

UNIVERSITY OF SWAZILAND

Faculty of Science and Engineering

Department of Computer Science

SUPPLEMENTARY EXAMINATION

JULY 2019

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: 1000

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

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

1. **Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?**
 - A. work sheet
 - B. chart sheet
 - C. module sheet
 - D. data sheet

2. **On an excel sheet the active cell is indicated by ?**
 - A. A dotted border
 - B. A dark wide border
 - C. A blinking border
 - D. By italic text

3. **Which types of charts can excel produce?**
 - A. Line graphs and pie charts only
 - B. Only line graphs
 - C. Bar charts, line graphs and pie charts
 - D. Bar charts and line graphs only

4. **How are data organized in a spreadsheet?**
 - A. Lines and spaces
 - B. Layers and planes
 - C. Rows and columns
 - D. Height and width

5. **Which of the following methods cannot be used to enter data in a cell?**
 - A. Pressing an arrow key
 - B. Pressing the tab key
 - C. Pressing the Esc key
 - D. Clicking the enter button to the formula bar

6. **Which of the following methods cannot be used to edit the content of cell?**
 - A. Pressing the Alt key
 - B. Clicking the formula bar
 - C. Pressing F2
 - D. Double clicking the cell

7. **Which of the following formulas is not entered correctly?**
 - A. =10+50
 - B. =B7*B1
 - C. =B7+14
 - D. 10+50

8. **Which of the following formulas will Excel Not be able to calculate?**
 - A. =SUM(Sales)-A3
 - B. =SUM(A1:A5)*.5
 - C. =SUM(A1:A5)/(10-10)
 - D. =SUM(A1:A5)-10

9. **Excel uniquely identifies cells within a worksheet with a cell name using**
 - A. Cell names
 - B. Column numbers and row letters
 - C. Column letters and row numbers
 - D. Cell locator coordinates

- 10. The category of software most appropriate for controlling the design and layout of complex document like newsletters and brochure is:**
- A. Word processing
 - B. Computer aided design
 - C. Web page authoring
 - D. Desktop publishing
- 11. Which menu bar selection would you access to open file?**
- A. Option
 - B. Help
 - C. View
 - D. None of above
- 12. A.... is a named location on a disk where files are stored**
- A. Folder
 - B. Pod
 - C. Version
 - D. None of the above
- 13. Which of the following is the main working memory used by the computer?**
- A. RAM
 - B. ROM
 - C. DVD
 - D. CD
- 14. The Operating System Manages**
- A. Processes
 - B. Memory
 - C. Disks and I/O devices
 - D. All of the above
- 15. Which of the following is processed by the Computer into Information?**
- A. Numbers
 - B. Processor
 - C. Data
 - D. Input
- 16. 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
- 17. 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. =
- 18. In a Spreadsheet values, formulas and Labels are stored in.....**
- A. Ranges

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

- 19. 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
- 20. Microsoft Excel is a.....tool that is used for analysing, charting and managing data.**
- A. Database
 - B. Word processor
 - C. Spread sheet
 - D. Software
- 21. How can you remove borders applied in cells?**
- A. Choose None on Border tab of Format cells
 - B. Open the list on Border tool in Formatting toolbar then choose first tool (no border)
 - C. Both A and B above
 - D. None of above
- 22. A value used in a formula that does not change is called a?**
- A. Constant
 - B. Cell address
 - C. Variable
 - D. Static
- 23. Each excel file is called a workbook because**
- A. It can contain text and data
 - B. It can be modified
 - C. It can contain many sheets including worksheets and chart sheets
 - D. You have to work hard to create it
- 24. How are data organized in a spreadsheet?**
- A. Lines and spaces
 - B. Layers and planes
 - C. Rows and columns
 - D. Height and width
- 25. 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.
- 26. The output shown on the computer monitor is called?**
- A. VDU
 - B. Hard Copy
 - C. Soft Copy
 - D. Screen Copy
- 27. What is the default file extension for all Word documents?**
- A. TXT
 - B. WRD

- C. FIL
- D. DOC

- 28. 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
- 29. Which of the following is not used as a font style?**
- A. Bold
 - B. Italics
 - C. Regular
 - D. Superscript
- 30. 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
- 31. Portrait and Landscape are**
- A. Page Orientation
 - B. Paper Size
 - C. Page Layout
 - D. All of above
- 32. 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
- 33. A Microsoft Windows is a(n).....**
- A. Operating system
 - B. Graphic program
 - C. Word Processing
 - D. Database program
- 34. The Operating System is an example of?**
- A. System Software
 - B. Application Software
 - C. Utility Software
 - D. Malware
- 35. 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.
- 36. 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
- 37. The term Icon as used in computing refers to:**
- A. A Picture or symbol that represents a command
 - B. A Photograph
 - C. A Leader
 - D. A Symbol of Power
- 38. A visual display unit is an example of?**
- A. Output Device
 - B. Input/ Output Devices
 - C. Backup Devices
 - D. Mediums
- 39. 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
- 40. 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
- 41. Circuit consisting of different electronic components and connections in them is called as**
- A. Integrated Circuit
 - B. Interrelated Circuit
 - C. Inverting Circuit
 - D. Reversing Circuit
- 42. Which operation is not performed by computers**
- A. Inputting
 - B. Processing
 - C. Controlling
 - D. Understanding
- 43. A Computer does not Boot if it does not have the.....**
- A. Compiler
 - B. Loader
 - C. Operating System
 - D. Assembler
- 44. The actual equipment of computer systems that can be touched is called?**
- A. Hardware
 - B. Software
 - C. Computer System
 - D. Computer Accessories

45. **'ROM' stands for?**
- A. Read Only Memory
 - B. Random Only Memory
 - C. Readily Oral Memory
 - D. Random Available Memory
46. **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.
47. **The Word 'R.A.M' Stands for?**
- A. Read Access Memory
 - B. Read Arithmetic Memory
 - C. Random Arithmetic Memory
 - D. Random Access Memory
48. **Which of the following is not an operating system?**
- A. DOS
 - B. Linux
 - C. Windows
 - D. Oracle
49. **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
50. **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
51. **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
52. **A Web site's main page is called.....**
- A. Browser Page
 - B. Search Page
 - C. Home Page
 - D. Bookmark
53. **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

- 54. Which of the following are word processing software?**
A. MS Word
B. Easy Word
C. WordPerfect
D. All of above
- 55. Ctrl + N is used to.....**
A. Save Document
B. Open Document
C. New Document
D. None of above
- 56. A folder may contain one or more files.**
A. True
B. False
- 57. MS Office is not application software?**
A. True
B. False
- 58. Computer software includes**
A. Packaged programs
B. Application programs
C. Operating system programs
D. All of these
- 59. Device driver is**
A. Useful for communication with devices
B. It is application software
C. System software
D. A & C
- 60. 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
- 61. Junk E-mail is also called**
A. Spoof
B. Spam
C. Copple crumbs
D. sniffer script
- 62. 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
- 63. ----- is the exchange of computer-stored messages by telecommunication.**
A. Eweb
B. Echart
C. Email
D. None of these

64. **A word processor would most likely be used to do**
- A. keep an account of money spent
 - B. do a computer search in media center
 - C. maintain an inventory
 - D. type a biography
65. **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
66. **Borders can be applied to..**
- A. Cells
 - B. Text
 - C. Paragraph
 - D. All of above
67. **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
68. **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
69. **How can you remove borders applied in cells?**
- A. Choose None on Border tab of Format cells
 - B. Open the list on Border tool in Formatting toolbar then choose first tool (no border)
 - C. Both of above
 - D. None of above
70. **Which of the following is system software?**
- A. Operating system
 - B. Compiler
 - C. Utilities
 - D. All of the above
71. **Ais a flash memory storage device that plugins into a USB port**
- A. USB snap drive
 - B. USB flash drive
 - C. USB memory maker drive
 - D. None of above
72. **In Windows, start button is used to**
- A. Run applications
 - B. Device setting

- C. Turn off the system
 - D. All of above
73. **Once** text has been cut to the clipboard, you canthat text into another document
- A. Paste
 - B. Copy
 - C. Transfer
 - D. None of the above
74. **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
75. **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
76. **A Is software which is used to do particular tasks.**
- A. Operating system
 - B. Program
 - C. Data
 - D. Software
77.controls the way in which the computer system functions and provides a means by which users can interact with the computer.
- A. The operating system
 - B. The motherboard
 - C. The platform
 - D. Application software
78. **When cutting and pasting, cutting section is temporarily stored in**
- A. Dashboard
 - B. Clipboard
 - C. Hard drive
 - D. Diskette
79. **The first generation computers used _____ for circuitry.**
- A. Vacuum tube
 - B. Transistors
 - C. Integrated Circuits
 - D. Large Scale Integration
80. **The basic unit of a worksheet into which you enter data in Excel is called a**
- A. column
 - B. box
 - C. table
 - D. cell
81. **The process of transferring files from a computer on the Internet to your computer is called**
- A. Downloading

- B. FTP
 - C. Forwarding
 - D. Uploading
- 82. Which of the following is an Input device in computer?**
- A. Keyboard
 - B. Os
 - C. Pen drive
 - D. Cable
- 83. The Computer Size was Large in:**
- A. First Generation
 - B. Second Generation
 - C. Third Generation
 - D. Fourth Generation
- 84. Recently deleted files are stored in**
- A. Recycle bin
 - B. Desktop
 - C. Taskbar
 - D. My computer
- 85. 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
- 86. A graphic artist would use:**
- A. Accounting Software
 - B. Word Processing Application
 - C. Graphics Presentation Software
 - D. Antivirus Software
- 87. Small computers that are not microcomputers are classified as**
- A. Micro Computers
 - B. Mini Computers
 - C. Mainframe Computers
 - D. Mega Processors
- 88. 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.
- 89. Personal computers can be connected together to form a.....**
- A. Server
 - B. Network
 - C. Supercomputer
 - D. Enterprise
- 90. What does HTTP stands for?**
- A. Head Tail Transfer Protocol
 - B. Hypertext Transfer Protocol

- C. Hypertext Transfer Plot
- D. Hypertext Transfer Plotter

91. **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
92. **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
93. **Home Key uses for**
- A. Moves the cursor beginning of the document
 - B. Moves the cursor beginning of the paragraph
 - C. Moves the cursor beginning of the screen
 - D. Moves the cursor beginning of the line
94. **AutoCorrect was originally designed to replace _____ words as you type.**
- A. short, repetitive
 - B. grammatically incorrect
 - C. misspelled
 - D. none of the above
95. **_____ is computer software designed to operate the computer hardware and to provide platform for running application software**
- A. Application software
 - B. System software
 - C. Software
 - D. Operating system
96. **Page Up Key is for**
- A. Moving the cursor one line up
 - B. Moving the cursor one screen up
 - C. Moving the cursor one page up
 - D. Moving the cursor one paragraph up
97. **Which of the following is a combination of hardware and software that facilitates the sharing of information between computing devices?**
- A. Network
 - B. Peripheral
 - C. Expansion Board
 - D. Digital device
98. **Identify 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
99. **You should save your computer from?**

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

100. Which of the following is suitable after you install new drivers?

- A. Shut Down
- B. Restart
- C. Sleep
- D. Hibernate