

THE OPEN UNIVERSITY OF TANZANIA

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

OCP 100: INTRODUCTION TO MICROCOMPUTER STUDIES AND INFORMATION TECHNOLOGY I

ANNUAL/SUPPLEMENTARY EXAMINATION

DATE: Tuesday, 17 June 2014

TIME: 11:45 – 14:45 HRS

INSTRUCTIONS:

- This exam consists of sections **A** and **B**.
 - Answer **ALL** questions from section **A** and any **THREE (3)** questions from section **B**.
 - Total marks **100**
 - Please read carefully each question before you start to attempt it
 - Write your **Registration number** on the answer booklet, you are advised to write legibly and in an organized way.
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SECTION A – 55 % (Answer ALL)

1. Attempts the following questions related to Information Technology: [20 Points]
 - a) Describe the term '**Information and Communication Technology**'?
 - b) Describe the applications of the following software: MS Excel, MS PowerPoint and MS Access. Mention the file extension for each.
 - c) My 4 GB flash disk has 20 files and folders totaling to 1430 MB. What is its free space in terms of bytes?
 - d) Write the long forms of the following abbreviations as used in IT industry: **PDA, RAID, BIOS, ALU, USB, GIGO, UPS, and GUI.**
 - e) **Distinguish between the following:**
 - i. Primary and Secondary memories
 - ii. Analog and Digital computers
 - iii. Hardware and Software
 - iv. Computer and Computer System
 - f) Mention **ONE (1)** example for each of the following: **Free Mail Server, DBMS, Binary Number, Antivirus Software** and **System Software.**
2. Suppose a 32 bit computer is used to type the following statement and appears on the computer screen as follows: (Ignore double quotes) [10 Points]

"OUT KATAVI"

- a) Calculate the number of bytes associated with the statements.
- b) Calculate the number of bits associated with the statements.
- c) State the primary input and output devices for the statement.
- d) Where is the statement stored shortly after typing the statement?
- e) Comment the following relationship: 1 KB = 1000 Bytes. Is it correct? Why?

3. In brief, discuss the applicability of the **e-governance** and **e-banking** in Tanzania.

[5 Points]

4. Answer the following TRUE/FALSE questions:

[1 Each = 20 Points]

- a) In computer, default settings are selections that are applied automatically by the application unless you change them.
- b) Exactly and multiple are among the standard line spacing in MS Word program.
- c) You can use arrow keys on the keyboard to move within MS Word document, but it's not as fast as using scroll bars.
- d) The Print Preview command shows how your printed pages will appear, and gives you the ability to check your document and correct any errors before you actually print them.
- e) In MS Word program, to change or format text, you must first select it.
- f) Every Access table requires a primary key field.
- g) the figure that moves across the computer screen when the mouse is moved is called an icon.
- h) The Access screen is empty when you launch Access from the start menu.
- i) In MS Access program, tables have records which are (columns), and fields which are (rows).
- j) Access is called a database management system, because it enables you to create, organize, and manage a report from the data stored in a database.
- k) In MS Access program, a query is really nothing more than a question you ask Access about your data.
- l) In MS Access program, tables not relate data within a database.
- m) A database contains data separated into groups called tables.
- n) Access can be considered as a relational database.
- o) You must create tables before you can enter data in a database.
- p) The function of the TAB in the QWERTY keyboard is to move the cursor ten spaces to the right.
- q) The System Tray displays icons for programs that are loaded into memory, although not all programs place an icon in this tray
- r) The Windows tabs are used to switch between any open windows (programs, folders, documents, etc).
- s) Print quality is normally measured in dots per inch (dpi) while the printing cost is measured in terms of cost per page.
- t) The fundamental difference between a Trojan and a virus is that a virus on your computer executes autonomously, whereas a Trojan horse is constructed to be used directly by a remote intruder.
- u) Without a GUI, the user controls the computer using the keys on the keyboard, the process which is referred to as a Command Line Interface (CLI).
- v) MS DOS is entirely a case sensitive operating system.
- w) The standard DOS filename format uses 1-8 letter name, period, 3 letter extensions such as PROGRAM.EXE, DATA.DAT and LETTER.DOC.
- x) When specifying the directory path names in MS-DOS, the backward slashes (\) are used instead of forward slashes (/).
- y) Application Software acts as an interface between the hardware of the computer and the Operating Systems.
- z) The function of the BKSP or BACKSPACE in the QWERTY keyboard is to delete the character to the left of cursor and all highlighted text.

SECTION B – 45 % (Answer ANY THREE Questions)

5. In the study of MS Excel program:

[15 Points]

- a) Describe how to FILTER data in MS Excel 2003 program.
- b) Use the data given below and answer the following questions:

	A	B	C	D	E	F	G	H
1								
2		4	2	5	1	3		
3		7	0	3	4	2		
4		3	5	8				
5		6	8	9				
6								
7								

- (i). What is the result of evaluating the formula **=MAX (B1:F3)?**
- (ii). What is the result of evaluating the formula **=SUM (B3:D5)?**
- (iii). What is the result of evaluating the formula **=SUM (B3,D5)?**

c) Attempt the following MCQ questions related to MS Access program:

- (i) You can edit existing Excel data by pressing the
(A) F1 key (B) F2 key (C) F3 key (D) F4 key
- (ii) The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is
(A) G1 – G10 (B) B1.G10 (C) B1; G10 (D) B1: G10
- (iii) “Qtr 1, Qtr 2, Qtr 3” is an example of a
(A) Formula (B) Function (C) Series (D) Syntax
- (iv) A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?
(A) Go to File-Save As – Save As Type – Excel worksheet
(B) Right click on the spreadsheet tab and select DELETE
(C) Right click on the spreadsheet and select Insert – Entire Column
(D) None of above

6. Microsoft Windows XP is a popular operating system in most of today’s business: **[15 Points]**

- a) What is ‘**Control Panel**’? List down the procedures to create users in your computer.
- b) Explain the significance of ‘**My Computer**’ and ‘**My Document**’ facilities in MS Windows XP.
- c) Mention the name of the programs in MS Windows XP that perform the following tasks:
(i) Edit pictures (ii) Edit Text
- d) Explain how to access the ‘**On-Screen-Keyboard**’ in MS Windows XP.

7. In the study of internet technology: **[15 Points]**

- a) Distinguish between **LAN** and **WAN**.
- b) Define the following terms: **Internet Modem**, **Search Engine**, **Tele-working**, and **Internet Browser**.
- c) Attempt the following as **TRUE** or **FALSE**:
(i). WWW is a program on the Internet that use hypertext.
(ii). Web pages are the documents on the computer screen that contain hypertext.
(iii). A Home page is a webpage that has your name and address on it.
(iv). Hypertext is the word and phrase that have links to other web pages.
(v). Browser is software to access internet.
(vi). Google is a search engine.
- d) What are the long forms for each of the following abbreviation? **URL**, **ISP**, **HTML**, **HTTP**, and **WWW**.

8. When considering MS Access 2003 program: **[15 Points]**

- a) What is Database? Why is it important?
- b) Write short notes on **Table** and **Report** tools of the MS Access program.
- c) Discuss the following terms: **primary key**, **fields** and **records** as used in databases.
- d) Why do you understand by **database backup**? Why is it important?

Consider the database called saris with the following schema:

Student(*name, regno, sex, nationality, maritalstatus, address*);

Course(*coursecode, coursetitle, courseunit, coursecapacity, coursetutor, regno*);

- i. Suggest the primary key for each table.
- ii. Mention **TWO (2)** fields from each table.
- iii. What should be the foreign key in this database?

9. When considering a Microsoft Word 2003 program:

[15 Points]

- a) What do you understand by the **autocorrect feature** in MS Word?
- b) Explain how you can find text in MS Word document.
- c) Attempt the following as **TRUE** or **FALSE**:
 - (i). We can send E-mail directly by using MS Word.
 - (ii). Alt + F4 key is used to exit from MS. Word.
 - (iii). Alt + V key is used to paste text in MS Word.
 - (iv). We have to press Enter key to come into another line while working inside the paragraph.
 - (v). We use Delete key to delete the text before the cursor.
 - (vi). We can select the required text by using Shift + Mouse Key.
 - (vii). We should have to know the Spelling is incorrect, if the red underline below the any t
ext is appeared.
 - (viii). We can change the text with all capital form without retyping.

d) Match the following items:

	Part A		Part B
(i)	Standard alignment	(a)	Remove or delete text
(ii)	Copy, Paste and Cut	(b)	Change font and style
(iii)	Print file	(c)	Edit Menu
(iv)	Tools Menu	(d)	Save and Save As
(v)	Cut/Paste commands	(e)	Justify
(vi)	Format Menu	(f)	File menu
(vii)	File Menu	(g)	Spell Check

END
