



PAN AFRICA CHRISTIAN UNIVERSITY

END OF TERM EXAMINATION

GES1123: COMPUTER STUDIES

MONDAY, NOVEMBER 26, 2012

1800HRS – 2100HRS

INSTRUCTIONS

- This Exam Script has **TWO (2)** sections
- Answer **TWO** questions in section **A**, question **ONE** is compulsory and any **ONE** in section **B**.
- Write your **student number** on the Answer Booklet.
- Read all questions carefully before attempting.

PAN AFRICA CHRISTIAN UNIVERSITY
GES 1323: INTRODUCTION TO COMPUTER STUDIES FINAL EXAM

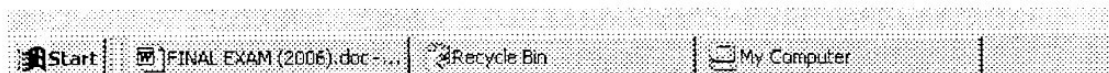
)

Instructions:

Answer only **two** questions in section A and only **one** question in section B. **Question 1 is compulsory.**

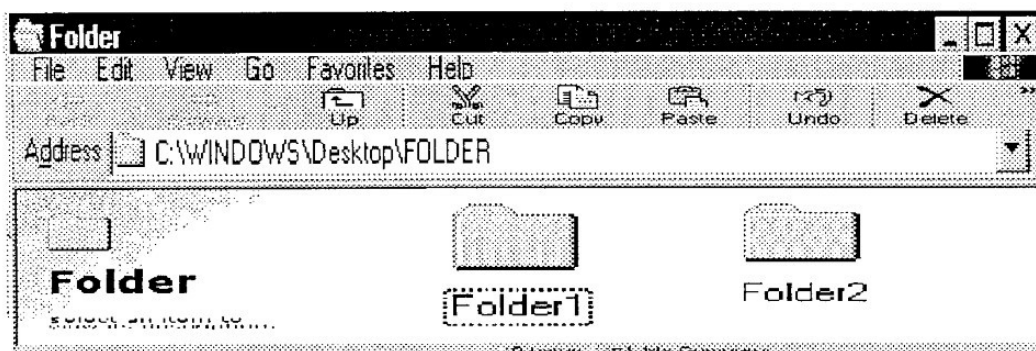
SECTION A: THEORY (50 MARKS)

1. Discuss the following words or concepts as they apply to computer technology:
 - a) Booting (4 marks)
 - b) RAM (2 marks)
 - c) Input device (4 marks)
 - d) Output device (4 marks)
 - e) CPU (2 marks)
 - f) CDROM (3 marks)
 - g) DVDRW (4 marks)
 - h) Drivers (3 marks)
 - i) File (2 marks)
 - j) Folder (2 marks)
2.
 - a) Explain the following facts:
 - i. The first generation computers were huge, and would be very hot during operation. (2 mark)
 - ii. The second generation computers did not heat up as much as the first generation computers. (2 marks)
 - iii. The fourth generation computers had a speed several millions more than the second generation computers (3 marks)
 - b) Discuss the following units of measurements in relation to computer technology:
 - i. Bit (3 marks)
 - ii. Byte (2 marks)
 - iii. Hertz (3 marks)
 - c) Discuss the following parts of the Windows Operating system taskbar
 - i) Start button (1 mark)
 - ii) Task manager (2 marks)
 - ii) System tray (2 marks)
3.
 - a) The diagram below is part of the taskbar. Buttons representing programs are showing on the taskbar, but these programs are not displayed on the desktop.



- i) Explain how the buttons were placed at the taskbar (2 marks)
- ii) Name the feature of the Windows operating system that makes it possible to open many programs together. (2 marks)

b) The diagram below shows the window of an open folder. Dorcas has a document called Word1 in folder 1.



- i) Describe all the steps of any one method that Dorcas can use to transfer **Word1**, from **Folder1** to **Folder2**; making sure that a copy of word1 is **retained** in folder1. (3 marks)
 - ii) Describe all the steps of any one method that Dorcas can use to transfer Word1 completely from **Folder1** to **Folder2**. (3 marks)
- c) Explain the following terms that are associated with internet resources:
- i. Uniform resource locator (URL) (2 marks)
 - ii. Address bar (1 marks)
 - iii. BCC (or bcc) (3 marks)
 - iv. Attachment (2 marks)
 - v. Browser (2 marks)

SECTION B – 30 marks

Answer **only one** question in this section.

4.

- a. Create a folder on the desktop at the computer you are using for this exam. You will save all your computer work in this exam in this folder. Name the folder **YourSurname**.
(2 marks)
- b. Open Microsoft Word to create a new document. Set the **top and bottom** margins to 1.5 inches (or 3 cm), and **left and right** margins to 1 inch (2.5cm). The filename for your document will be **YourFirstName**.
(5 marks)
- c. The text below is about the solar system. Type the text on a new page in your document and format it as instructed in 4(d), below. Don't draw the lines.

HINT: Don't do the graphic until you reach 4 (e) question (i).

(10 marks)

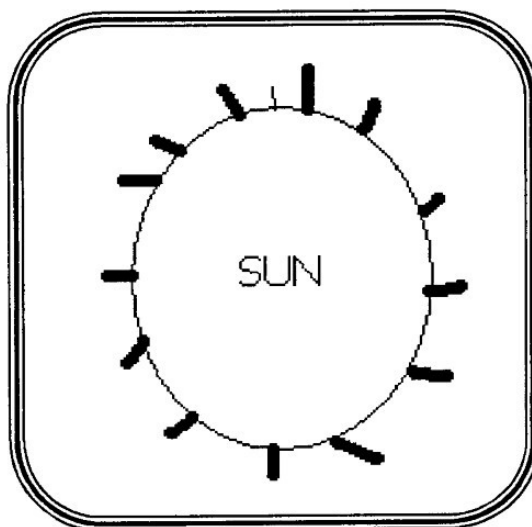
DEFINING THE DWARF PLANETS

The IAU has resolved that planets and other bodies, except satellites, in our Solar System be placed into three distinct categories in the following way:

- The planets
- Dwarf planets
- Small Solar System Bodies

A **planet** is a celestial body that:

- is in orbit around the Sun
- has sufficient mass for its self-gravity to overcome rigid body forces so that it assumes a hydrostatic equilibrium (nearly round) shape, and
- has **cleared the neighbourhood** around its orbit.



When an object achieves hydrostatic equilibrium, also known as gravitational relaxation, there are no gravitational imbalances in its surface. A global layer of liquid placed on this surface (assuming for argument's sake it would remain a liquid) would form a liquid surface of the same shape, apart from small-scale surface features such as craters and fissures.

d)

i) All text has font style **Times New Roman**, point size **12**, justified alignment.

(2 marks)

ii) All bullets are left indented at position 0.5 inches (or 1.5 cm) (3 marks)

iii) All bulleted text has a hanging indent at position 1 inch (or 2.5 cm) (3 marks)

e)

i. Make a drawing of the **Sun diagram** using **Microsoft Paint**, and then copy it into a textbox in the Microsoft Word file you created in previous sections of question 4.

(5 marks)

ii. The textbox should have a similar outline, with rounded corners. Make the textbox outline color blue. Ensure your diagram is almost a similar size as above, and does not extend outside of the right margin.

(5 marks)

5.

a) Create a folder on the desktop at the computer you are using for this exam. You will save all your computer work in this question in this folder. Name the folder **YourSurname**.

(2 marks)

b) Open the MS-Excel program. On sheet 1 enter data as in the table on page 5. Save the workbook as **YourFirstName**, in the folder you created in 5(a) above.

(8 marks)

c) Format the data you have entered as follows:

i. Merge and center A1:H1. Write the title **TITEX MILLS LTD** (3 marks)

ii. Merge and center A2:H2. Write the sub-title **FEBRUARY 2007 SALES (Ksh.)**

(3 marks)

iii. At cell E4, write **Basic Pay**. In this column, calculate the **basic pay** for each person. Basic pay is (Salary + Allowance).

(3 marks)

- iv. At cell F4 write, **Commission**. In this column calculate the sales commission for each person. Sales commission is calculated as **sales multiplied by 20% of the sales** (i.e. **Commission = Sales X 20%**) (3 marks)
- v. Sort the data in descending order by the sales column. (2 marks)
- vi. Change the column headings orientation to **15°**, and adjust columns and/or rows appropriately so that the headings are clearly visible. (2 marks)
- vii. Ensure that all contents of sheet 1 are **font size 14** except where specified otherwise. The contents should also be clearly visible. (2 marks)
- viii. Rename sheet 1 as **TITEX APRONS** (2 marks)

	A	B	C	D	E	F	G	H	I
1	TITEX MILLS LTD								
2	FEBRUARY 2007 SALES (Ksh.)								
3									
4	EMPLOYEE	SALES	SALARY	ALLOWANCE					
5	Oluoch, T.N.	250000	22000	12000					
6	Muli, R.M.	300000	25000	15000					
7	Keter, P.N.	120000	22000	13000					
8	Njeri, L.K.	220000	23000	10000					
9	Kimani, D.M.	140000	22000	14000					
10	Chacha, S.T.	300000	24000	12000					
11	Saitoti, V.F.	80000	30000	15000					
12									
13									
14									
15	Sales Commission Rate		20%						
16	Target Sales Level		250000						
17	Bonus Sales Comm. Rate		3000						
18									
19									