



**UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA**  
**SECOND SEMESTER EXAMINATIONS, MAY 2018**

**COURSE NO: GL 128**

**COURSE NAME: INTRODUCTION TO COMPUTING**

**CLASS: GD I**

**TIME: 2 HRS**

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Name: \_\_\_\_\_ Index Number: \_\_\_\_\_

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*This examination is in THREE sections. Section A, B, and C. Section A consists of multiple choice questions, Sections B and C are essay type questions. Answer ALL QUESTIONS.*

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**SECTION A (50 Marks)**

1. What is a computer network?
  - a) A group of computers that share the same power supply
  - b) A computer that can be used by different users simultaneously
  - c) Two or more computers connected together that can share data and programs
  - d) Any sets of computers manufactured by the same company
  
2. The electronic instruction stored in the memory of a computer that directs the computer to perform its tasks is termed as \_\_\_\_\_.
  - a) Hardware
  - b) software
  - c) Guide
  - d) GUI
  
3. Which of the following is not an internet protocol?
  - a) SMTP
  - b) FTP
  - c) HTML
  - d) HTTP
  
4. Microsoft Office can be classified under what heading of application software:
  - a) Spreadsheet
  - b) Database
  - c) Word Processor
  - d) Desktop Publishing
  
5. When you are typing an equation into a cell the first thing that must be entered is:
  - a) The first cell referenced
  - b) Parenthesis
  - c) Quotation marks
  - d) An equal sign
  
6. Memory that does not lose its content when the computer is out of power can be termed as:

- a) Failure                      b) Volatile                      c) Non-Volatile                      d) Processor
7. RAM is a non-volatile memory.  
a) True                      b) False
8. The memory for temporal storage of data on the computer is referred to as the:  
a.) BIOS                      b) ROM                      c) RAM                      d) CPU
9. Microsoft PowerPoint is a system software.  
a) True                      b) False
10. Which of the following is a function of the control unit of in a computer:  
a) Performs basic arithmetic operations  
b) Directs the operations within the a computer's processor  
c) Compares logical operations  
d) Compares operations like =, <, >, between two sets of data
11. Which of the following ports is suitable for sending or receiving large amounts of data in short distances?  
a) Serial Port  
b) Electrical wire port  
c) Parallel port  
d) Accelerated graphics port
12. The windows security settings which monitors and removes spyware from the computer is the?  
a) Windows firewall  
b) Windows defender  
c) Windows update  
d) Parental Control
13. The title bar in Microsoft Word displays information about the file and its content.  
a) True                      b) False
14. A(n) \_\_\_\_\_ is a request for information from a search engine.  
a) URL                      b) Query                      c) internet                      d) Web browser
15. The following is the shortcut key combination for Cut.  
a) Ctrl + Y                      b) Ctrl + P                      c) Ctrl + C                      d) Ctrl + X
16. Which of the following keys is used in combination with the mouse to select multiple non-contiguous files/folders?

- a) Ctrl                      b) Shift                      c) Alt                      d) Shift + Alt

17. Which of the following pop-up menu items from the power button switches to another user account on the computer after closing all of your open programs and Windows processes?

- a) Log off                      b) Switch user                      c) Lock                      d) Shutdown

18. Which of the following function keys is used to start a PowerPoint presentation from the beginning?

- a) F2 key                      b) Esc key                      c) F5 key                      d) F1 key

19. Softcopy is to a monitor as hardcopy is to a \_\_\_\_\_.

- a) Microchip                      b) Printer                      c) Microcomputer                      d) Speakers

20. A rectangular area of the screen that displays a program, data and/or information is called

- a(n) \_\_\_\_\_ a) Icon                      b) Cursor                      c) Window                      d) Monitor

21. An opening or socket on the mother board that can hold adapter cards is called \_\_\_\_\_.

- a) Adapter hole                      b) Expansion slot                      c) Console Board                      d) Diskette

22. The RAM can also be termed as the brain of the computer.

- a) True                      b) False

23. The feature that allows you to preview a document before it is printed is \_\_\_\_\_.

- a) Print review                      b) page review                      c) print preview                      d) page preview

24. How do you select an entire column in Excel?

- a) Select Edit > Select > Column from the menu  
b) Click the column heading letter  
c) Hold down the shift key as you click anywhere in the column.  
d) Hold down the Ctrl key as you click anywhere in the column

25. \_\_\_\_\_ is the process of obtaining a program instruction or data item from memory.

- a) Storing                      b) Executing                      c) Decoding                      d) Fetching

26. Which button do you click to add up a series of numbers?

- a) The autosum button
- b) The Formula button
- c) The quicktotal button
- d) The total button

27. To hold row and column titles in place so that they do not scroll when you scroll a worksheet

- a) Unfreeze panes command on the window menu
- b) Freeze panes command on the window menu
- c) Hold titles command on the edit menu
- d) Split command on the window menu

28. A(n) \_\_\_\_\_ is a kind of system software designed to help analyze, configure, optimize and maintain the computer.

- a) Device driver      b) Operating system      c) Utility program      d) Application software

29. To create a formula, you can use:

- a) Values but not cell references
- b) Cell references but not values
- c) Values or cell references although not both at the same time
- d) Values and cell references

30. \_\_\_\_\_ allows two or more geographically separated people to use the internet to transmit audio and video data.

- a) Podcasting                      b) Video Conferencing                      c) Blogging                      d) VTR

31. In order to reference a cell from a different worksheet, you must copy and paste that cell into the current worksheet.

- a) True                      b) False

32. Combining two or more table cells located in the same row or column into a single cell is known as \_\_\_\_\_

- a) Cell combination      b) Fusing cell    c) Merging cells      d) Splitting cells

33. To change the screen saver you can go from

- a) Control panel display  
b) Right click in desktop and properties  
c) Both of above  
d) None of these

34. Which of the following is not a font style?

- a) Bold                      b) Italics                      c) Superscript                      d) Regular

35. From which menu in PowerPoint can you access Pictures, Test Boxes, Charts, etc.?

- a) File                      b) Edit                      c) Insert                      d) View

36. Any URL consists of a *protocol* and a *URI*

- a) True                      b) False

37. Ama is creating a worksheet tracking her company's spending on a project. However, when viewing her document, she has noticed that some of the cells contain pound signs like in the example below.

1	July Spending	
2	Item	Amount
3	Carter Account	#####
4	Jackson Account	#####
5	Office Supplies	\$990.00
6	San Viejo Luncheon	\$550.47
7	Technology Update	#####

Which of the following suggestions would help Ama?

- a) Make the cell wider
- b) Change the number formatting in the cell
- c) Change the font format in the cell
- d) Delete the data and re-type it

38. John is the director of a summer camp. This spreadsheet contains campers' names, information, and their counselors.

	A	B	C	D	E	F	G
1	Campers Name	Gender	Birthday	Grade	Telephone Number	Parents Name	Counselor's Name
2	Johnny Jackson	M	5/12/2005	5	555-895-5595	Max & Clara	Mark King
3	Penny Lane	F	6/2/2006	4	555-786-5469	Arnold & Kelly	Jane Johnson
4	Elizabeth Shoemaker	F	10/4/2006	4	554-124-2693	Michael & Jan	Jane Johnson
5	Thomas Wilder	M	7/17/2004	6	555-213-2942	Jack & Dana	Zach Benson
6	Porter Michaels	M	2/3/2005	5	535-239-1279	Dave & Sarah	Mark King
7	Jaquan Fields	M	12/8/2003	6	545-879-9045	Joshua & Tricia	Zach Benson
8	Cierra Carter	F	1/15/2004	6	555-867-2945	Jerome & Kiara	Kelly Clemmons
9	Ian Somerfelder	M	9/6/2006	4	555-859-9809	Dennis & Kim	Paxton King
10	Lacy Goldstein	F	3/18/2004	6	535-293-4683	Ron & Renee	Kelly Clemmons
11	Kendra Tart	F	1/17/2005	5	554-258-2428	Donald & Lou	Kim Darden

Which two features will help him sort the list by counselor, and then print out a list containing only the campers' and counselors' names?

- a) Sort and Track Changes
- b) Format and Hide Columns
- c) Custom Sorting and Formatting
- d) Custom Sorting and Hide Columns

39. While reviewing her worksheet, Esi noticed she had made a mistake in several places and used the color name "burgundy" when she should have used "maroon". Which feature will allow her to correct her mistake the fastest?

- a) Search and Find
- b) Sort and Format
- c) Find and Replace
- d) Sort and Replace

40. Jacqueline wanted to find the average of all of her grades, but cannot get her function to work. Her spreadsheet is below. What error is Jacqueline making in cell C11?

	A	B	C	D
1	Assignment	Date	Grade	
2	Unit 1 Quiz	5-Feb	79	
3	Unit 1 Test	13-Feb	85	
4	Unit 2 Quiz	18-Feb	93	
5	Unit 2 Test	23-Feb	90	
6	First Quarter Project	25-Feb	87	
7	Unit 3 Quiz	10-Mar	71	
8	Unit 3 Test	13-Mar	95	
9	Unit 4 Quiz	19-Mar	83	
10	Unit 4 Test	25-Mar	86	
11			AVERAGE(C2:C10)	
12				

- a) She has the incorrect arguments
- b) She has the wrong function name
- c) She is missing an equal sign at the beginning of her formula
- d) The colon should be replaced with a dash (-)

41. Charles is creating a spreadsheet for work. Each time he opens Excel, he wants to be able to find the file quickly without having to browse for it. Which of the following options would you recommend to Charles?

- a) Save the file as a template
- b) Pin the file to his backstage view
- c) Save the file as a PDF
- d) Email the file to himself every time he makes a change

42. The title bar always displays on

- a) Top of the open windows
- b) Left side of the open window
- c) Right side of the open window
- d) All of above

43. What is a portion of a document in which you set certain page formatting options?

- a) Page
- b) Document
- c) Section





**Relevant Information:**

- Basic salary is the total normal hours worked multiplied by the hourly rate.
  - Overtime allowance is twice the hourly rate multiplied by the total overtime hours worked.
  - Welfare contribution is 10% of basic salary
  - Net Salary is the sum of basic salary and allowances less welfare contribution.
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- i) Write down the function for cell E2 that will compute the Overtime Allowance.
  - ii) Write down the function for cell F2 that will compute the Basic Salary.
  - iii) Write down the function for cell G2 that will compute the Welfare contribution.
  - iv) Write down the function for cell H2 that will compute the Net Salary.
  - v) Write down the function in cells G7 that will compute the total welfare contribution.

**SECTION C (30 MARKS)**

Answer all questions in this section by filling in your answers into the empty spaces provided

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1. List two ways in which a user can interact with the operating system
  1. ....
  2. ....
2. The five main components of a communication system are:
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
3. List three types of information stored in the primary storage:
  1. ....
  2. ....
  3. ....
4. List three advantages of having secondary storage
  1. ....

2. ....
3. ....
5. List three types of monochrome monitors
  1. ....
  2. ....
  3. ....
6. How is data transmitted in the following media:
  - a) Simplex            b) Half-duplex            c) Full-duplex
7. Write down the following abbreviations in full:
  - a) HTML            b) HTTPS            c) URL            d) TCP            e) IP
8. State an advantage each of the following data communication media:
  - a) Coaxial cable    b) Fiber-optic cable    c) Twisted-pair cable    d) Microwave transmission
9. State two reasons for networking.

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