**INTRODUCTORY COMPUTER PRACTICE**

**EXAMPLE EXAM PAPER 2**

**MEMORANDUM**

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]**

Open the document **Question 1.docx** and save this document as **Quest 1.docx** (1)

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: True

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

Answer: False

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

Answer: False

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

Answer: False

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: True

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

Answer: True

2.7 The following can be used to share files in the cloud: (4)

MS Excel Answer: False

Dropbox Answer: True

OneDrive Answer: True

Abstraction Answer: False

**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: C.

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: B.

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: D.

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: B.

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: C.

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: D.

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: A.

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

A. Keyboard

B. Monitor

C. Office 365

D. CPU

Answer: C.

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

A. MS DOS

B. Paint

C. MS Excel

D. All of the above

Answer: B.

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: D.

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: D.

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: A.

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: C.

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: B.

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: A.

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: D.

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: D.

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: B.

**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 | 1. 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 | **B.** |
| 4.2 E-banking | **C.** |
| 4.3 E-text | **A.** |
| 4.4 E-tailing | **E.** |
| 4.5 Computer Forensics | **D.** |
| 4.6 Digital footprint | **G.** |
| 4.7 Cloud computing | **H.** |
| 4.8 E-waste | **F.** |
| 4.9 Green computing | **I.** |

|  |  |
| --- | --- |
| **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 | **M.** |
| 4.13 Black hat hacker | **J.** |
| 4.14 Cracker | **K.** |
| 4.15 Cyberterrorist | **L.** |

**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 Cloud computing ✓✓

Cloud storage services that lets you store and share files and software, for example OneDrive.

5.2 WiFi ✓

Wi-Fi is a **wireless networking protocol** that devices use to communicate without direct cable connections.

5.3 Wireless Network ✓✓

**Wireless (unguided)**, in which the communications signal is broadcast over airwaves, no cables are used. Examples: radiowaves, microwaves, satellite transmission, bluetooth, infrared.

5.4 Bluetooth ✓✓

**Bluetooth** is a wireless communications specification used by cell phones, computers, and printers over a short distance. (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:**  YouTube ✓ |  | **Answer:**  Address bar, URL ✓ |
|  | **Answer:**  Twitter ✓ |  | **Answer:**  Captcha ✓ |
|  | **Answer:**  Microsoft Edge ✓ |  | **Answer:**  Home icon, Internet Explorer ✓ |
|  | **Answer:**  Mozilla Firefox ✓ |  |  |
|  | **Answer:**  Internet Explorer ✓ |  |  |

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

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

1 Quick Access Toolbar ✓

2 Title bar ✓

3 Ribbon ✓

4 Minimize button ✓

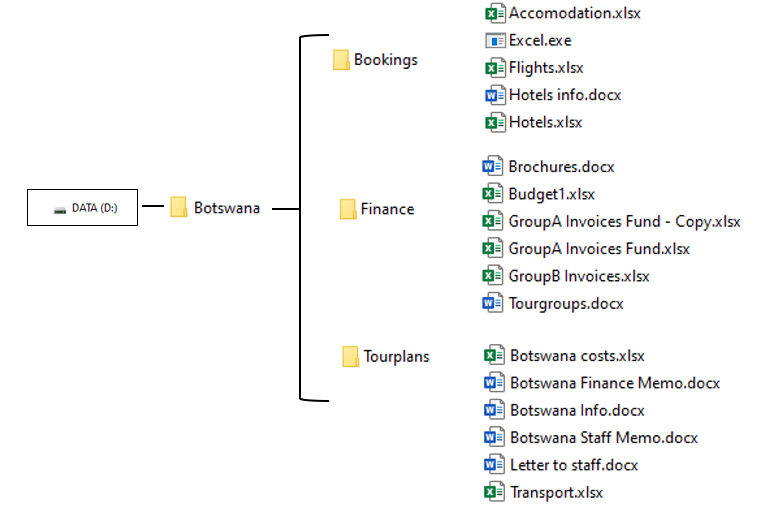
5 Insertion point ✓

6. Vertical scroll bar ✓ (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)

DATA (D:)

2. Type the pathname to the file Hotels.xlsx in the Bookings folder. (3)

D:\Botswana\Bookings\Hotels.xlsx

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

Folder: Botswana Subfolders: Bookings, Finance, Tourplans

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

Excel.exe in the Bookings folder

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

Select the file, press Shift + Delete

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

**Brochures.docx** and **Tourgroups.docx**

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

Accomodation.xlsx, Flights.xlsx, **Hotels.xlsx** Any two

0

**TOTAL SECTION A**

**Section A: Theory Questions 80**

**SECTION B [120]**

Answer all the questions of this section using the electronic version of the question paper.

**QUESTION 9**

Delete the **GroupA Invoices Fund - Copy.xlsx** file in the Finance subfolder. ✓ (1)

Move the **Brochures.docx** and **Tourgroups.docx** files from Finance to the Tourplans folder.

✓ (1)

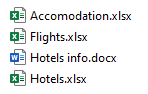
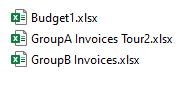
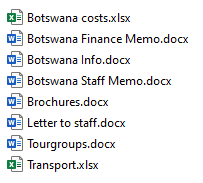
Rename the file **GroupA Invoices Fund.xlsx** to **GroupA Invoices Tour2.xlsx** ✓(1)

Delete the unwanted file, identified in number , Question 8, without sending it to the Recycle Bin. (1)

Excel.exe deleted ✓

Use the Snipping Tool to show partial screenshots of the files in the Bookings, Finance and Tourplans folders. Paste the screenshots here:

**Booking folder Finance folder Tourplans folder**

1 elk vir Screenshots en korrek ✓✓✓✓ (4)

**Folders**

 (2)

**QUESTION 10: Word processing [30]**

1. Open the file **Question10 Word.docx**

2. Save this file as **Quest10 Answer.docx**

3. Edit the document as shown.

4. Insert the picture GoGreen.jpg into the document to display in the top right corner. Resize the picture and use text wrapping to display the text to the left of the picture.

5. Save the document regularly.

6. Print the document.

Student Number:

Examination Number:

**SOCIAL MEDIA**

Technology is supposed to enhance and simplify life. To some extent it does, but with the now constant access to every aspect of everyone else's life at your fingertips, technology seems to be complicating human relationships. The ability of social networking to connect you to people across the globe has gone a long way to expanding the 'global village' effect in the world. This may tie in to the positive aspect of contention that the greater your social network, the more likely you are to succeed, especially in business.

However, digital social networking does not seem to have quite the same effect. Although it can expose you to a wider range of ideas and knowledge, there is a more sinister side to your store of friends. With online connections, it was found that anger, hostility, loneliness and other negative emotions expressed are likely to transmit to you, meaning that even if you have never met the person in real life, their negative behavior can still influence you.

When talking about your life, you are highly attuned to the fact that hundreds of people will be able to view every thought, photograph, like or dislike your post on social media. We put forward whatever it is we want people to know, and we tend to highlight the good stuff. A few exclamation marks or smiley faces puts a magical spin on whatever event you are chatting about. NP Whatever way your connections are communicating, the bottom line is that often our achievements become diminished and our failures amplified.

**SLIP OF THE FINGER**

Now, a message in all caps is construed as someone shouting at you. One misplaced icon or word on Facebook could send your social life spirallling out of control. Some statistics suggest that Facebook has been cited in as many as a third of all divorces in the UK. It is much easier to say something a bit daring when you are not face-to-face with a person and this can lead to a spiral of boundary over-stepping.

More and more employers are checking out potential employee Twitter and Facebook accounts to get a picture of the real person. It was recently reported in a newspaper that loan companies are increasingly checking out borrower's social media profiles to see if they could be considered creditworthy.

**SOCIAL MEDIA SUICIDE**

Social media is amazing for business opportunities if you run it right. For business, social media can help if you know how to use dashboards, how to network via the web, how to blog and how to use tweets. But, when it comes to your personal life, then that social media is the devil. Founding yourself spending more and more time on various social media platforms, instead of focusing on solid real-life relationships, be aware. That, coupled with the insight that everyone else was also only showing the positive aspects of their lives, tells you to spend more time with your family and friends and in nature, not on the net. As effective as it is to use these social media apps, it does come to a point where you miss the simple life that we used to have without it.

**Take care**

*While social media is immensely important from a marketing perspective, and can be a great tool for keeping in touch with friends and family, it is wise to be cautious when uploading the details of your life. It is also good to take all the happy-shiny posts with a pinch of salt so you do not end up believing everyone is living a dream life except you. Find your happiness and peace in real relationships, and keep the cyber friends for light relief.*

**Did you know?**

Cyber bullying if fast becoming a devastating trend that offer bullies endless opportunities for attack, and victims no relief. In the past, bullied children could at least gain some sense of normality and safety at home, but with the 'always on' nature of social media, there is simply no escape. The relative anonymity of cyber interaction also means that bullying is becoming nastier and more common.

**BE NICE TO YOU**

HIKE UP THE MOUNTAIN

Leave your phone at home and go on a long hike. Choose a safe route and be sure to take your dog with. Nature will answer many of your questions about life and will uplift and soothe you.

Headphones on, world off

Tune out. Wear headphones to tune out distractions. Co-workers and friends are less likely to interrupt if you can't hear them.

File saves as **Quest10 Answer.docx ✓**

Student Number **✓**

Examination Number **✓**

**SOCIAL MEDIA** Centre, boldprint, uppercase and in red, font 14 **✓✓✓✓**

Run on –no new paragraph **✓**

New paragraph **✓**

**SLIP OF THE FINGER** …. Bold and uppercase **✓✓**

Cyber bullying … 1.5 line spacing and indent left as shown **✓✓**

Going green has huge ……Delete paragraph **✓**

**Take care** Insert text and bold **✓✓**

…. potential employee Twitter and Facebook accounts …transfer **✓✓**

Reduce Pollution bold **✓**

**Did you know?**  font 12 ✓

While social media is immensely ….. Change paragraph to italic ✓

Only one line up before Technology is supposed … and … Cyber bullying ✓

**YOUR HEALTH AND GOING GREEN** Bold, Uppercase and in Red ✓✓

It was recently reported in …. Delete double sentence ✓

**BE NICE TO YOU** u.c., in red ✓✓

Head phones on …. Tune out …… right align ✓

Picture inserted ✓✓

**QUESTION 11: Word processing computational thinking [15]**

Picture replaced ✓✓ and outer edges left and right cropped ✓✓✓✓

WORK FROM HOME CHECKLIST

Working from home certainly doesn’t suit everyone. And while giving up the daily commute and working in your PJs might sound amazing, it’s necessary to give real thought as to whether it will really work for you.

**DETERMINE IF IT IS A FIT FOR YOU**

Are you self-motivated and disciplined? Can you get work done without having others give you motivation? At least 3 essential items checked ✓✓✓

Are you confident in your abilities to work without supervision?

Will you be happy spending a lot of time alone?

Do you need face-to-face interaction, or would communication via email, phone, chat, or video conference suffice?

Is your home big enough? Is there an area that can be used for your office space?

Will others in the house respect your need to be uninterrupted?

**WORKSPACE AND ESSENTIALS**

Set aside a work area in your home that is separate from the rest of your life

Choose a workspace with plenty of natural light.

Set up a dedicated phone line or cell to use for work calls.

Ensure you have reliable, high-speed Internet access.

Create a quality workspace complete with desk, ergonomic chair, lighting, printer, copier, and storage space.

Obtain a quality desktop or laptop computer.

Install Microsoft Office or Office 365, plus any other software necessary for your particular job.

Stock up on office stationery. Set up an account with your local store, if necessary, to ensure you never run out.

**MAKING IT WORK**

Save your work to the cloud with OneDrive. That way, you can take your work with you if you need a change of scenery.

Structure your day. Set yourself regular working hours and stick to them.

Switch off at the end of the day. Do not be tempted to check your e-mail after the working day has finished.

Take regular breaks.

Tell friends and family that you are 'at work' during your working hours. Often, those close to you think that if you are home, then it is OK to call or pop in for a chat.

File saved as **Quest11 Temp Yourexamnumber.docx ✓**

Copy and paste used to arranged MAKING IT WORK in alphabetical order ✓✓✓✓✓ (15)

**QUESTION 12: Word processing typing [25]**

TOP FIVE TIPS THIS SAVINGS MONTH

Saving is the process of accumulating capital, while investing is the allocation of the accumulated capital to different asset classes to achieve financial objectives. Below are some important tips.

1. Make saving a habit: One of the most important things to remember is that saving is what you do on a regular and disciplined basis before you spend or consume.

2. Choose the appropriate savings vehicles: You have to differentiate between short, medium and long-term savings as this will determine the asset allocation in your portfolio.

3. Sort out your short-term savings: When saving for short-term it is probably best to invest in an interest-bearing investment like a money market fund, or conservative collective investments or unit trusts.

4. Make provision for medium term savings: When saving for the medium term, a balanced fund offers the very attractive proposition of an experienced fund manager making the difficult asset allocation decisions on your behalf, while still aiming for the best growth possible over the medium-term.

5. Become a budgeter: It is important to have a proper household budget and to manage your finances accordingly. Most people do not have a clue what they are really spending their money on, and a budget can be a real eye opener.

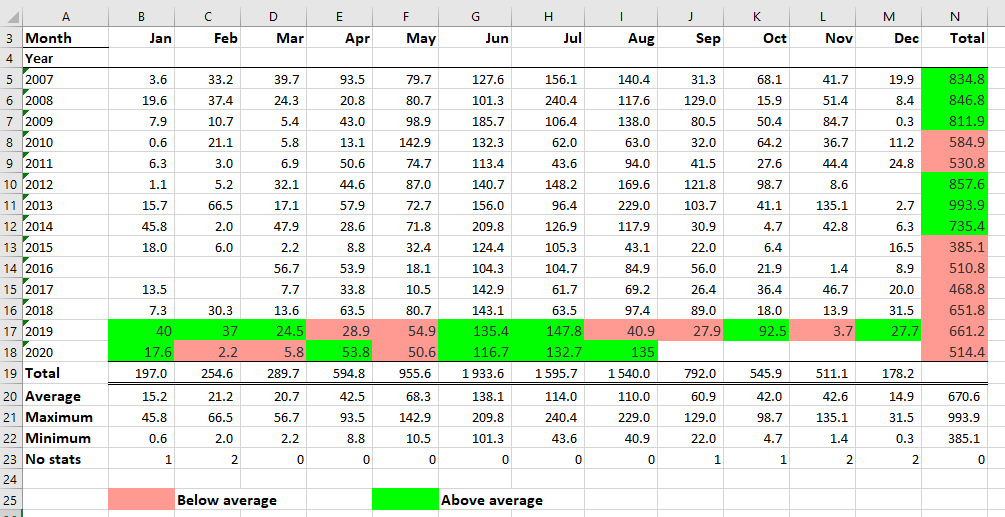
Document saved as **Quest12 Typing yourexamnumber.docx ✓**

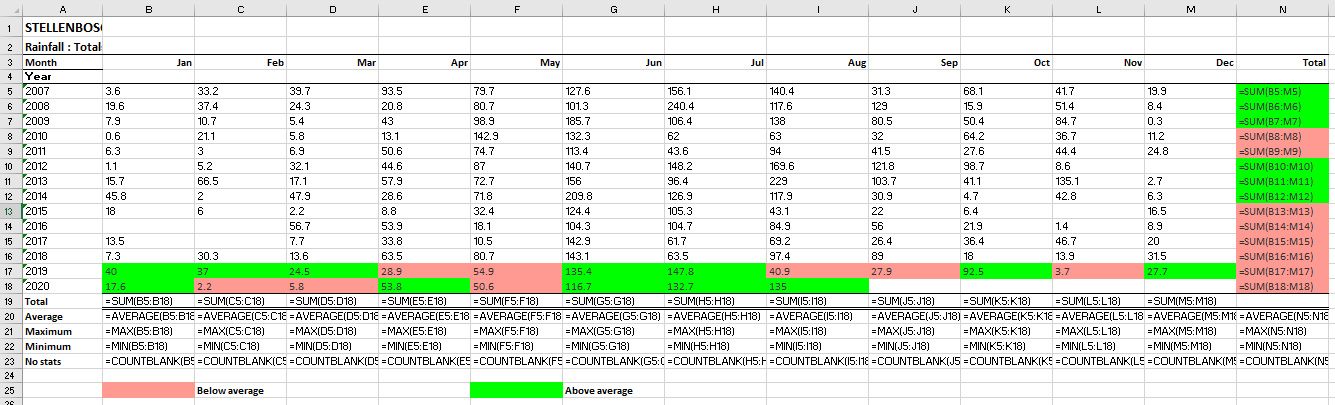
Paragraphs numbered correctly **✓✓**

Quick indent/hanging indents correct **✓✓✓✓✓**

Accuracy, -**1 per typing error** **17** (25)

**QUESTION 13: Spreadsheets [20]**





Add the extra text as shown and bold. **✓**

The headings Jan to Dec and Total should be right aligned. **✓**

Format the text in the cell A1 to font Calibri, size 16; text in the cell A2 to font Calibri, size 14. ✓

Formulas added, answers **✓✓✓**

Format all numbers, except the No stats cells, to display one decimal. **✓**

Format the No stats cells in row 23 to display no decimals. **✓**

Mark all totals in pink that is below the average as calculated in N20. **✓**

Mark all totals in green that is above the average as calculated in N20. **✓**

In the Average per month row, mark only the 2019 and 2020 monthly rainfall that is below average or above average. **✓**

Print the worksheet Use landscape orientation. **✓**

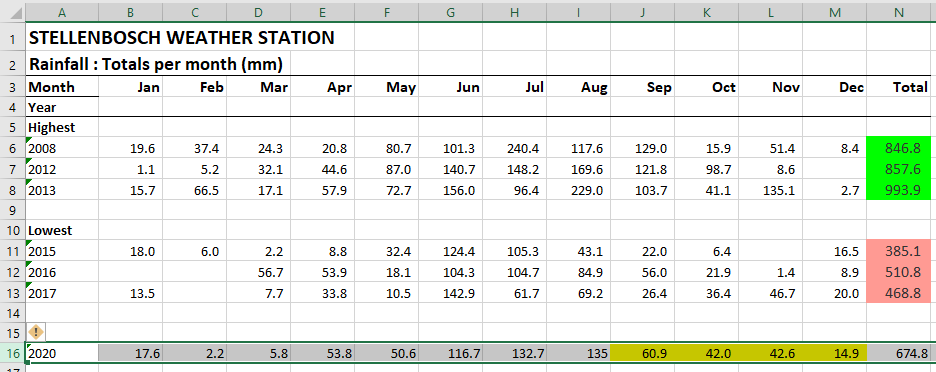
Add a new worksheet and copy the worksheet to the new worksheet. Rename the worksheet to **Formulas**. **✓**

Display the formulas. **✓**

Formulas displayed and correct. **✓✓✓✓✓✓✓**

(20)

**QUESTION 14: Spreadsheets computational thinking [20]**



1. Open your answer workbook, **Quest13 Rain yourexamnumber.xlsx**.

2. Add a new sheet to this workbook and rename the sheet to **Quest14**. ✓

You will save the workbook to the same name; do not change the file name.

3. Copy rows 1 to 4 to the new sheet. ✓✓

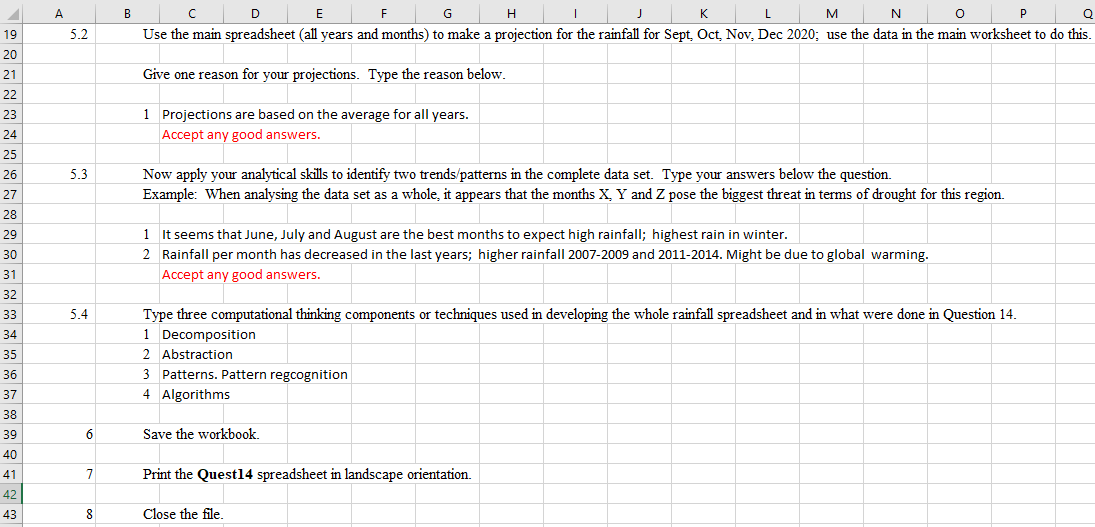
4. Copy the three highest **rainfall per year** to the **Quest14** sheet from row 6. Keep them in year order and keep the formulas in these rows when pasting. Add a heading in cell A5: **Highest**

✓✓✓

Copy the three lowest rainfall per year to the Quest14 sheet from row 11. Keep them in year order and keep the formulas when pasting. Add a heading in cell A10: **Lowest** ✓✓✓

5. Type the answers to the following questions below the **Quest14** spreadsheet. The questions are repeated on the **Quest14** spreadsheet.

5.1 Copy row 18 for the year 2020 to the Quest14 sheet and paste in row 16; keep the formula in this row when pasting. ✓

5.2 Use the main spreadsheet (all years and months) to make a projection for the rainfall for Sept, Oct, Nov, Dec 2020; use the data in the main worksheet to do this. ✓

Give one reason for your projections. Type the reasons below.

1. ✓✓

5.3 Now apply your analytical skills to identify two trends/patterns in the complete data set. Type your answers below the question.

Example: When analysing the data set as a whole, it appears that the months X, Y and Z pose the biggest threat in terms of drought for this region.

1. ✓✓

2. ✓✓

5.4 Type three computational thinking components or techniques used in developing the whole rainfall spreadsheet and for answering Question 14.

1. ✓

2. ✓

3. ✓

6. Save the workbook.

7. Print the **Quest14** spreadsheet in landscape orientation.

8. Close the file. (20)