CS1TQ2 COTS Software Test Paper 13/12/2003

There are 15 questions, you should attempt to answer them all. You have 30 minutes to complete the test. If you require any extra space for your answer use the final page and indicate which question number you are continuing. Please write your name in the box above and put your initials into the box at the bottom right of each page. Each question is worth 2 marks, except for question 15 which is worth 7 marks.

Question 1) Imagine you are part of a project group. In Microsoft Outlook Express, how could you <u>automatically</u> move messages from any member of your group into a mail folder called "Project"?

Question 2) Give two examples of the Folders created automatically in Microsoft Outlook Express and explain what they are used for.

Question 3) Describe two ways in which you could possibly detect "spam" e-mail.

Question 4) Describe two features of the correct posture to adopt when using a desktop computer.

_____

_____

_____

_____

Question 5) What desktop features may change if you adopt a new desktop "Theme" in Microsoft Windows?

_____

_____

_____

_____

Question 6) In most Web Search dialogues what is the effect of prefixing a search term with the characters '+' or '-'?

_____

_____

_____

_____

Question 7) What is the difference between a "secure" and a "non-secure" web page?

_____

_____

_____

_____

Question 8) The vertical marks on the lines below represent a tab position. Show the effect of typing a tab character followed by "`some text`" if the tab alignment on each line is, from top to bottom, *left*, *centered*, *right*.

Question 9) In the context of a Web Browser, what is the function of a "Cookie"?

Question 10) In Microsoft Word, how would you insert a manual line break in a document? Why might you want to do this?

Question 11) Imagine you have a complex diagram consisting of many "autoshape" boxes on a Microsoft Powerpoint slide. Describe some of the ways in which you could emphasise the most important boxes.

Question 12) In Microsoft Excel ,what is the meaning of the error message "#####" displayed in a spreadsheet cell?

_____

_____

_____

_____

Question 13) Explain the difference between "absolute" and "relative" cell references in a spreadsheet.

_____

_____

_____

_____

Question 14) In a Microsoft Office product, describe how you would add additional functions to an existing toolbar.

_____

_____

_____

_____

Question 15) Give an example of an "integrated" Office Suite. Give examples of the types of integration found between packages. Discuss whether integration is a desirable feature of Office Suites.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Initials:

Continuation Page – Please state the question number

        Initials: