University of Swaziland

Final Examination, May – 2013

Title of Paper: *Computer Foundations Course*

Course Code: *IDE-CFC100 (D. LAW/B.A. HUMANITIES/B.Ed.,
Certificate in Portuguese)
CFCH100 (HUMANITIES)
IDE-EDF102 & EDF102 (All EDUCATION)*

Time Allowed : *Three (3) Hours*

INSTRUCTIONS TO CANDIDATES:

Section A: Multiple choice

1. *Answer ALL questions. Mark all your answers on the provided Answer Sheet using INK (answers marked in pencil will not be accepted).* Include your ID NUMBER and PROGRAM of study on the *Answer sheet.* This examination paper has pages 1 to 9.

2. *When completed, insert your Answer Sheet in the provided Examination Answer Folder.*

Section B:

3. *Answer all the four (4) questions.*

4. *Write your answers in the Examination Answer Folder Provided.* Include COURSE CODE and your PROGRAM OF STUDY on the *Examination Answer Folder.*

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

SECTION A

1.   The five (5) hardware components of a computer are the CPU, input devices, output devices, _____ and _____

        A.   Keyboard, mouse
        B.   Primary Storage, Auxiliary/Secondary storage
        C.   Disk drive, monitor
        D.   Operating System, Operator system

2. The binary number system uses only _____ symbols
    A. ten   **B.** two   **C.**one   **D.** zero

3. Which of the following is an Applications software

    A.   UNIX   **B.** MSDOS   **C.** WINDOWS XP   **D.** MSExcel

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

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

6. When suddenly power goes off while working on the computer, the _____ memory is never changed.
    A.   Cache   **B.** ROM   **C.** RAM   **D.** DRAM

7. In Microsoft Windows, if you want to minimize a window, you click on this button.

    A. 🔲   **B.** ❎   **C.** 🔳   **D.** *I*

8. Which of the following is not a basic mouse technique ?

    A. Left-Clicking   **B.** Dragging   **C.** Debugging   **D.** Pointing

9. In Microsoft Windows, you can move a window to a different position on the screen by dragging it by its _____.

    A. Tail Bar   **B.** Status Bar   **C.** Move handle   **D.** Title Bar

10. In Microsoft Word, you bold text by first selecting/highlighting the text and then clicking this button
    A. 📋   **B.** <u>U</u>   **C.** *I*   **D.** **B**

11. The two (2) main components of a computer system are:
 A. CPU and Monitor
 B. Monitor and Keyboard
 C. RAM and CPU
 D. Hardware and Software

12. In Microsoft Word, you can create a bulleted list by first selecting/highlighting the list and then click on this button on the paragraph group.

 A. ⊯ B. ☰ C. ✍ D. ☰

13. A byte is made up of ____ bits

 A. zero B. one C. two D. eight

14. Which of the following wild-card specifications refers to only text files ?

 A. Ltext.text B. Ltext.doc C. textL.word D. L*.txt

15. Which of the following specification refers to a file whose name has exactly three (3) letters and the extension is PIC?

 A. C33.* B. PIC?.PIC C. SIC.PIC D. ?C3C.PIC

16. Which of the following keys may be used to switch the numerical pad ON or OFF

 A. NUM LOCK B. CAPS LOCK C. PAD LOCK D. KBD LOCK

17. Two (2) types of auxiliary/secondary storage devices more often used on personal computers are _____
 A. Keyboards and scanners
 B. Flash disks and hard disks
 C. Monitors and printers
 D. Control units and arithmetic logic units

18. There are two (2) steps taken to move text

 A. Cut & Paste B. Copy & Paste C. Select & Copy D. Point & Hold

19. In Microsoft Excel, when writing a formula you always start with the following sign
 A. = B. Space C. ? D. comma

20. In Ms-Excel, which of the following is the correct way of referencing a range of all cells in column C starting from row 11 to row 22.
 A. C11:22 B. 11:22 C. 22:11 D. C1:C2

3

21. Which of the following best describes a Mouse

A. A device that may be used to supply data into a computer.
B. A device that may be used to display processed data
C. A device that may be used to read/write data to/from secondary media.
D. A secondary storage media device.

22. Software is divided into two (2) main types, which are _____.
A. Operating systems and systems software
B. Application and systems software
C. Systems and user software
D. Word processing and Spreadsheets

23. In Microsoft Excel, which of the following is the correct procedure of selecting non-adjacent cells in a worksheet? (For example A3, G5, H4, etc)

A. Press and Hold ALT key, and then select the cells
B. Press and Hold PAUSE key, and then select the cells
C. Press and Hold SHIFT key, and then select the cells
D. Press and Hold CTRL key, and then select the cells

24. 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 descending order.
C. Fill in a sequence months (Jan, Feb, Mar etc)
D. Copy data from one cell into an adjacent cell

25. Memory, also called random access memory, or RAM, _____
A. Contains the electronic circuits that cause processing to occur
B. Makes the information resulting from processing available for use
C. Allows data, commands, and user responses to be entered into a computer.
D. Consist of electronic components that store data

26. 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

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

28. All calculations and logic comparison take place in the computer's _____
     A. ALU
     B. Control unit
     C. Program
     D. None of the above

29. 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 at file menu..

30. 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

31. The abbreviation RAM stands for

     A. Random Access Memory
     B. Restore Access Memory
     C. Read Access Memory
     D. Rewind Available Memory

32. The two main components of the CPU are

     A. Hardware and Software
     B. Control Unit and Arithmetic Logic Unit
     C. Binary Unit and Decimal unit
     D. System unit and Filing unit

33. Which of the following sequence of steps is the correct way of starting the Calculator program in accessories?

     A. Click start then click Calculator
     B. Click Calculator, then Click Start , Choose Accessories
     C. Click Start, choose Calculator, and then click Accessories
     D. Click start, choose programs, choose accessories, then click Calculator

34. In Ms-Windows desktop, dragging an icon and dropping in the recycle bin leads to

A. Icon removed from desktop   C. Icon renamed
B. Pop-up menu displayed.   D. Icon moved to new position

35. 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.

36. 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

37. 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 in the data series or categories in a chart
D. A box that displays the title of a chart.

38. In Microsoft Excel, suppose a worksheet contain the values 20, 30, 40 and 50 in the range of cells from B5 to cell E5. All of the following formulas will calculate the total of the values, **except**

A. =B5+C5+D5+E5   C. = (B5:E5)
B. =SUM (B5:E5)   D. =20+30+40+50

39. In Microsoft Excel, suppose the formula =A2+C$5 appears in cell D5. When this formula is copied to cell E6, it will change to be

A. =$A$3 + C6   B. =B3 + D$5   C. =$A$3 + C5   D. =A3+$C$6

40. Which of the following is the correct website address for the University of Swaziland home page?
A.   www.uniswa.home.com
B.   www.uniswa.home.sz
C.   www.uniswa.sz
D.   http://www.uniswa.com

SECTION B

Instruction:

- *Answer ALL Four (4) Questions*

QUESTION 1 – *General*

a) Differentiate between the contents of a file and the contents of a folder. [3]

b) Convert the decimal numbers 100 and 167 to their equivalent binary number representations. Show all your working. [4]

c) Convert the binary numbers (10011110) and (10001011) to their equivalent decimal number representations. Show all your working. [4]

d) Starting from your desktop, write all the steps to send an email of about ten lines to your instructor about your experiences of CFC100 course. The email address of your instructor is – eldube@uniswa.sz [4]

QUESTION 2 – *Microsoft Windows*

a) How do you change the height and width of a window ? [2]

b) How do you open My Computer window and do the following ? [7]

     (i)   Open a file.

     (ii)   Rename a file.

     (iii)   Delete a file.

     (iv)   Move a file.

     (v)   Close an already opened file.

c) Write a sequence of steps clearly, to perform the following tasks in Microsoft Windows

     (i)   Create two Folders called **MAINEXAM** and **SUPLEXAM** in your root directory of F: (i.e. F:\) [2]

     (ii)   Create a Subfolder called **SECTION1** in the **MAINEXAM** and **SECTION2** and **SECTION3** subfolders in **SUPLEXAM** folder created in (i) above. [2]

     (iii)   Create a text document called **Q40.txt** in the **MAINEXAM** folder created in (i) above. [2]

QUESTION 3 – *Word Processing*

a) Write your full postal address in three lines, two times, center and right aligned. [3]

b) Describe how the following may be achieved using Microsoft Word:

    (i)   Changing line spacing to 1.5 in a paragraph [3]

    (ii)   Moving the last paragraph to the start of the document [3]

    (iii)   Creating a list of at least four distinct items [2]

c) Distinguish between 'Save' and 'Save As', 'Redo' and 'undo' operations [4]

QUESTION 4 – *Spreadsheets*

(a)   Assuming that:

- cell A1 of a spreadsheet contains the formula: $= \$B\$2+C2+D\$3+\$E4$

- cell A1 is copied into cells B4 and C8.

Write down the formula in B4 and C8 after copying. [4]

(b)   Describe how the following changes may be made to the Microsoft Excel spreadsheet shown below:

	A	B	C	D	E
1	SID	SURNAME	T1	T2	CWM%
2	104810	Bloane	14	42	
3	106721	Sizwe	10	41	
4	106833	Mpanza	5	0	
5	115886	Dlamini	2	49	
6	119289	Hlophe	7.5	40	
7	127001	Dlamini	10.5	48	
8					

    (i)   Sorting the whole information in ascending order of SURNAME. [3]

    (ii)   What is stored in E2:E7, to show 3.5 times the sum of T1 and T2 [4]

    (iii)   What is stored in C8:D8, to show smallest of T1 and T2 [4]

(END OF EXAMINATION PAPER)

Section A- Answer Sheet Computer Foundation (2012/13) IDE-CFC100/CFCH100/IDE-EDF102 & EDF102:

ID NUMBER:_____ POROGRAM:_____

Instructions:
1. Make a big cross ⊠ in the appropriate box.
1. When completed, Please *insert this Answer Sheet into the Examination Answer Folder.*

	A	B	C	D
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				