

THE OPEN UNIVERSITY OF TANZANIA

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

OCP 100: INTRODUCTION TO MICROCOMPUTER STUDIES AND INFORMATION TECHNOLOGY I

ANNUAL EXAMINATION

DATE: Tuesday, 10 July 2012

TIME: 11:45 – 14:45 HRS

INSTRUCTIONS:

- This exam consists of **FOUR (4)** questions. Answer **ALL** questions
- 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.

1. Attempts the following short answer questions related to Information Technology: [40 Points]
 - a) Describe **THREE (3)** capabilities of 'Computer'.
 - b) Describe the **THREE (3)** parts of the CPU.
 - c) Mention **ONE (1)** example for each of the following: *Magnetic Disk, Voice Input Device, Productivity Software, System Software, Graphics Software, Database Software and Spreadsheet Program.*
 - d) Write the long forms of the following abbreviations as used in IT industry: **DBMS, WAN, HTTP, CRT, GIGO, OSS, ISP, WWW, USB, DVD, IBM, ERP, PDA and SASD.**
 - e) Calculate the size of the formatted external hard disk of capacity **200 GB** in terms bytes.
 - f) **Distinguish between the following:**

<i>i. Primary and Secondary Memory</i>	<i>ii. Data and Information</i>
<i>iii. Personal Computer and Supercomputer</i>	<i>iv. Server and Client computers</i>

2. Answer the following TRUE/FALSE questions: [1 Each = 22 Points]
 - a) Computer can function without CPU.
 - b) Computer can function without RAM.
 - c) The Recycle Bin is a default folder in MS Windows XP.
 - d) Onscreen message box or window that enables you to choose options and sends other information to a program is called dialog box.
 - e) MS Word can act as interface between the hardware of the computer and the operating system.
 - f) D41 is a position of cell in a Microsoft excel located at column D and row 41.
 - g) The major innovation in the second computer generation was the introduction of vacuum tubes.
 - h) The Shift key in the keyboard is often used to access commands.
 - i) Courier New is an example of MS Word font.
 - j) One limitation of computer is it lacks personality.
 - k) 1 DVD of **4.7 GB** is roughly equivalent to **18** flash disks of capacity **256 MB**.
 - l) In Microsoft Excel, a Workbook contains many worksheets.
 - m) In Microsoft Excel 2003, columns headings are numbered while rows are lettered.
 - n) Microsoft Excel 2003 uses file extension of .xls
 - o) In Microsoft Excel, if a cell contain values that they do not fit, the series of "#####" appears.
 - p) In Microsoft Excel, the absolute cell reference **05:05** represent the range of all cells in row **5**.

- q) Hotmail is not free internet mail server.
- r) In MS Windows XP, a computer administrator cannot delete a guest account, or can change its name.
- s) MS Windows XP has all calendars of the period 1980 to 2099.
- t) One computer cannot be installed with many operating systems.
- u) To protect a MS WORD file prepared in MS Office 2003, one has to go to TOOLS menu and click OPTIONS sub menu.
- v) Flash and Floppy disks are examples of magnetic disks.

3. Microsoft Office is one of the integrated application package used in computers whose operating system is Microsoft Windows. [20 Points]

- a) Distinguish between a **Workbook** and a **Worksheet** in the MS Excel program.
- b) Briefly explain how to insert a password in the MS Word document created in MS Word 2003.
- c) Write a keyboard shortcut to perform the following tasks in MS Word: (i) Move Text (ii) Redo Action
- d) 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 (B4:E1)**?
- (ii). What is the result of evaluating the formula **=SUM (B2:C5)**?
- (iii). What is the result of evaluating the formula **=SUM (B2,C5)**?
- e) What is a **DBMS**? Write short notes on **table** and **query** tools of the MS Access. What is the file extension for MS Access program?

4. Microsoft Windows XP is a popular operating system in most of today's business: [18 Points]

- a) Explain what '**Control Panel**' is and mention any **THREE (3)** settings that can be done in it.
- b) Briefly explain the function of '**My Computer**'?
- c) What does the command **DIR** mean in a MS DOS operating system?
- d) Mention any **TWO (2)** factors that slow down the growth of e-commerce in Tanzania.
- e) What do you understand by the term '**Computer Virus**'?

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