**INTRODUCTORY COMPUTER PRACTICE**

**EXAMPLE EXAM PAPER 1**

**The files and a folder needed to answer all questions, are in the folder Exam Paper 1**

**The question paper consists of 18 pages**

**SECTION A: 11 pages**

**SECTION B: 7 pages**

|  |
| --- |
| **TIME: 3 HOURS**  **MARKS: 180** |

**INSTRUCTIONS AND INFORMATION**

1. This exam paper comprises of two sections, and you will receive the exam paper and the answer sheet in electronic form. Take note that the printed version of the paper differs from the electronic version as it may contain elements for typing and information snippets applicable to the question paper.

2. Answer ALL the questions, using the electronic documents provided to you and the appropriate software.

3. Note that you will not be allowed to leave the examination venue before the end of the examination period.

4. Save your work at regular intervals.

5. Read through each question before answering or solving the problem. Do not do more than is required by the question.

6. Note that printing is required, except where no printing is instructed.

7. During the examination you may make use of the help facilities of the programs which you are using. You may not use any other resource material.

8. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.

9. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words do not manually calculate and type in the answers!

10. Read ALL the questions carefully.

Student Number:

Date:

Examination number:

**SECTION A [80]**

Open the document **Paper Introductory Section A Theory.docx** and save this document as **SectionA yourexamnumber.docx** (1)

Answer all the questions in this section using the electronic version of the question paper that will also represent your answer sheet.

Print your answers OR save your answers and share the file with, or send the file to the lecturer.

**QUESTION 1 [6]**

Enter the following to this document at the top of the page:

1.1 Add your student number, the date, and your examination number details to the top section of this page. (2)

1.2 Format your examination number only to bold. (1)

1.3 Change the border margins of the document to 1.75 cm (0.69") for the top and bottom margins, and 1.5 cm (0.59") for the left and right margin. (2)

**QUESTION 2 [10]**

**Instructions**:

1. Answer the multiple-choice questions: Type or choose the correct answer to the questions below;

"*Click or tap here to enter text"* or "*Choose an item*" in the space provided or choose correct answer from drop-down list.

2. Change the font colour to **red** when you enter the letter or text to complete the answers. Use the *Format Painter* to copy the colour to all answers.

3. Save the answer file as **SectionA yourexamnumber.docx**

**Examples:**

Click Choose an item. or Click or tap here to enter text. for answers to be typed in.

This document was created in MS Word. Click on *Choose an item* and click on your answer.

Answer: True

To shut down a computer means: Click on *Click or tap here to enter* text and type the answer.

Answer: To close all open programs and turn off the computer.

2.1 Software is also referred to as programs. (1)

Answer: Choose an item.

2.2 The CPU is basically the same as a disk drive. (1)

Answer: Choose an item.

2.3 The CPU controls the flow of data in and out of memory. (1)

Answer: Choose an item.

2.4 A mouse is usually connected to a serial port. (1)

Answer: Choose an item.

2.5 When you do a search on the Internet using Google, advanced algorithms carefully considers the most probable outcome that you are looking for. (1)

Answer: Choose an item.

2.6 Information is processed data, used for decision making. (1)

Answer: Choose an item.

2.7 There are four cornerstones to computational thinking: (4)

Algorithms Answer: Choose an item.

Calculation Answer: Choose an item.

Decomposition Answer: Choose an item.

Abstraction Answer: Choose an item.

**QUESTION 3 [18]**

Various options are given as possible answers to the following questions. Choose the correct option statement or sentence.

**Example:**

The acronym ICT is short for:

A. International Computer Technologies

B. Information and Communication Technology

C. Information Cable Transfer

D. Information and Communication Tools

Answer: B.

3.1 A device that is used to enter data or instructions into the computer is called a (an) ….. device. (1)

A. Input

B. Output

C. Data

D. Instruction

Answer: Choose an item.

3.2 What is a Search Engine? (1)

A. A program that searches Web pages for viruses

B. A program that searches for an Internet connection

C. A program that refreshes Web pages

D. A program that searches the World Wide Web by keywords

Answer: Choose an item.

3.3 Which of the following is not done by cyber criminals? (1)

A. Unauthorized account access

B. Mass attack using Trojans as botnets

C. E-mail spoofing and spamming

D. Report vulnerability in any system

Answer: Choose an item.

3.4 The fastest way to go to the end of a Word document, is to ..... (1)

A. use the down arrow keys.

B. press Ctrl + A.

C. press Ctrl + End.

D. press Ctrol + Home.

Answer: Choose an item.

3.5 Wordwrap means: (1)

A. Text which is typed now, will be inserted here.

B. Scrolling

C. Words are automatically carried over to the following line when the right margin is reached.

D. Deleting text.

Answer: Choose an item.

3.6 One byte is called a ..… (1)

A. binary digit.

B. character.

C. megabyte.

D. key.

Answer: Choose an item.

3.7 Which one of the following is a search engine? (1)

A. AVG

B. Bing

C. Facebook

D. Twitter

Answer: Choose an item.

3.8 The hardware which converts digital signals of a computer to analogue signals which can be carried along a telephone line. (1)

A. CPU

B. Modem

C. Printers

D. Fax

E. Program

Answer: Choose an item.

3.9 What is an operating system? (1)

A. Hardware

B. Provides a series of utilities and commands that you can use to manage your files, folders and disks.

C. Creates a link between the user and the computer hardware by providing an interface, or environment, in which you can communicate with the computer.

D. Both (b) and (c)

Answer: Choose an item.

3.10 An example of an application program: (1)

A. MS DOS

B. The Trojan horse

C. MS Access

D. All of the above

Answer: Choose an item.

3.11 A computer network limited to the immediate area, usually within the same building or office block. (1)

A. Mainframe computer

B. Local Area Network

C. Wide Area Network

D. Internet

E. World Wide Web

Answer: Choose an item.

3.12 To copy a group of non-consecutive files. (1)

A. Hold down the Shift-key while clicking on each filename to be copied.

B. Hold down the Alt-key while clicking on each filename to be copied.

C. Hold down the Ctrl-key while clicking on each filename to be copied.

D. All the above

E. (a) and (c).

Answer: Choose an item.

3.13 Microsoft Edge is a new default ….. that is intended to replace Internet Explorer. (1)

A. Antivirus software

B. Start menu

C. Window management tool

D. Web browser

Answer: Choose an item.

3.14 When a column is too narrow for a value to display, what will happen? (1)

A. A warning dialog box will appear

B. It will be deleted

C. The cell will display #### or scientific notation

D The cell will display an error message

Answer: Choose an item.

3.15 Formulas and functions always begin with a (an) ….. (1)

A. \* (asterisk)

B. & (ampersand)

C. $ (dollar sign)

D. = (equal sign)

Answer: Choose an item.

3.16 The characters **+, -, \*, ^,** and **/** are examples of (1)

A. formulas

B. values

C. arithmetic operators

D. calculations

Answer: Choose an item.

3.17 To copy a formula down a column you would use the (1)

A. clipboard

B. copy handle

C. Paste  button

D. Auto Fill handle

Answer: Choose an item.

3.18 A brochure should be compiled to send to booked tour members and to advertise the tour to Botswana. Which program or programs should be used to do that? (1)

A. Windows

B. MS Word

C. Internet Explorer

D. Both b and c.

Answer: Choose an item.

**QUESTION 4 [11]**

Type the answers in the Answer table below the question. Type the number of each question in **Column A** with the capital letter in **Column B** that goes with it.

Example:

**Answers**

4.12 e-learning L.

4.13 digital citizenship N.

|  |  |
| --- | --- |
| **Column A** | **Column B** |
| 4.1 E-business | 1. Can be read and interacted with electronic device like computers, e-Book reader, etc. |
| 4.2 E-banking | 1. The sharing of business information, maintaining business relationships and conducting business transactions by means of ICT. |
| 4.3 E-text | 1. Covers all business activities, processes and applications performed by means of mobile devices such as mobile phone, PDA, etc. |
| 4.4 E-tailing | 1. Defined as the automated delivery of banking services directly to customers through electronic channel. |
| 4.5 M-business | 1. The selling of retail goods on the Internet. |
| 4.6 Computer Forensics | 1. © |
| 4.7 digital footprint | 1. Analyses data in a way that preserves the integrity of the evidence collected so that it can be used effectively in a legal case. |
| 4.8 Copyright | 1. It refers to the disposal of broken or obsolete electronic components and materials. |
| 4.9 Cloud computing | 1. It includes the web sites you visit, e-mails you send, and information you submit to online services. |
| 4.10 E-waste | 1. The term is generally used to describe data centres available to many users over the Internet. |
| 4.11 Green computing | 1. Today, the term embodies the entire life cycle of technologies, including research, manufacturing, use, and disposal. |

**Answer:**

|  |  |
| --- | --- |
| 4.1 E-business |  |
| 4.2 E-banking |  |
| 4.3 E-text |  |
| 4.4 E-tailing |  |
| 4.5 M-business |  |
| 4.6 Computer Forensics |  |
| 4.7 Digital footprint |  |
| 4.8 Copyright |  |
| 4.9 Cloud computing |  |
| 4.10 E-waste |  |
| 4.11 Green computing |  |

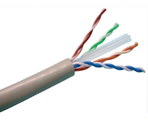
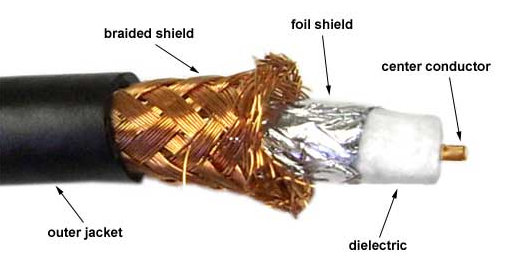
**QUESTION 5 [7]**

Name each of the followingimages, devices and components (wires), and state what it is used for:



**Example:**

Star topology. Networking: shows how the hardware devices are arranged and how the communications links.



5.1 5.2 5.3

Answers:

5.1

5.2

5.3

5.4 What is the world's largest computer network called?

Answer: Click or tap here to enter text. (7)

**QUESTION 6 [8]**

Study the following list of icons and small clipart images. Group the icons and clipart images under **three** appropriate headings and state what each icon represents.

**Example:**

**A telecommunications application**

**Skype**

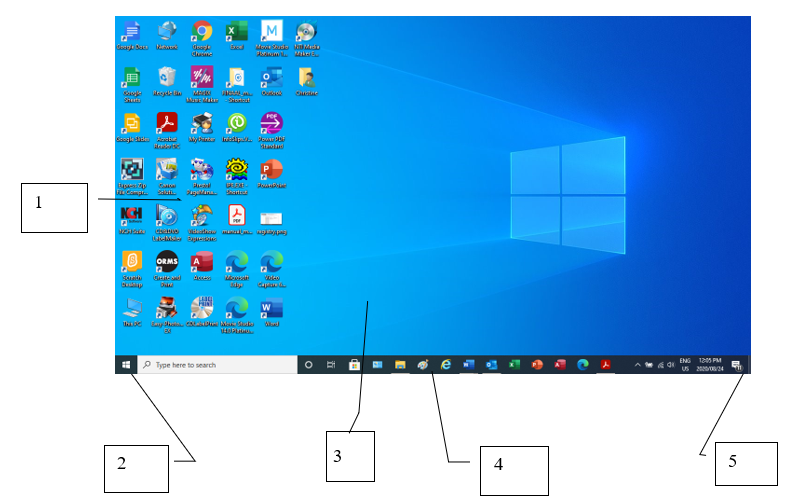


[](http://mail.google.com/mail/)

**QUESTION 7: File management [20]**

Type the correct name for each part of the screen next to the question number.

E.g. 9. Program icon



6

1.

2.

3.

4.

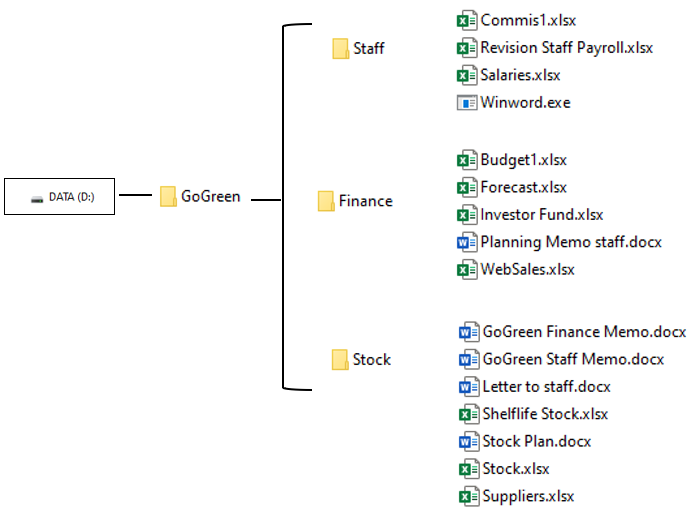
5.

6. (6)

**Remember to save the file.**

**QUESTION 8: File management (14)**

Study the drive, folder, subfolders and files in the folders. Then, answer the questions below.



Type the answers below the questions.

1. Type the name of the location where all folders and files are stored. (1)

2. Type the pathname to the file Forecast.xlsx in the Finance folder. (3)

3. Type the names of all folders and subfolders. (4)

4. One specific file should not be in these folders. Type the name of this file. (1)

How will you delete this file without sending it to the Recycle Bin. (1)

5. Identify the name of two word processing files in the Stock subfolder. (2)

6. Identify the names of two spreadsheet files in the Finance subfolder. (2)

**TOTAL SECTION A**

**Section A: Theory Questions 80**

**SECTION B:** Open the **Paper1 Section B Practical.docx** file and answer all the practical questions.