**INTRODUCTORY COMPUTER PRACTICE**

**EXAMPLE EXAM PAPER 1**

**MEMORANDUM**

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]**

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: True

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

Answer: False

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

Answer: True

2.4 A mouse 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 There are four cornerstones to computational thinking: (4)

Algorithms Answer: True

Calculation Answer: False

Decomposition Answer: True

Abstraction Answer: True

**QUESTION 3 [24]**

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 as a (an) ….. device. (1)

A. Input

B. Output

C. Data

D. Instruction

Answer: A.

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: D.

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: D.

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: C.

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: C.

3.6 One byte is called a … (1)

A. binary digit.

B. character.

C. megabyte.

D. key.

Answer: B.

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

A. AVG

B. Bing

C. Facebook

D. Twitter

Answer: B.

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: B.

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: D.

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: C.

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: B.

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: C.

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: D.

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: C.

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

A. \* (asterisk)

B. & (ampersand)

C. $ (dollar sign)

D. = (equal sign)

Answer: D.

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

A. formulas

B. values

C. arithmetic operators

D. calculations

Answer: C.

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: D.

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: D.

**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 | **B.** |
| 4.2 E-banking | **D.** |
| 4.3 E-text | **A.** |
| 4.4 E-tailing | **E.** |
| 4.5 M-business | **C.** |
| 4.6 Computer Forensics | **G.** |
| 4.7 Digital footprint | **I.** |
| 4.8 Copyright | **F.** |
| 4.9 Cloud computing | **J.** |
| 4.10 E-waste | H. |
| 4.11 Green computing | **K.** |

✓✓✓✓✓✓✓✓✓✓✓

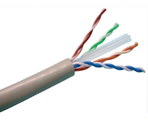
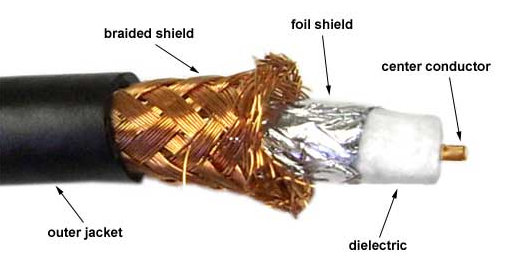
**QUESTION 5 [7]**

Name each of the following images, 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 WiFi Router. The router essentially shares the Internet connection among multiple devices. A typical router is now a wireless router, and it creates and hosts a WiFi network multiple devices can connect to. ✓✓

5.2 Twisted pair wire. Wired (guided) transmission media type. Twisted pairs of copper wire, shielded/unshielded; used for telephone service. ✓✓

5.3 Coaxial cable. Inner conductor wire surrounded by insulation; wired (guided) transmission media type. ✓✓

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

Answer: The Internet ✓ (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



**Social media ✓ E-mail ✓ Web browser ✓**

Facebook ✓ G-mail ✓ Google Chrome ✓

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

Twitter ✓ MS Outlook ✓ Opera



YouTube

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

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

1 Icons ✓

2 Start button ✓

3 Desktop ✓

4 Taskbar ✓

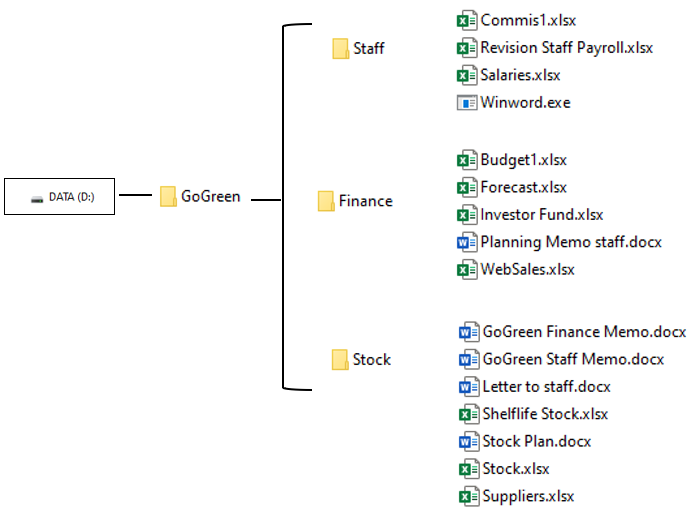
5 Show desktop button ✓

6. Cortana, digital assistant ✓ (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)

Data (D:) ✓

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

D:\GoGreen\Finance\Forecast.xlsx ✓✓✓

3. Type the names of all subfolders. ✓✓✓✓ (4)

GoGreen, Staff, Finance, Stock

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

WinWord.exe ✓

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 Stock subfolder. (2)

Letter to staff.docx, Stock plan.docx, GoGreen Finance Memo.docx,

GoGreen Staff Memo.docx Any two ✓✓

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

Budget1.xlsx, Forecast.xlsx, Investor Fund.xlsx, WebSales.xlsx Any two ✓✓

**TOTAL SECTION A**

**Section A: Theory Questions 80**

**SECTION B [120]**

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

**QUESTION 9**

Delete the **Shelflifestock.xlsx** file in the Stock subfolder. ✓ (1)

Move the two staff files from Stock to the Staff folder. ✓ (1)

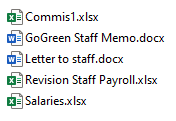
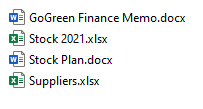
Rename the file **Stock.xlsx** to **Stock 2021.xlsx** ✓(1)

Delete the unwanted file, identified in number 4 Question 8, without sending it to the Recycle Bin. (1)

Winword.exe deleted ✓

Use the Snipping Tool to show partial screenshots of the files in the Staff and Stock folders. Paste the screenshots here:

**Staff folder Stock folder**

2 each for Screenshots ✓✓✓✓ (4)

**Folders**

 (2)

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

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

2. Save this file as **Quest10 Answer yourexamnumber.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:

**GO GREEN**

"Go Green" is a widely used term that can mean something different to everyone. Going green can be achieved through simple steps and does not have to mean skipping showers, selling your car and never setting foot in a grocery store.

Going green means caring for the environment by making a deliberate effort to be part of the change. It is about limiting your footprint on the environment and also encouraging others to follow your example.

However, note that going green is not limited to recycling, but living a sustainable lifestyle. Going green is about making small adjustments in your daily life to achieve this goal.

Going green has huge effects on our body, mind, relationships, and the world around us in many ways. Our environment can either increase or reduce stress; hence impact the body. The things we see, experience or hear can change our mood and how our immune, endocrine, and nervous system

function.

A stressful environment causes anxiety which in turn elevates blood pressure, muscle tension, and heart rate and going green reverses these impacts. A natural environment is a stress reliever, it heals and makes you feel better emotionally and contributes to your physical wellbeing. It helps us cope with pain. This is because trees, water, plants and other natural elements distract us from pain and discomfort.

**HOW GOING GREEN IMPACTS OUR BODY, MIND, AND RELATIONSHIPS**

A green environment helps us to connect with others. People who have green space around their homes build more relationships and are concerned about supporting each other. Such also lowers aggression, violence, and street crime between people meaning a better capacity to cope with the daily demands. To go green stirs up feelings that connect us to others and our environment.

**Conserve Energy**

Conserving energy is one of the most basic concepts involved in going green. Simple strategies such as turning off the lights when leaving and turning the water off while brushing your teeth can go a long way. There are several energy-efficient products available varying from

light bulbs and large appliances to that can help conserve energy as well. Although these products may be a bit more expensive initially, they can save energy and money in the long run.

**Reduce Pollution**

Going green essentially means being environmentally friendly. Reducing pollution is yet another simple strategy that can make a huge difference. Recycling is a key component of reducing pollution. Materials such as plastic can be recycled and reused rather than thrown away to lay in a landfill for years. Food waste can also be recycled in the form of compost. Composting enables food scraps that otherwise would be thrown away to be utilized as fertilizer.

**How ICT’s are used, can also help the environment with regard to green computing**

Electronic devices, such as computer hardware and smartphones, are composed of some materials that can be potentially harmful to humans and the environment. Computers and other electronic devices can be used and disposed of in a manner that is friendly to the environment.

*Green computing is a program concerned with the efficient and environmentally responsible design, manufacture, operation, and disposal of information system-related products.*

Electronic waste is the term used to describe old computers and electronic devices which have been disposed of by their original users when they are discarded

Care must be taken when recycling or destroying these devices to avoid contaminating the environment. Green computing is concerned with the efficient and environmentally responsible design, manufacture, operation, and disposal in information system products. These include all types of computing devices, from smartphones to supercomputers, printers, printer materials such as cartridges and toner, and storage devices.

**Your health and Going Green**

Going green creates a healthy living environment and also improves lifestyle. For this reason, we must make a commitment towards living a green life which requires collaborating with others, planning and some creativity. The process begins with an individual making a decision that affects others at work, college, community or home. Our actions can encourage other people like our friends and family to go green too, which is a major step in achieving environmental goals. If we embrace these changes, we’ll live in harmony with our neighbors, family, and friends.

**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 **✓**

**GO GREEN** Centre, boldprint, uppercase and in green **✓✓✓✓**

Run on –no new paragraph **✓**

New paragraph **✓**

**HOW GOING GREEN** …. Bold and uppercase **✓✓**

A green environment … 1.5 line spacing and indent left as shown **✓✓**

The decisions we make impact ……Delete paragraph **✓**

**Conserve energy** Insert text and bold **✓✓**

…. varying from light bulbs to large appliences …transfer **✓✓**

Reduce Pollution bold **✓**

**How ICT' are used, can also help the environment with regard to green computing**

font 12 ✓

Green computing ….. Change paragraph to italic ✓

Only one line up before Your health and going green ✓

Your health and going green Uppercase and in Green ✓✓

It will give us satisfaction …. Delete sentence ✓

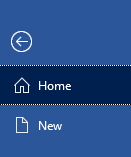
**BE NICE TO YOU** u.c., in blue ✓✓

Tune out …… right align ✓

Picture inserted ✓✓

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

**Quest11 Template.docx**

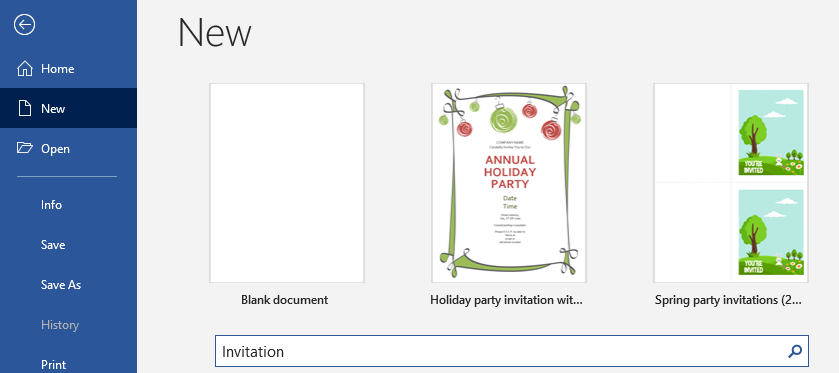
**How to find and use a template in MS Word**

**Step 1:**

Choose File, New.

**Step 2:**

Choose an available template or search for an Invitation template.



**Step 3:**

Save the file to a new name and .docx.

**Step 4:**

Insert text, delete text and format as preferred in the template and save.

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

Four steps **✓✓✓✓**

Two screen snippets **✓✓** (7)

**Quest11 GoGreen Invite.docx**



Document saved as **Quest11 Invite Yourexamnumber.docx**

Any template used **✓✓✓**

Text typed in **✓✓**

Green applied to some text **✓**✓

Fonts and size **✓** (8)

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

LIVE GREEN, LIVE WELL

Here are some practices you can follow to start a new, improved relationship with yourself.

1. Have a tech and social media free day. Once you get over the panic, you won't believe how relaxing this can be. Let everyone know that for one day of the week you are unplugged.

2. Happiness and enthusiasm are contagious. When you come into contact with others, be interested and positive. It is an effective way of influencing others.

3. Give yourself a break. Research shows that self-encouragement has a much better effect than self-criticism. Forgive your mistakes and move on.

4. We all have a voice in our heads. Often that voice is judgemental and critical. Watch how many times you say discouraging things. Replace them with inspiring and encouraging alternatives. Speak to yourself with compression. Be positive and remind yourself you are worthy of love and attention, or that it is okay to make mistakes.

5. When you have saved money, you will feel more secure and in control. Rather than living from pay-check to pay-check, pay yourself 10% of your income and put it into a savings account.

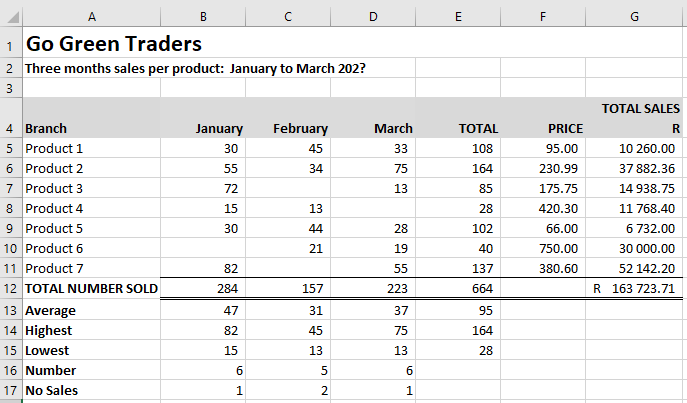
Document saved as **Quest12 Typing yourexamnumber.docx ✓**

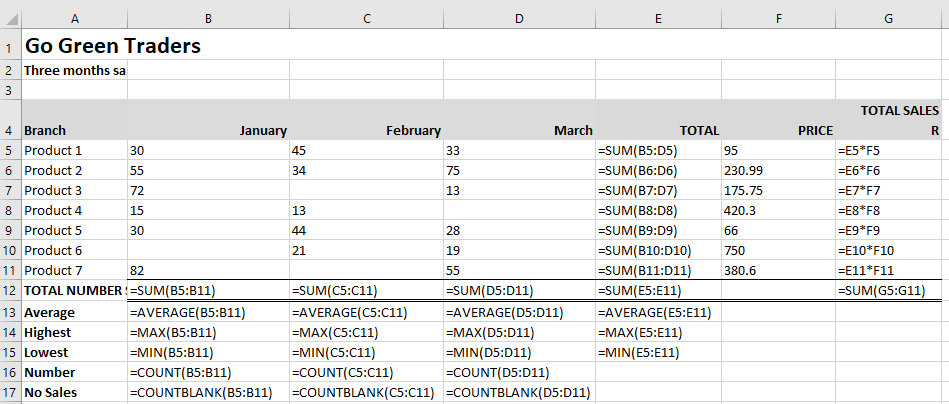
Paragraphs numbered correctly **✓✓**

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

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

**QUESTION 13: Spreadsheets [20]**





Insert row and data **✓✓**

Add two columns and data **✓✓**

Formulas added, answers **✓✓✓✓**

Formatted for no decimals **✓**

Formatted for two decimals **✓**

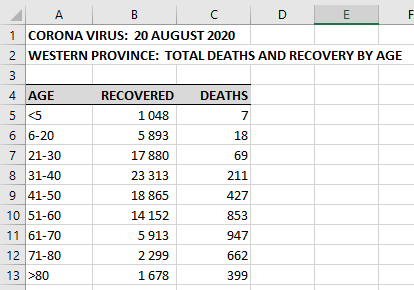
Total sales formatted for Currency R **✓**

Copied to new sheet **✓**

Sheet renamed **✓**

Formulas **✓✓✓✓✓✓✓** (20)

**QUESTION 12: Spreadsheets computational thinking [20]**



Heading text

Age column correct; also accept if it starts at >80 to end at <5 **✓✓**

Column headers: Age, Recovered, Deaths or Total deaths **✓✓✓**

Numbers correct 15 marks; -1 per error (20