

# SUMMARY QUIZ<sub>1</sub>

## Marking

Hardware

Software

Microsoft Word

Microsoft Excel

General Knowledge

ASCII, Binary

Acronyms

**Total**

30	
11	
17	
10	
12	
6	
14	
100	

Name:

.....

Assessed By:

.....

## HARDWARE

1. Computers are generally discussed as belonging to at least four major categories, name the four categories and at least one common use of that category of computers: (16 marks)

i. .

ii. .

iii. .

iv.

2. Our notes and discussions covered four broad categories of Computer Hardware based on their function. Name these four categories and give two examples of each. (12 marks)

1.

3.

a.

a.

b.

b.

3.

4.

a.

a.

b.

b.

3. What is the difference between primary storage and secondary storage ? (2 marks)

## SOFTWARE

Software programs are loaded by computers into its 'memory' before the instructions are executed/performed. Software is often broken into a number of smaller categories.

1. What is the name (and acronym) for the category of software programs that talk directly to the hardware, works on behalf of other programs? (2 marks)
2. Write down 2 examples of this category. (2 marks)
3. Describe and give two examples of what applications are used for (3 marks)
4. What category is a general description for software commonly used for general maintenance work on computers? (2 marks)
5. What are compilers and development tools used for? (2 marks)

## MICROSOFT WORD

1. There are at least two ways of moving text within a word document. Describe at least one method of moving text from one part of a document to another (without deleting and re-typing.) (2 marks)
2. There are at least four different ways of saving a document you have created in Microsoft Word. Describe at least three different methods of instructing Microsoft Word to save a document. (6 marks)
3. What is the key sequence you must use to quickly generate the accented letters used in the Tonga Language (ä, ë, ï, ö, ü)? (5 marks)

ä

ë

ï

ö

ü

- Name at least one font that supports using the straight-line toloi in the Tonga language instead of the double-dot letters often seen in Newspapers. (2 marks)
- There are different steps for making word calculate and print the page number along with the document page. Describe at least one method for putting the page number on the lower right hand corner of the printed page. (2 marks)

## MICROSOFT EXCEL

Consider the following partially finished spreadsheet that represents the number of calories consumed by a group of friends for breakfast:

	A	B	C	D	E
1		<b>Breakfast Calories</b>			
2		<b>Muesli</b>	<b>Fruit</b>	<b>Yoghurt</b>	<b>Total</b>
3	Sepi				
4	Soane				
5	Kilifi				
6	Paula				
7					
8	Average				

- Write a formula to be entered in cell E5 that will represent Kilifi's total Calories from Muesli, Fruit, and Yogurt. (2 marks)
- Write down a formula to be entered in cell C8 that represents the average fruit Calories eaten by the friends. (2 marks)
- Write down the formulas required for B8, D8, E8 to represent the average for the column they are in: (6 marks)

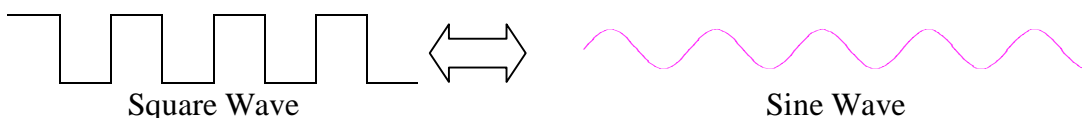
B8:

D8:

E8:

## GENERAL KNOWLEDGE

- What is the technical term used for converting the square wave digital signal (generated by digital computers) into sine waves required by analog telephone systems? (2)



- What is the acronym, name of the device used to perform the above conversion? (2 marks)

2. Describe two uses for a network (4 marks)
  
3. Given a diskette full of new fonts to add to your computer. Describe the actions you must use to install the new fonts from the diskette onto your machine (4 marks)

## ASCII AND BINARY NUMBERS

1. With the knowledge that 65 is the decimal value for ASCII "A", what is the binary value of A, B, C, D? (4 marks)  
  
A:  
B:  
C:  
D:
  
2. Today's new computers are mostly based on the Intel 32bit chip. What is the biggest number a 32-bit chip can directly calculate? (2)

## ACRONYMS AND PHRASES:

Define the meaning of the following acronyms and phrases commonly found in the Computer Industry: (14)

Acronym	Extended Meaning
IBM	
ASCII	
BYTE	
Kilobyte	
Megabyte	
HDD	
FDD	
modem	
NIC	
MS-DOS	
IO	
OS	
PC	
Spreadsheet	