

ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF ARTS

DEPARTMENT OF THEOLOGY AND RELIGIOUS STUDIES

Examination Paper

B.A (Hons) Block : **Part 1 Semester 1**
UWC100 : **Computer Studies**
Duration : **2 Hours**
Month : **November 2015**

INSTRUCTIONS

Answer **ALL** questions in **Section A** and any **THREE** in **Section B**.

SECTION A

1. The speed of an inkjet printer is measured by the number of _____ it can print.
 - A. lines per minute (lpm)
 - B. characters per second (cps)
 - C. pages per minute (ppm)
 - D. manuscripts per hour (mph)
2. Software can be categorized into two types: _____.
 - A. word processing software and spreadsheet software
 - B. database software and presentation graphics software
 - C. system software and application software
 - D. desktop publishing software and communications software
3. Instructions in the _____ tell the computer how to perform the functions of loading, storing, and executing an application program and how to transfer data.
 - A. system software
 - B. operating system
 - C. graphical user interface
 - D. application software
4. Word processing software allows users to _____.
 - A. add, subtract, and perform user defined calculations on rows and columns of numbers
 - B. enter, retrieve, and update data in an organized and efficient manner
 - C. create documents called slides to be used in making presentations
 - D. create, edit, format, and print documents
5. People around the world are making use of the Internet to _____.
 - A. send messages to other users
 - B. access a wealth of information
 - C. shop for goods and services
 - D. all of the above
6. The four operations that comprise the information processing cycle are input, process, output and _____.
 - A. data
 - B. hardware
 - C. storage
 - D. software
7. The five components of a computer are the CPU, input devices, output devices, _____ and _____.
 - A. memory, storage
 - B. keyboard, mouse
 - C. disk drive, monitor
 - D. programs, RAM

8. How is data represented inside the computer?
 - A. Logical System
 - B. Byte system
 - C. Binary system
 - D. Hexadecimal system

9. Which of the following is not an output device?
 - A. Monitor
 - B. Touchscreen
 - C. Printer
 - D. Plotter

10. How many bits are there in a KiloByte?
 - A. 1024
 - B. 1000
 - C. 8024
 - D. 8192

11. Which of the following is NOT a feature of a word processor?
 - A. Borders and shading
 - B. Mail Merge and letter assistant
 - C. Macros
 - D. Sending email

12. In which category of computers do desktop computers, notebooks (laptops) and Personal Digital Assistants (PDA's) fall?
 - A. Supercomputers
 - B. Mainframe computers
 - C. Mini computers
 - D. Micro computers

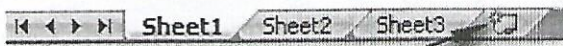
13. Which of the following is NOT a function of the Operating System?
 - A. Process management
 - B. Memory management
 - C. Disk management
 - D. Database management

14. The BIOS stands for Basic Input Output System. It is found in the _____ of the computer and is the first piece of software that is run by the computer.
 - A. RAM
 - B. ROM
 - C. CMOS
 - D. MBR

15. The process of loading the operating system into memory when a computer is powered on is called _____.
 - A. loading
 - B. initializing
 - C. booting
 - D. starting

16. All computer processing requires _____.
- A. analysis
 - B. data
 - C. a spread sheet
 - D. functions
17. _____ is the time it takes to locate and retrieve data.
- A. Processing time
 - B. Access time
 - C. Mega Hertz
 - D. Millisecond
18. The number of rows in a worksheet is
- A. 36500
 - B. 65536
 - C. 256
 - D. 64536

19. Which task does the icon in the given image perform?



- A. Add a worksheet
 - B. Save a worksheet
 - C. Delete a worksheet
 - D. Rename a worksheet
20. By default, how many worksheets does a workbook consist of?
- A. 2
 - B. 3
 - C. 5
 - D. 1
21. When a formatted number does not fit within a cell, it displays
- A. #####
 - B. #DIV/0
 - C. #DIV@
 - D. None of these
22. Which of the following component displays the contents of active cell?
- A. Name box
 - B. Formula bar
 - C. Menu bar
 - D. Status bar
23. A function inside another function is called _____
- A. Nested function
 - B. Round function
 - C. Sum function
 - D. Text function
24. Formulas in Excel start with
- A. %

- B. =
- C. +
- D. -

25. Which of the following is not an option of the spelling dialog box?

- A. Ignore
- B. Ignore all
- C. Edit
- D. Change

SECTION B

Question 1

- a) Discuss the benefits of secondary storage over the primary memory. [6]
- b) Outline different type of printers, basing on their features. [8]
- c) Describe factors to consider when purchasing a computer. [8]
- d) Explore a recycle bin. [3]

Question 2

- a) Write steps required to send an email with an attachment. [9]
- b) Describe the how a virus infect a computer system and highlight its consequences. [8]
- c) Distinguish between cabled and mobile wireless network. [8]

Question 3

- a) Explain three different types of charts used in Ms-Excel. [6]
- b) Give the syntax and application of ROUND function. How does it differ from ROUNDUP and ROUNDDOWN? [7]
- c) Explain the use of the following functions:
 - i. '=sumif()', and [6]
 - ii. average() [6]

Question 4

- a) Outline steps and commands for subsequent in Ms-Word:
 - i. Creating a Document; [3]
 - ii. Opening a Document; [3]
 - iii. Saving a Document, and [3]
 - iv. Printing a Document. [3]
- b) Describe Spell Check features of Ms-Word. [4]
- c) Explain the purpose of indenting in Ms-Word. [4]
- d) Can different pages have different Header in the same document? Justify your answer. [5]

Question 5

- a) In Ms-PowerPoint, describe how to:
- i. Motion effects to different objects of a slide; [6]
 - ii. Motion effects in between a slide exit & another enters, and [6]
 - iii. To change the color of different object without changing content. [7]
- b) Outline features present in:
- i. Format menu, and [3]
 - ii. Slide show menu. [3]

END OF PAPER