

University of Swaziland
Supplementary Examination, July – 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

1. *Question 1 is compulsory.*
2. *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 C:\
All files with the extension .doc in 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 MSExcel.

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 clipped spreadsheet file are

- (i). The numbers 80, 30, 60, 40 and 20 from A1 to A5 respectively
- (ii). The numbers 12,8,12,11and10 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 spread sheet as explained above.

What are the contents and values displayed from C2:D4

Marks (4+8)