

UNIVERSITY OF SWAZILAND

Faculty of Science and Engineering

Department of Computer Science

MAIN EXAMINATION

May 2018

Title of Paper: COMPUTER FOUNDATION SKILLS

Course Code: CSC 101 (SCIENCE / HUMANITIES / SOCIAL SCIENCES / EDUCATION)

IDE-CFC 100 (D. LAW / B. A. HUMANITIES / Cert. in Portuguese)

Time Allowed: 2 Hours

Total Marks: 100

Instructions to Candidates:

This Question Paper Consists of One Hundred (100) Multiple choice Questions. Answer All the One Hundred (100) Questions.

Marks are indicated in Square Brackets.

All Questions Carry Equal Marks

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 – 13

When completed, insert your Answer Sheet in the provided Examination Answer Folder

This examination paper should not be opened until permission has been granted by the invigilator

1. Which operation is not performed by computers
 - A. Inputting
 - B. Processing
 - C. Controlling
 - D. Understanding

2. A Computer does not Boot if it does not have the.....
 - A. Compiler
 - B. Loader
 - C. Operating System
 - D. Assembler

3. The actual equipment of computer systems that can be touched is called?
 - A. Hardware
 - B. Software
 - C. Computer System
 - D. Computer Accessories

4. 'ROM' stands for?
 - A. Read Only Memory
 - B. Random Only Memory
 - C. Readily Oral Memory
 - D. Random Available Memory

5. Which of the following is the right way to start a computer from its off state?
 - A. Pressing CTRL+ALT+DEL
 - B. Using the mouse to select "Start"
 - C. Pressing the power buttons on both the computer and the monitor
 - D. Double-clicking the Internet Explorer icon

6. The term "Desktop" as used with computers refers to:
 - A. Something that is for the computer programmer only.
 - B. The part of your work area where the computer monitor sits.
 - C. The initial screen showing icons for folders, applications and files.
 - D. The desk that your computer is stationed on.

7. Computer software includes
 - A. Packaged programs
 - B. Application programs
 - C. Operating system programs
 - D. All of these

8. The Word 'R.A.M' Stands for?
 - A. Read Access Memory
 - B. Read Arithmetic Memory
 - C. Random Arithmetic Memory
 - D. Random Access Memory

9. The place where large amounts of data are stored outside central processing unit is called?
 - A. Back up Storage
 - B. Peripherals
 - C. Control Unit
 - D. AI Unit

10. Which of the following is processed by the Computer into Information?
- A. Numbers
 - B. Processor
 - C. Data
 - D. Input
11. What characteristics of ROM Makes it useful?
- A. ROM Information can easily be updated.
 - B. Data in ROM is not volatile, that is, it can be retained even when power is off.
 - C. Rom provides very large amounts of inexpensive data storage
 - D. ROM Chips are easily swapped between different brands of computers.
12. The output shown on the computer monitor is called?
- A. VDU
 - B. Hard Copy
 - C. Soft Copy
 - D. Screen Copy
13. How do you properly turn off a computer?
- A. Press the power button on both the computer and the monitor
 - B. Close all of the windows and it will shut down automatically
 - C. Press CTRL+ALT+DEL and select "login"
 - D. From the Start menu, select shut down and then press the power button on monitor
14. Personal Computers use a Number of Chips Mounted on a Main Circuit Board. What is the Common Name for such Boards?
- A. Daughter Board
 - B. Mother Board
 - C. Father Board
 - D. Bread Board
15. The term Icon as used in computing refers to:
- A. A Picture of symbol that represents a command
 - B. A Photograph
 - C. A Leader
 - D. A Symbol of Power
16. A visual display unit is an example of?
- A. Output Device
 - B. Input/ Output Devices
 - C. Backup Devices
 - D. Mediums
17. Magnetic tape unit and magnetic disc unit are classic examples of?
- A. Storage Devices
 - B. Back up Storage Devices
 - C. On-Line Devices
 - D. Off-Line Devices
18. What is meant by a special purpose computer or dedicated computer?
- A. One which is used by one person only.
 - B. One which is assigned one and only one task.
 - C. One which uses one kind of software only.
 - D. One which is meant for application software only.

19. A song being played on computer speaker is?

- A. Hard output
- B. Soft output
- C. Both hard and soft output
- D. Neither hard nor soft output

20. The primary purpose of software is to help.....

- A. Turn Data into websites
- B. Turn Data into Information
- C. Turn Data into Programs
- D. Turn Data into Objects

MICROSOFT WINDOWS

[20 MARKS]

21. A Microsoft Windows is a(n).....

- A. Operating system
- B. Graphic program
- C. Word Processing
- D. Database program

22. What is operating system?

- A. collection of programs that manages hardware resources
- B. system service provider to the application programs
- C. link to interface the hardware and application programs
- D. all of the mentioned

23. The Operating System is an example of?

- A. System Software
- B. Application Software
- C. Utility Software
- D. Malware

24. Keyboard and mouse are.....

- A. DC devices
- B. analogue devices
- C. truth table devices
- D. input devices

25. All of the following statements concerning windows are true EXCEPT.....

- A. Windows are an example of a command-driven environment.
- B. Windows can be resized and repositioned on the desktop.
- C. More than one window can be open at a time.
- D. Toolbars and scrollbars are features of windows.

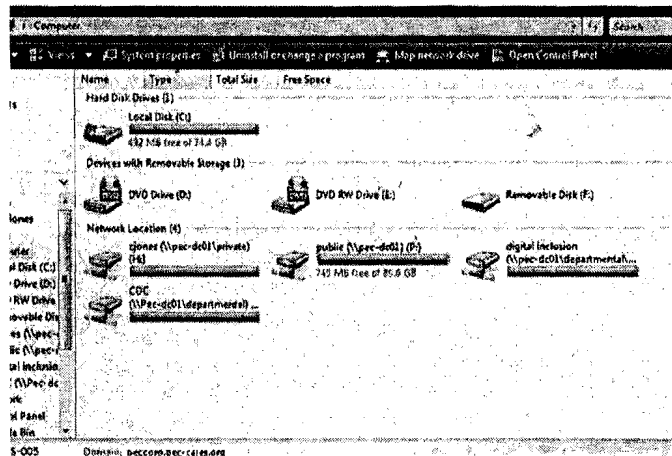
26. The operating system does all of the following EXCEPT

- A. provides a way for the user to interact with the computer.
- B. manages the central processing unit (CPU).
- C. manages memory and storage.
- D. enables users to perform a specific task such as document editing.

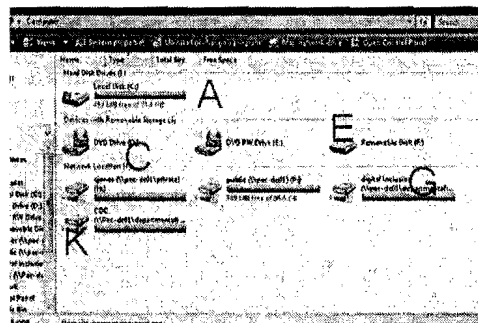
27. Which program below provides user access to delete files?

- A. Internet Explorer
- B. Windows Manager
- C. Windows Explorer
- D. all of the mentioned

28. How would you view the files inside the drive "Removable Disk (F:)"?



- A. Right click on the device and select "Explore".
- B. Double click on the device to open it and view its folders.
- C. Right click on the device and select "Open".
- D. All of the above



29. Of the labelled areas shown above, which pair of letters refers to a hard drive AND a network drive?

- A. A and C
- B. E and C
- C. C and K
- D. A and G

30. Identify the false statement

- A. You can find deleted files in recycle bin
- B. You can restore any files in recycle bin if you ever need
- C. You can increase free space of disk by sending files in recycle bin
- D. You can right click and choose Empty Recycle Bin to clean it at once

31. You should always save your computer from?

- A. Viruses
- B. Time bombs
- C. Worms
- D. All of the above

32. A folder may contain one or more files.

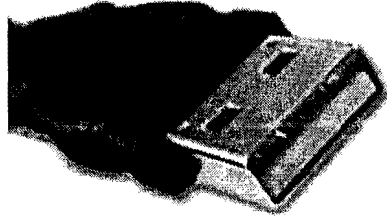
- A. True
- B. False

33. What Windows application allows you to edit text files?

- A. Files & Settings Transfer Wizard
- B. Windows Notepad
- C. Windows Explorer
- D. None of the above

34. What connector type is represented in the picture below?

- A. Parallel
- B. Serial
- C. USB
- D. None of the above



35. Device driver is.....

- A. Useful for communication with devices
- B. It is application software
- C. System software
- D. A & C

36. The Very early operating system by Microsoft was.....

- A. Windows 8
- B. Windows 1.1
- C. Windows 95
- D. MS-DOS

37. Which of the following is the latest version of MS Windows?

- A. Windows 2007
- B. Windows 8.1
- C. Windows 2008
- D. Windows 10

38. Which of the following is not an operating system?

- A. DOS
- B. Linux
- C. Windows
- D. Oracle

39. You should choose the Sleep option of the computer when.....

- A. The computer is tired after working for the whole day
- B. You are leaving for a very short time and want to resume you work shortly
- C. When computer gets hanged frequently. Let it sleep for some time
- D. You finish working and going to bed

40. The displays the name of every computer user on the computer

- A. Wish list screen
- B. Command screen
- C. Welcome screen
- D. None of the above

41. Which one of the following is TRUE about email?
- A. Email cannot transmit images as attachments.
 - B. Email is a low cost way to send and receive messages.
 - C. Email cannot be infected by computer viruses.
 - D. Email is a secure way to transmit and store confidential information.
42. Personal computers can be connected together to form a.....
- A. Server
 - B. Network
 - C. Supercomputer
 - D. Enterprise
43. What does HTTP stands for?
- A. Head Tail Transfer Protocol
 - B. Hypertext Transfer Protocol
 - C. Hypertext Transfer Plot
 - D. Hypertext Transfer Plotter
44. Electronic mail is best used to.....
- A. Send and Receive messages over a network
 - B. Send and Receive messages via the Internet
 - C. Send and Receive messages via radio waves.
 - D. A and B
45. Full form of URL is.....
- A. Uniform Resource Locator
 - B. Uniform Resource Link
 - C. Uniform Registered Link
 - D. Unified Resource Link
46. Which of the following applications allows you to gain access to the World Wide Web?
- A. Internet Explorer
 - B. Microsoft Word
 - C. Paint
 - D. My Computer
47. Which of the following are examples of search engines?
- A. Word and Excel
 - B. Internet Explorer and Firefox
 - C. Yahoo! and Google
 - D. Word and PowerPoint
48. What are the four things needed to connect to the Internet?
- A. Monitor, keyboard, mouse, modem
 - B. Telephone line, PDA, modem and computer
 - C. Telephone line, modem, computer, and an ISP
 - D. Modem, computer, PDA and ISP
49. Junk E-mail is also called.....
- A. Spoof
 - B. Spam
 - C. Copple crumbs
 - D. sniffer script

50. The process of transferring files from a computer on the Internet to your computer is called.....
- A. Uploading
 - B. Forwarding
 - C. FTP
 - D. Downloading
51. The term 'LAN' is used in networking to mean.....
- A. Least Area Network
 - B. Large Area Network
 - C. Local Area Network
 - D. Light Area Network
52. Which of the following is a correct format of Email address?
- A. sales@website@info
 - B. sales@website.info
 - C. saleswebsite.info
 - D. sales.website.info
53. A Web site's main page is called.....
- A. Browser Page
 - B. Search Page
 - C. Home Page
 - D. Bookmark
54. Moving from one website to another is called.....
- A. Downloading
 - B. Browsing
 - C. Uploading
 - D. Attachment
55. A shares hardware, software and data among authorized user.
- A. IP
 - B. CPU
 - C. Network
 - D. DNS
56. A website is a collection of.....
- A. Programs
 - B. Algorithms
 - C. Charts
 - D. Web pages
57. The internet is.....
- A. an internal communication system
 - B. a communication system for the Swaziland Government
 - C. a large network of networks
 - D. all of these
58. Which of the following is not an example of web browser?
- A. Safari
 - B. Google Chrome
 - C. Internet Explorer
 - D. Avast

59. is the exchange of computer-stored messages by telecommunication.
- A. Eweb
 - B. Echart
 - C. Email
 - D. None of these
60. WAN is a most used abbreviation in Networking, what is its full form?
- A. WAP Area Network
 - B. Wide Area Network
 - C. Wide Array of Network
 - D. Wireless Access Network

WORD PROCESSING

[20 MARKS]

61. What is the default file extension for all Word documents?
- A. TXT
 - B. WRD
 - C. FIL
 - D. DOC
62. How do we create a new document in Word?
- A. Click on the blank document icon in the upper left hand corner
 - B. Click on the file menu and choose the "close" option
 - C. Click on the file menu and choose the "save" option
 - D. Click on the X in the upper right hand corner
63. In order to save an existing document with a different name you need to.....
- A. Retype the document and give it a different name
 - B. Use the Save As command
 - C. Copy and paste the original document to a new document and then save
 - D. Use Windows Explorer to copy the document to a different location and then rename it
64. To copy text in Microsoft word, you.....
- A. Highlight the text, right-click, and select 'copy'
 - B. Highlight the text; go to home tab, and select 'copy'
 - C. Highlight the text and press CTRL+C
 - D. All of the above are correct
65. Which of the following is not used as a font style?
- A. Bold
 - B. Italics
 - C. Regular
 - D. Superscript
66. A word processor would most likely be used to.....
- A. keep an account of money spent
 - B. do a computer search in media center
 - C. maintain an inventory
 - D. type a biography
67. End Key on the keyboard is used to.....
- A. Moves the cursor end of the line
 - B. Moves the cursor end of the document
 - C. Moves the cursor end of the paragraph
 - D. Moves the cursor end of the screen

68. **Portrait and Landscape are**
- A. Page Orientation
 - B. Paper Size
 - C. Page Layout
 - D. All of above
69. **To verify that the note text is positioned correctly on the page, switch to..... view or display the document in print preview.**
- A. normal
 - B. print layout
 - C. page layout
 - D. page edit
70. **A character that is raised and smaller above the baseline is known as.....**
- A. Raised
 - B. Outlined
 - C. Capscript
 - D. Superscript
71. **By default, on which page is the header or the footer printed?**
- A. on first page
 - B. on alternate page
 - C. on every page
 - D. none of the above
72. **What is the extension of files created in Ms-Word 97- 2003?**
- A. dot
 - B. doc
 - C. dom
 - D. txt
73. **Borders can be applied to.....**
- A. Cells
 - B. Text
 - C. Paragraph
 - D. All of above
74. **A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?**
- A. To mark the ending of a paragraph of document
 - B. To add anchors in web page
 - C. To add hyperlinks in webpage
 - D. To quickly jump to specific location in document
75. **Which of the following statement is false?**
- A. You can set different header and footer for last page of a section
 - B. You can set different header footer for even and odd pages
 - C. You can set different page number formats for different sections
 - D. You can set different header footer for first page of a section
76. **How will MS Word respond in repeated word?**
- A. A Green wavy line under the repeated word
 - B. A Red wavy line under the repeated word
 - C. A Blue wavy line under the repeated word
 - D. None of above

77. Which operation will you perform if you need to move a block of text?

- A. Copy and Paste
- B. Paste and Cut
- C. Cut and Paste
- D. Paste and Delete

78. Which of the following are word processing software?

- A. MS Word
- B. Easy Word
- C. WordPerfect
- D. All of above

79. MS Office is not application software?

- A. True
- B. False

80. Ctrl + N is used to.....

- A. Save Document
- B. Open Document
- C. New Document
- D. None of above

ELECTRONIC SPREADSHEET

[20 MARKS]

81. If a cell shows #####, it means that.....

- A. Your formula has a syntax error
- B. The row is too short to show the number at the current font size
- C. The column is too narrow to show all the digits of the number
- D. Either B or C

82. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as

- A. \$
- B. @
- C. +
- D. =

83. In a Spreadsheet values, formulas and Labels are stored in.....

- A. Ranges
- B. Functions
- C. Labels
- D. Cells

84. The PC productivity tool that manipulates data organized in rows and columns is called a.....

- A. Word processing document
- B. Presentation mechanism
- C. Spread sheet
- D. Database record manager

85. Microsoft Excel is a.....tool that is used for analysing, charting and managing data.

- A. Database
- B. Word processor
- C. Spread sheet
- D. Software

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CSC 101: Computer Foundation Skills

Answer Sheet

Instructions:

- Only **One Answer** per question will be accepted
- If **Two Answers** are given for one question then it will be considered as wrong and one mark deducted from the final score.
- If **NO** answer is given to a question, it will be considered as wrong answer selected.
- Correct Method to Answer Wrong Method to Answer
- Keep the Answer sheet Clean

Student ID: Program:

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Student Signature: Date of Exam: