University of Swaziland

Final Examination, May – 2015

Title of Paper: *Computer Foundations Course*

Course Code: *IDE-CFC100 (D. LAW / B.A. HUMANITIES / Cert. in Portuguese)*
CFCH100 (HUMANITIES)
IDE-EDF102 & EDF102 (All EDUCATION)
CSS 100 (All Social Sciences / Cert. in Psycho Social Support)

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** (page 9) 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 your **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. Which of the following is not an I/O device

   A. Keyboard,
   B. Mouse,
   C. Visual Display Unit,
   D. Disk Operating System.

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

3. Which of the following is a Systems software

   A. MSExcel   B. MSword   C. MSaccess   D. MSDOS

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 **not** an output device

   A. Printer   B. Keyboard   C. Monitor   D. File

6. When suddenly power goes off while working on the computer, the _____ memory is never changed.

   A. Cache   B. RAM   C. ROM   D. DRAM

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

   A.   B.   C.   D.

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

   A. Debugging   B. Right-Click   C. Left-Click   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. Title Bar   C. Move handle   D. Status Bar

10. In Microsoft Word, you bold text by first selecting/highlighting the text and then clicking this button

   A.   B.   C.   D.

11. The scrolling a window means:

     A. Closing the window contents,
     B. Minimize the window contents,
     C. Show and hide window contents,
     D. Overlapping window contents.

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

14. Which of the following specifications refers to only a text file ?

     A. Ltext.text   **B.** Ltext.doc   **C.** textL.docx   **D.** Ltext.txt

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

     A. P?3.*   **B.** PI3.PIC   **C.** PI3?.PIC   **D.** ?PI3.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.** NUMB LOCK

17. Two (2) types of auxiliary/secondary storage devices more often used on personal computers are _____

     A. Keyboards and Motherboards
     B. CPU and ALU
     C. Monitors and printers
     D. Flash disks and hard disks

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. comma   **B.** Space   **C.** =   **D.** ?

20. In Ms-Excel, which of the following is the correct way of referencing a range of all cells in column D from row 22 to row 44.
     A. D44:D22   **B.** D44:22   **C.** D22:44   **D.** 44:22D

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. User software and Network software,
B. Word processing and Spreadsheets,
C. Company software and Operating software,
D. Applications software and systems software.

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 CTRL 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 ALT 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. Fill in a sequence months (like Jan, Feb, Mar etc),
C. Fill in data from one cell into an adjacent cell,
D. Fill and Filter data in ascending order.

25. Random Access Memory _____ RAM

A. Contains the electronic circuits that work randomly,
B. Contains the electronic circuits that use instructions randomly,
C. Contains the electronic circuits that allow commands randomly,
D. Contains the electronic circuits that store data randomly.

26. In Microsoft Windows, which of the following best describes the procedure for creating a folder called PERSONAL in drive F

A. Open drive F, type PERSONAL,
B. Open drive F, right-click empty space, choose folder, then type PERSONAL,
C. Open drive F, right-click empty space, choose new, choose folder, then type PERSONAL,
D. Open drive F, right-click empty space, choose new, then type PERSONAL.

27. The main circuit board of the system unit is the

    A. Computer board,
    B. Control board,
    C. Mother board,
    D. None of the above.

28. All calculations and logic comparisons 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, right click on the file, and click on delete off the menu that appears,
    B. Select the file, and then press DELETE key on the keyboard,
    C. Select the file, and then click delete at file menu,
    D. Select the file, and then press ENTER key on the keyboard.

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 ROM stands for

    A. Random Only Memory,
    B. Restore Only Memory,
    C. Read Only Memory,
    D. Rewind Only 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 Paint program in accessories?

    A. Click start then click Paint,
    B. Click Paint, then Click Start , Choose Accessories,

C. Click Start, choose Paint, and then click Accessories,

D. Click start, choose programs, choose accessories, then click Paint.

34. In Ms-Windows desktop, dragging and dropping an icon leads to

A. Icon removed from desktop,   C. Icon renamed,

B. Pop-up menu displayed,   D. Icon moved to dropped 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 Home,

D. Cell A1.

37. In Ms-Excel, which of the following best describes a **legend**

A. A symbol of a well know chart entity,

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, to fill the range D5:E4, how many data values are needed

A. four   B. three   C. two   D. five

39. In Microsoft Excel, suppose the formula =A2+C$5 appears in cell D3. When this formula is copied to cell E5, it will change to be

A. =$B$4 + C6   B. =B4 + D$5   C. =$A$4 + C5   D. =B3+$C$6

40. In Ms-Excel, referencing a block of all cells from columns E to H and from rows 5 to 9 is

A. 5E:H9   B. 9H:5E   C. E5::H9   D. E5:H9

SECTION B

Instruction:
- *Answer ALL Four (4) Questions*

QUESTION 1 – *General*

a) Explain the purpose of MOUSE operations- left-click, right click and dragging   [3]

b) Convert the decimal numbers 120 and 221 to their equivalent binary number representations. Show all your work.   [4]

c) Convert the binary numbers (11011111) and (10000011) to their equivalent decimal number representations. Show all your work.   [4]

d) Starting from your desktop, write all the steps to create

1. A new folder or subdirectory F:\IDE   [2]
2. A text file F:\IDE\------.txt having text about your experiences of Computer Foundations Course. The dashes in file name are six digits of your id.   [2]

QUESTION 2 – *Microsoft Windows*

a) Draw a desktop screen clearly showing and labeling – start button, start menu, task bar and a window showing the contents of text file F:\IDE\------.txt.   [5]

b) How do you perform the following in My Computer window ?   [4]

         (i)   Open a file.

         (ii)   Rename a file.

         (iii)   Delete a file.

         (iv)   Close an already opened file.

c) Draw the directory (folder) tree structure of the following. Starting from F:\ write a sequence of steps to create this directory tree.   [2]

         (i)   Create a Subfolder named **EXAM** in the root directory of F: [1]

         (ii)   Create three a Subfolders named **BAHUM, DLAW** and **BED** in the Subfolder **EXAM** created in step (i) above.   [1]

         (iii)   Create four Subfolders named **SECTION1, SECTION2, SECTION3** and **SECTION4** in the Subfolder in **BAHUM** created in step (ii) above.   [2]

QUESTION 3 – *Word Processing*

a) Give examples and explain the difference between a font, a style and an effect. [3]

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

    (i)   Inserting page numbers in a document [3]

    (ii)   Inserting your photo, stored in F:\MYPHOTO.pdf [3]

    (iii)   Inserting a Table in a document [3]

c) Distinguish between 'Save' and 'Save As' [3]

QUESTION 4 – *Spreadsheet*

(a)   Assuming that:

- cell B4 of a spreadsheet contains the formula: = $B$3+C3+D$5+$E6

- cell B4 is copied into cells C5 and D6.

Write down the formula in C5 and D6 after copying. [4]

(b)   Draw the following table in a spread sheet. The sheet contents are – [3]

A1:E1 the column header text contents are –

ID, SURNAME, CWM MARK, EXAM MARK and FINAL MARK.

Using your own suitable realistic data, insert six students' info from A2:D7. Write appropriate formula from E2:E7.

CWM MARK and EXAM MARK are percentage marks and FINAL MARK is the average of CWM MARK and EXAM MARK.

All numeric data should be right aligned and text data should be left aligned. [3]

Write the contents of E2:E7, to show the average of CWM MARK and EXAM MARK [3]

Write the contents of C8:E8, to show the smallest of C2:C7, D2:D7 and E2:E7 [3]

(END OF EXAMINATION PAPER)