

# WOMEN'S UNIVERSITY IN AFRICA



*Addressing gender disparity and fostering equity in University Education*

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**FACULTY OF MANAGEMENT AND ENTREPRENEURIAL SCIENCES  
FACULTY OF SOCIAL SCIENCES AND GENDER TRANSFORMATIVE  
SCIENCES  
FACULTY OF AGRICULTURE**

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**BSc HONOURS DEGREE IN MANAGEMENT AND ENTREPRENEURIAL  
DEVELOPMENT STUDIES  
BSc AGRICULTURE HONOURS DEGREE IN ANIMAL SCIENCE  
BSc AGRICULTURE HONOURS DEGREE IN AGRIBUSINESS MANAGEMENT  
BSc AGRICULTURE HONOURS DEGREE IN HORTICULTURE  
BSc HONOURS DEGREE IN SOCIOLOGY AND DEVELOPMENT STUDIES  
BSc HONOURS DEGREE IN PSYCHOLOGY  
BSc HONOURS DEGREE IN WOMEN'S AND GENDER STUDIES  
BACHELOR OF EDUCATION DEGREE (PRIMARY)  
BACHELOR OF EDUCATION DEGREE IN EARLY CHILDHOOD DEVELOPMENT  
EXECUTIVE DIPLOMA IN MANAGEMENT  
DIPLOMA IN ENVIRONMENTAL MANAGEMENT  
DIPLOMA IN SOCIAL WORK**

**MAIN PAPER**

**BCL 111: BASIC COMPUTER LITERACY**

**INTAKES: FIRST YEARS, FIRST SEMESTER**

**TIME: 2 HOURS AFTERNOON**

## **INSTRUCTIONS TO CANDIDATES**

Answer **all** questions from **Section A** and any **three** questions from **Section B**.

## SECTION A

1. Point the odd one out:

- A. Printer
- B. Plotter
- C. VDU
- D. Light Pen

2. In Microsoft Excel, which of the following formulas is incorrect?

- A. =SUM(A1,B1,B2,C2)
- B. =ROUND(SUM(A1:C2),2)
- C. =ROUND(A1:C2,2)
- D. =Sum(ROUND(A1:B1, B2:C2))
- E. All of the above.

3. A byte is equal to:

- A. 4 bits
- B. 16 bits
- C. 6 bits
- D. 8 bits

4. The backspace key

- A. Moves forward 1 space at a time.
- B. Moves backward 1 space at a time
- C. Erases one word at a time
- D. Erases two words at a time.
- E. All of the above.

5. The shortcut key for justify option is:

- A. Ctrl + J
- B. Ctrl + F
- C. Ctrl + H
- D. Ctrl + Alt + L

6. Technology that is used as direct entry method in banks is

- A. OCR
- B. OMR
- C. MICR
- D. MCR

7. When you press the delete key it will erase
- A. Letters to the left of a sentence
  - B. Letters to the right of a sentence
  - C. Letters above the sentence
  - D. Letters below the sentence
8. Which one of the following is not an output device?
- A. Printer
  - B. Monitor
  - C. Keyboard
  - D. Modem
9. Which one works as an output and input device?
- A. Modem
  - B. Scanner
  - C. Mouse
  - D. Monitor
10. The brain of the computer is called:
- A. Random Access Memory
  - B. Central Processing Unit
  - C. Read Only Memory
  - D. BIOS
11. An operating system is:
- A. Integrated software
  - B. CD-ROM software
  - C. Application software
  - D. System software
12. Software is:
- A. A computer program
  - B. A set of instructions
  - C. All of the above
  - D. Only in operating systems
13. One MB is equal to:
- A. The amount of RAM in every computer
  - B. 1 billion bytes
  - C. 1024KB
  - D. 1 thousand bytes

14. The resolution of a printer is measured in:
- A. Megabits
  - B. Hz
  - C. Dots per inch
  - D. Inches (diagonal)
15. Which of the following is the correct syntax for a URL?
- A. john@xyz.com
  - B. c:\windows
  - C. index.html
  - D. aol.com
  - E. All of the above.
16. The refresh rate of a monitor is measured in:
- A. Hertz
  - B. Bits
  - C. Pixels
  - D. None of the above
17. Which of the following would improve computer performance?
- A. Using a larger monitor
  - B. Reducing the number of applications running
  - C. Using a faster printer
  - D. Decreasing the RAM size
18. Which of the following operations is not associated with page layout tab?
- A. Margins
  - B. Orientation
  - C. Page color
  - D. Word art
19. Which three tabs are common in MS Office Word 2007 and MS Office PowerPoint 2007
- A. Page layout, Home, Insert
  - B. Home, References, Insert
  - C. Home, Insert, Animations
  - D. Home, Insert, View
20. The wheel on a mouse can make it easier to \_\_\_\_\_.
- A. scroll through documents
  - B. select objects
  - C. open documents
  - D. change volume
21. Which of the following is a type of program that either pretends to have, or is described as having, a set of useful or desirable features but actually contains damaging code.
- A. Trojans
  - B. Viruses
  - C. Worm
  - D. Adware

22. \_\_\_\_\_ is the action of recording the keys struck on a keyboard, typically covertly, so that the person using the keyboard is unaware that their actions are being monitored.

- A. Denial of service
- B. Exploits
- C. Keylogging
- D. Spamming

23. Bluetooth is an example of

- A. personal area network
- B. local area network
- C. virtual private network
- D. metropolitan area network

24. When a formatted number does not fit within a cell, it displays

- A. #####
- B. #DIV/0
- C. #DIV@
- D. None of these

25. The main purpose of RAM is providing a:

- A. Permanent storage area for data
- B. Removable storage medium for permanent data
- C. Temporary storage area for instructions and data
- D. Transfer of data from computer to screen

## **SECTION B**

### **Question 1**

- a) Assess the significance of using Ms-PowerPoint software for presentation. [5]
- b) Explain the following steps in Ms PowerPoint:
  - i. Adding a new slide to a presentation; [4]
  - ii. Adding animation effect; [4]
  - iii. Adding a symbol; [4]
  - iv. Creating a photo album; and [4]
  - v. Adding slide number on the slide. [4]

### **Question 2**

- a) Explain the single user system and multiuser system. [5]
- b) Explain the five basic functions of the operating system. [10]
- c) Enumerate input and output devices of a computer. Explain one input and one output device. [10]

### Question 3

- a) Explore any three advantages of having computers networked at an organisation [3]
- b) Describe the following types of computer networks:
  - i. LAN; [4]
  - ii. WAN; and [4]
  - iii. MAN. [4]
- c) What do you understand by the term topology [2]
- d) With an aid of a diagram, explain the following topologies giving one advantage and one disadvantage of each topology
  - i. Ring; and [4]
  - ii. Bus [4]

### Question 4

- a) Describe the notion of workbook in Ms Excel. [4]
- b) Explain the following terms as they are used in spreadsheets
  - i. Function; [2]
  - ii. Goal seek; [2]
  - iii. Argument; [2]
  - iv. Fill handle; and [2]
  - v. Freeze panes [2]
- c) Explain the following function with relation to Ms Excel
  - i. Product (); [3]
  - ii. Data (); [3]
  - iii. Max (); and [3]
  - iv. Count (). [2]

### Question 5

- a) Explain the various types of printers as they have evolved in technology. [11]
- b) Discuss any two types of monitor technologies [4]
- c) Your organization is considering installing expensive computers; describe any five (5) controls that can be put in place to promote the security of both software and hardware? [10]

**Question 6**

a) Define the following terms and use the capabilities within the Internet

i. World Wide Web; [5]

ii. Uniform Resource Locator; and [5]

iii. Domain Names; [5]

b) As a computer technician, what rules would you put in place to safeguard the computer room environment, give a reason for each rule [10]

**END**