

University of Swaziland

Final Examination, May – 2016

Title of Paper: *Computer Foundations Course*

Course Code: *IDE-CFC100 (D. LAW / B.A. HUMANITIES
/ Cert. in Portuguese)
CSC101 (SCIENCE / HUMANITIES / SOCIAL SCIENCE
/ EDUCATION)
IDE-EDF102(EDUCATION)

CSS 100 (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 at the end of the question paper 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 can be used both, as an input and as well as an output device
 - A. Inkjet Printer,
 - B. Wireless Mouse,
 - C. Wireless Speakers,
 - D. Network Disks.





2. The binary number system uses only two symbols, which are;
 - A. Zero & one
 - B. One & two
 - C. true & false
 - D. One & none

3. Which of the following is an Applications Software
 - A. Compiler
 - B. Loader
 - C. MSEXcel
 - D. MSDOS

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





5. Which of the following is **only** an input device
 - A. Printer
 - B. Mouse
 - C. VDU
 - D. File

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

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. Dragging
 - B. Double-Click
 - 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. 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. 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 numbered list by first selecting/highlighting the texts of paragraphs and then click on the following button on the paragraph group.

- A.  B.  C.  D. 

13. A byte is made up of ____ bits

- A. Two B. Zero C. One D. Eight

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 specification refers to a file whose name has exactly two (2) characters and the extension is PIC?

- A. P3?.* B. P?.PIC C. P3?.PIC D. P3.?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. Copy & Paste B. Cut & 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 K from row 11 to row 22.

- A. K11:K22 B. K11:22 C. K22:11 D. 11:22K

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 A2, G3, D4, 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 MYFOLDER in drive F

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

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

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

28. All arithmetic calculations and logic comparisons take place in the computer's ___

- A. ALU
- B. Control unit
- C. Mathematics unit
- D. Program unit

29. In Microsoft Windows, All of the following are methods of deleting a file, except

- A. Select the file, right click on the file, and click on delete on 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 Alt 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. Run Out Memory,
- C. Read Only Memory,
- D. Restore 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 Painter,
- 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,
- B. Pop-up menu displayed,
- C. Icon renamed,
- D. Icon moved to dropped position.

35. In MS-Windows, a window can be resized by

- A. Selecting Open from the file menu,
- B. Right clicking on a blank space,
- C. Dragging its border,
- D. Pressing the ENTER key.

36. In MS-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 MS-Excel, how many data values are needed to fill the range D2:E1

- A. Two
- B. Three
- C. Twenty One
- D. four

39. In MS-Excel, suppose the formula = $\$A2+C\5 appears in cell D3. When this formula is copied to cell E4, it will change to be

- A. = $\$B4+D6$
- B. = $B4+D\$5$
- C. = $\$A3+D\5
- D. = $\$A3+\$D\$2$

40. In MS-Excel, referencing a block of all cells from columns E to H and from rows 4 to 8 is

- A. 4E:H8
- B. 8H:4E
- C. E4:H8:
- D. E4:H8

SECTION B

Instruction:

- *Answer ALL Four (4) Questions*

QUESTION 1 – General

- a) Explain the purpose of MOUSE operations: drag & drop, right-click and pointing [3]
- b) Convert the decimal numbers $(100)_{10}$ and $(144)_{10}$ to their equivalent binary number representations. Show all your work. [4]
- c) Convert the binary numbers $(01011110)_2$ and $(10010011)_2$ 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 subfolder named, F:\IDE2016*<your program>* [2]
 2. A text file in the above subfolder (at step 1) having text about your experiences of Computer Foundations Course. The file name should be six digits of your id. [2]

All the steps should be written as a numbered list.

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 any text suitable file under notepad. [5]
- b) Explain the meaning of the following operations / actions under note pad [4]
 - (i) 'Undo' and 'Redo'.
 - (ii) 'Save' and 'Save As'.
- c) Draw the directory (or folder) tree structure of the following. Starting from F:\ write a sequence of steps to create this directory tree. [3]
 - (i) Create a Subfolder named **EXAM2016** in the root directory of F: [1]
 - (ii) Create four Subfolders named **BA, DLAW, PSS** and **BED** in the Subfolder **EXAM2016** created in step (i) above. [1]
 - (iii) Create four Subfolders named **LAB1, LAB2, LAB3** and **LAB4** in the Subfolder **BED** created in step (ii) above. [1]

QUESTION 3 – Word Processing

- a) Give 3 examples of each of the following – font names, style names and a text effect names. [3]
- b) Describe how the following may be achieved at the current cursor position in 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 with 5 rows and 6 columns [3]
 - (iv) Inserting an equation $A X^2 + B X + C = 0$ [3]

QUESTION 4 – Spreadsheet

- (a) Assuming that:
- cell B4 of a spreadsheet contains the formula: = \$A\$4+B3+D\$2+\$E1
 - cell B4 is copied into cells D5 and E6.
- Write down the formula in D5 and E6 after copying. [4]
- (b) Draw the following table in a spread sheet. The sheet contents are – [3]
- A1:F1 the column header text contents are –
ID, SURNAME, AS1 MARK, T1 MARK, T2 MARK and CWM MARK.
Using your own suitable realistic data, insert six students' info from A2:F7.
AS1 MARK is out of 10, T1 MARK is out of 20, and T2 MARK is also out of 20.
CWM MARK is twice the sum of AS1 MARK, T1 MARK and T2 MARK.
- Write appropriate formula from E2:F7. [2]
- Write the contents of F2:F7, to show the CWM MARK of all the students [3]
- Write the contents of C8:F8, to show the highest of AS1, T1, T2 and CWM MARKS [3]

(END OF EXAMINATION PAPER)

