**INTRODUCTORY COMPUTER PRACTICE**

**EXAMPLE EXAM PAPER 2**

**The files and a folder needed to answer all questions, are in the folder Exam Paper 2**

**The question paper consists of 19 pages**

**SECTION A: 11 pages**

**SECTION B: 8 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 2 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 Hardware is also referred to as peripherals. (1)

Answer: Choose an item.

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

Answer: Choose an item.

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

Answer: Choose an item.

2.4 A USB disk 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 The following can be used to share files in the cloud: (4)

MS Excel Answer: Choose an item.

Dropbox Answer: Choose an item.

OneDrive 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 An electronic tool that allows information to be input, processed, and output: (1)

A. Operating system

B. Motherboard

C. Computer

D. CPU

Answer: Choose an item.

3.2 The capacity of an USB disk can be …... (1)

A. 1.44 MB

B. 16 GB

C. 4 TB

D. 8 bites

Answer: Choose an item.

3.3 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.

3.4 The fastest way to go to the beginning 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 Selecting text means: (1)

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

B. Scrolling.

C. To highlight text.

D. Deleting text.

Answer: Choose an item.

3.6 This is the smallest unit of information on a computer. It is a figure in the binary numbering system and can have the value of 1 or 0. (1)

A. Byte

B. Word

C. Sentence

D. Bit

Answer: Choose an item.

3.7 A collection of Web pages linked together in a random order is (1)

A. a Web site

B. a Web server

C. a search engine

D. a Web browser

Answer: Choose an item.

3.8 Which one of the following is NOT an example of hardware? (1)

A. Keyboard

B. Monitor

C. Office 365

D. CPU

Answer: Choose an item.

3.9 An example of a Windows utility program: (1)

A. MS DOS

B. Paint

C. MS Excel

D. All of the above

Answer: Choose an item.

3.10 A network formed between computers which is spread across the continents is called: (1)

A. LAN

B. WAN

C. MAN

D. WLAN

E. PAN

Answer: Choose an item.

3.11 Using MS Office, you can do the following: (1)

A. Create spreadsheets

B Present presentations containing slides

C. Compile professional brochures

D. All of the above

Answer: Choose an item.

3.12 Which of the following deselects a selected block of text? (1)

A. Clicking anywhere outside the selected text

B. Clicking any alignment button on the toolbar

C. Clicking the Bold, Italic, or Underline button

D. All of the above

Answer: Choose an item.

3.13 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.

3.14 The role of the Operating System (OS) is: (1)

A. a launching platform for programs

B. to activate the computer

C. to display information on the computer's monitor

D. All of the above

Answer: Choose an item.

3.15 The message '#DIV/0!' means that (1)

A. you instructed Excel to divide the number in the cell by zero

B. the resulting value is too long for the field

C. the resulting figure is not a number

D. you have not designated a format for the resulting value

Answer: Choose an item.

3.16 To display the formulas and functions used in an MS Excel spreadsheet on the screen (1)

A. Press \* (asterisk)

B. Click on *Show Formulas* in the *Formula Auditing* group

C. Press Ctrl + ` (grave accent)

D. B. and C.

Answer: Choose an item.

3.17 To quickly edit the contents of a cell or part of the contents of a cell: (1)

A. Press F5

B. Press F1

C. Type a $ sign

D. Press F2

Answer: Choose an item.

3.18 This expression '**>='**, means: (1)

A. greater than

B. greater than or equal to

C. less than or equal to

D. not equal to

Answer: Choose an item.

**QUESTION 4 [13]**

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 O.

4.13 digital citizenship P.

|  |  |
| --- | --- |
| **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. Defined as the automated delivery of banking services directly to customers through electronic channel. |
| 4.4 E-tailing | 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. |
| 4.5 Computer Forensics | 1. The selling of retail goods on the Internet. |
| 4.6 digital footprint | It refers to the disposal of broken or obsolete electronic components and materials. |
| 4.7 Cloud computing | 1. It includes the websites you visit, e-mails you send, and information you submit to online services. |
| 4.8 E-waste | 1. The term is generally used to describe data centres available to many users over the Internet. |
| 4.9 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 Computer Forensics |  |
| 4.6 Digital footprint |  |
| 4.7 Cloud computing |  |
| 4.8 E-waste |  |
| 4.9 Green computing |  |

|  |  |
| --- | --- |
| **Column A** | **Column B** |
| **Types of computer criminals** | **What they do/how they operate** |
| 4.10 Cybercriminal | 1. Someone who violates computer or Internet security maliciously or for illegal personal gain. |
| 4.11 Black hat hacker | 1. An individual who causes problems, steals data, and corrupts systems. |
| 4.12 Cracker | 1. Someone who attempts to destroy the infrastructure components of governments, financial institutions, and other corporations, utilities and emergency response units. |
| 4.13 Cyberterrorist | 1. Someone who attacks a computer system or network for financial gain |

**Answer:**

|  |  |
| --- | --- |
| 4.12 Cybercriminal |  |
| 4.13 Black hat hacker |  |
| 4.14 Cracker |  |
| 4.15 Cyberterrorist |  |

**QUESTION 5 [7]**



State what each of the following images and symbols represents and what they are used for:

**Example:**

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



5.1 5.2 5.3



5.4

Answers:

5.1

5.2

5.3

5.4 (7)

**QUESTION 6 [8]**

Study the following list of icons and images State what each icon/image represents. Type your answers in the table.

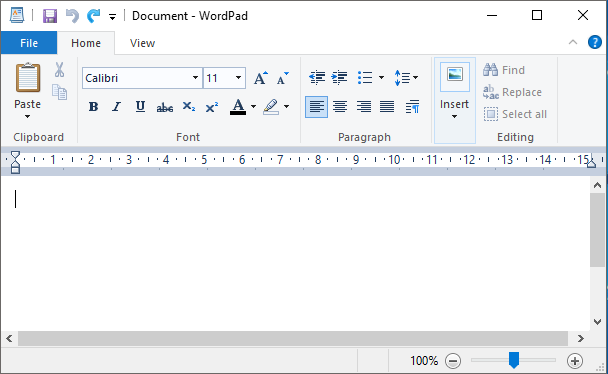
|  |  |  |  |
| --- | --- | --- | --- |
| **Example:** | **Example:**  **Answer:**  **Skype** |  |  |
|  | **Answer:** |  | **Answer:** |
|  | **Answer:** |  | **Answer:** |
|  | **Answer:** |  | **Answer:** |
|  | **Answer:** |  |  |
|  | **Answer:** |  |  |

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

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

E.g.. 7. Ruler

**➀** **➁** **➂** **➃**



**➄**

**➅**

1.

2.

3.

4.

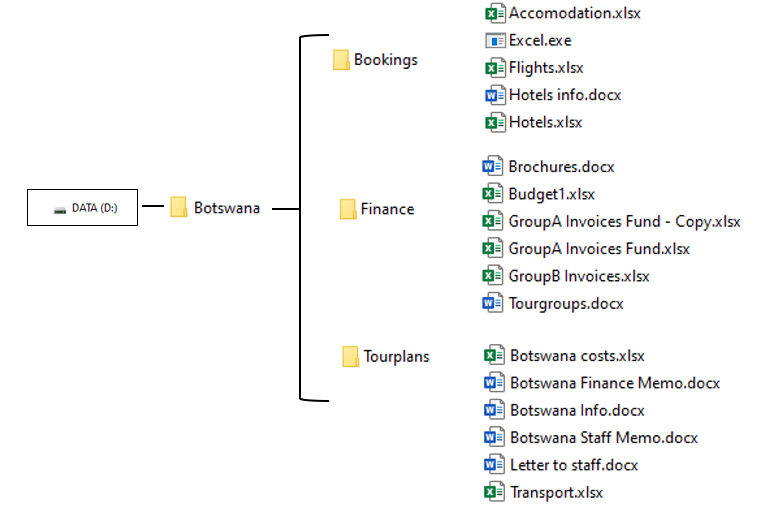
5.

6. (6)

**Remember to save the file.**

**QUESTION 8 (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 Hotels.xlsx in the Bookings 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 Finance subfolder. (2)

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

**TOTAL SECTION A**

**Section A: Theory Questions 80**

**SECTION B:** Open the **Paper2 Section B Practical.docx** file and answer all the practical questions.