in uppercase (capital letter), s/he must press the _____ key together with the letter s/he intends to type.
   A. Ctrl   B. Shift   C. Alt   D. Esc

2. The binary number system uses only _____ bits
   A. 2   B. 4   C. 8   D. 16

3. Which of the following is not an Operating system software
   A. Microsoft WORD   B. MSDOS   C. WINDOWS XP   D. UNIX

4. In Microsoft Word, if the user intends to type a whole paragraph in uppercase, s/he must first make sure the _____ button is on.
   A. Esc Lock   B. Num lock   C. Scroll Lock D. Caps Lock

5. Which of the following is not an input device
   A. Printer   B. Keyboard   C. Mouse   D. Scanner

6. In Microsoft Windows, if you want to minimize a program, but keep it running in the computer memory, you click on this button.
   A.   [🗕]   B.   [🗙]   C.   [🗖]   D.   *I*

7. 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

8. A byte is made up of ____ bits
   A. 12   B. 10   C. 8   D. 4

9. Which of the following wild-card specifications refers to all Microsoft Word files whose names start with the letter P?
   A. P?.word   B. P*.doc   C. P*.word   D. *P.text

10. In Ms-Excel, which of the following is the correct way of referencing a range of all cells in column C starting from row 10 to row 20.
    A. C10...C20   B.10:20   C. 10C:20C   D. C10:C20

11. In Microsoft Excel, the fill handle may be 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 ascending order.
    C. Fill in a sequence months (Jan, Feb, Mar etc)
    D. Copy data from one cell into an adjacent cell

12. In Microsoft Windows, All of following are methods of deleting a file, except
    A. Select the file, and then press ENTER key on the keyboard.
    B. Select the file, right click on the file, and click on delete on the menu that appears
    C. Select the file, and then press DELETE key on the keyboard.
    D. Select the file, and then click delete icon on the standard toolbar.

13. 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

14. In Ms-Windows desktop, dragging an icon to the recycle bin leads to
    A. Icon removed from desktop   C. Icon renamed
    B. Pop-up menu displayed.   D. Icon moved to new position

15. In Ms-Windows, a window can be resized by
    A. Selecting Open from the file menu.   C. Dragging its border.
    B. Right clicking on a blank space.   D. Pressing the ENTER key.

16. In Microsoft Excel, pressing **Ctrl+Home** key combination will move the cursor to
    A. The last cell in a row.   B. The last cell in a column.
    C.Cell A1   D. Cell Home

17. In Ms-Excel, which of the following best describes a **legend**
    A. A symbol of a well know person
    B. A box that identifies the patterns or colors that are assigned to the data series or categories in a chart
    C. A box that identifies an error inthe data series or categories in a chart
    D. A box that displays the title of a chart.

18. In Microsoft Excel, suppose a worksheet contain the values 10, 20, 30, 40 and 50 in the range of cells from A5 to cell E5. All of the following formulas will calculate the total of the values, **except**
    A. =A5+B5+C5+D5+E5   C. = (A5:E5)
    B. =SUM (A5:E5)   D. =10+20+30+40+50

19. In Microsoft Excel, suppose the formula =$A$2+C5 appears in cell D5. When this formula is copied to cell D6, it will change to be
    A. =$A$2 + C6   B. =$A$3 + C6   C. =$A$3 + C5   D. =A3+$C$6

20. Which of the following statements is false
    A. Primary memory is volatile.
    B. A Floppy disk is an example of secondary storage media.
    C. A Floppy stores less information than a hard disk.
    D. A Hard disk is an example of primary memory.

SECTION B

QUESTION 1

a) Distinguish between hardware and software.   [2]

b) Name a device that is designed to input text   [1]

c) Explain why the monitor is considered to be an output device.   [2]

d) State the 2 components of the computer's CPU (Central Processing Unit). Describe
    the functions of each   [4]

e) Give 2 examples of secondary storage devices.   [2]

f) Distinguish between primary and secondary storage.   [4]

g) Explain how computers may be used in Health   [2]

h) Convert the decimal number 79 to its equivalent binary number representation. Show
    all your working.   [3]

i) Convert the binary number 101101 to its equivalent decimal number representation.
    Show all your working.   [3]

QUESTION 2 – *Microsoft Windows*

(a) Describe the results of the following mouse actions:

    i.   Right clicking on the desktop.   [1]

    ii.   Dragging a window's title bar.   [1]

    iii. Clicking on a minimized window in the task bar.   [1]

    iv.   Dragging a window's border.   [1]

    v.   Double-clicking on a folder icon.   [1]

(b) Contrast between the effects of cut-and-paste and copy-and-paste.   [2]

(c) Describe how an icon on the desktop may be renamed.   [3]

(d) Describe how to search for all files in the F: drive, whose extension is .txt [3]

(e) Describe how the 'My Computer' window may be used to open a file whose path is
     F:\Subjects\Computing\Rainfall.xls   [3]

QUESTION 3 – *Word Processing*

(a)   Explain the meaning of the term: line spacing.   [2]

(b)   Contrast between left-aligned and right-aligned paragraphs.   [2]

(c)   Describe how the following may be achieved using MS Word:

     i.   Centering a paragraph.   [2]

     ii.   Underlining a word.   [2]

     iii.   Splitting a long paragraph into 2 smaller paragraphs.   [3]

     iv.   Changing a paragraph's text to Courier font, size 16.   [3]

     v.   Making an identical copy of the first paragraph to appear at the end of the document.   [3]

     vi.   Identifying and correcting all the spelling mistakes found in a document.   [3]

QUESTION 4 - *Spreadsheets*

(a)   Define the SUM and AVERAGEspreadsheet functions. Give 1 example of formulas containing these functions.   [4]

(b)   Describe how the following may be achieved using MS Excel:

    (i) Inserting an empty row between rows 1 and 2.   [2]

    (ii) Highlighting the two cells A1 and C3 (excluding cells in between the two.)   [2]

(c)   Consider the MS Excel spreadsheet shown on the next page, **page 6**, and describe how the following changes may be made

    (i) Sorting the city information in descending order of population (such that the information about Harare appears first, Maputo second, etc.)   [4]

    (ii) In column D, showing the population of each city multiplied by 2.   [4]

    (iii) Inserting a bar chart showing the population of each city.   [4]

	A	B	C	D	E
1	This spreadsheet shows the sizes of several capital cities.				
2					
3		**Population**	**Country**		
4	*Mbabane*	47000	Swaziland		
5	*Maseru*	170000	Lesotho		
6	*Gaborone*	138000	Botswana		
7	*Harare*	1184000	Zimbabwe		
8	*Maputo*	1095000	Mozambique		
9					

Section A - Answer Sheet
CSS100: Introduction to Computing for Social Science (2012)

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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