

# University of Swaziland

## Supplementary Examination, July – 2012/2013

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

**Course Code:** *IDE-CFC100 (D. LAW/B.A. HUMANITIES/B.Ed.,  
CERTIFICATE IN PORTUGUESE  
CSS100 - CERTIFICATE IN PSYCOSOCIAL SUPPORT  
CFCH100 (HUMANITIES)  
IDE-EDF102 & EDF102 (All EDUCATION)*

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

### Instructions

1. *This paper has page one to four.*
2. *Question 1 is compulsory.*
3. *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). Describe clearly and draw a diagram of the physical organization of a general purpose computer system.  
**Marks (10)**
- (b). Write the names and functions of 3 examples of each of the following –  
Computer Hardware and  
Computer Software  
**Marks (6)**
- (c). Write the names of 2 examples of each of the following  
Input devices,  
Output devices,  
Pointing devices and  
Secondary storage devices  
**Marks (8)**
- (d). Capacity of a hard disk is 128 MB. How many bytes are there is the hard disk ?  
**Marks (2)**
- (e). Convert the following unsigned binary numbers into decimal integers –  
01001001 and 11100111.  
**Marks (6)**
- (f). Convert the following decimal integers into unsigned binary numbers –  
167 and 108.  
**Marks (6)**
- (g). Explain four most important functions of 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 file, (ii) a directory or a folder, (iii) root directory, (iv) parent directory and (v) a subdirectory

**Marks (10)**

(b). Explain clearly with examples (i) the path of a file, (ii) directory of a file and (iii) contents of a file.

**Marks (6)**

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

Text files,  
Document files,  
Spread Sheets and  
Picture files

**Marks (4)**

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

All text files in the folder IDE in the drive C.  
All files with the extension .doc in drive 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). Change font in a paragraph,
- (ii). Create lists in an MSWord document,
- (iii). Change Text alignments,
- (iv). Change Text styles and
- (v). Find and replace

**Marks (15)**

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

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

**Marks (5)**

(c). Differentiate between the following submenu items -

- (i). Print and Print Preview
- (ii). Save and Save As

**Marks (5)**

#### QUESTION 4.

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

**Marks (5)**

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

- (i). =A\$2\*\$C\$2 (is copied from B2 to D4, What is copied in D4 ?).
- (ii). =B1\*C1 (is copied from A3 to B5, What is copied in B5 ?).
- (iii). =A\$3+\$C3 (is copied from D1 to E5, What is copied in E5 ?).
- (iv). =\$A4-C\$4 (is copied from B1 to F5, What is copied in F5 ?).

**Marks (8)**

(c). The contents of a worksheet file are

- (i). The numbers 80, 30, 60, 40 and 20 from A1 to A5 respectively
- (ii). The numbers 12,8,12,11 and 10 from B1 to B5 respectively
- (iii). The formula in C1 is A1+B1-B2
- (iv). The formula in D1 is B1-C1
- (v). Contents of C1:D1 are copied and pasted at C2:D4

Draw a sample worksheet with exact display as explained above.  
What are the contents and values displayed from C2:D4

**Marks (4+8)**