University of Swaziland
RE-SIT / Supplementary Examination, July – 2017

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

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 2

(a). Explain clearly with examples (i) a root directory, (ii) parent directory and (iii) a subdirectory

Marks (10)

(b). Explain clearly with examples (i) the path of a file, (ii) directory info 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 subfolder IDE2017 with extension .txt in F:\
All files with extension .xlsx and name starting with M in the root of F:\

Marks (5)

QUESTION 3.

(a). Explain the following tasks clearly and write sequences of steps to be executed to perform them independently in MSWord. Use your own examples.

(i). Change text color in a paragraph,
(ii). Create numbered list of all words in a sentence,
(iii). Change Text alignments,
(iv). Toggle text in a paragraph and
(v). Indent a paragraph

Marks (15)

(b). Explain functions of any two items / tools in each of the following –

(i). Paragraph
(ii). Clipboard

Marks (5)

(c). Differentiate between the following actions -

(i). Save and Save As
(ii). Close and Exit

Marks (5)

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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).   =B2*C2 (is copied from A2 to A4, What is copied in A4 ?).
(ii).   =B1*C1 (is copied from A1 to C3, What is copied in C3 ?).
(iii).   =A1+C3 (is copied from D1 to E5, What is copied in E5 ?).
(iv).   =$A4-C$4 (is copied from B1 to B3, What is copied in B3 ?).

Marks (8)

(c). The contents of a clipped spreadsheet file are

(i).   The numbers 8, 3, 6, 4 and 2 from A1 to A5 respectively
(ii).   The numbers 1,2,3,6,2 and 10 from B1 to B5 respectively
(iii).   The formula in C1 is A1+B1+4*B2
(iv).   The formula in D1 is C1-B1
(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)

END OF EXAMINATION PAPER