Summary Quiz₁

Marking

Hardware	30	
Software	11	
Microsoft Word	17	
Microsoft Excel	10	
General Knowledge	12	
ASCII, Binary	6	
Acronyms	14	
Total	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

4. 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)

5. 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		Breakfast Calories			
2		Muesli	Fruit	Yoghurt	Total
3	Sepi				
4	Soane				
5	Kilifi				
6	Paula				
7					
8	Average				

1. Write a formula to be entered in cell E5 that will represent Kilifi's total Calories from Muesli, Fruit, and Yogurt. (2 marks)

2. Write down a formula to be entered in cell C8 that represents the average fruit Calories eaten by the friends. (2 marks)

3. Write down the formulas required for B8, D8, E8 to represent the average for the column they are in: (6 marks)
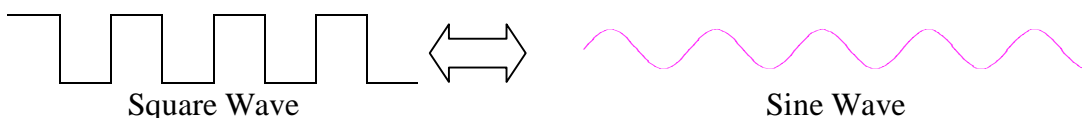
   B8:
   D8:
   E8:

GENERAL KNOWLEDGE

1. 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)

Square Wave   Sine Wave

1. 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	

SUMMARY QUIZ$_2$

Marking		
Hardware	21	
Software	8	
Microsoft Word	15	
Microsoft Excel	12	
General Knowledge	12	
ASCII, Binary	16	
Acronyms	16	
Total	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: (8 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 at least three examples of each. (12 marks)

1.	3.
a.	a.
b.	b.
3.	4.
a.	a.
b.	b.

3. Describe at least two differences between primary storage and secondary storage ? (1 marks)

SOFTWARE

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)

Name:..   Acronym: ....

2. Write down 2 examples of this category. (1 mark)

3. Describe and give two examples of what desktop publishing applications are used for (3 marks)

4. What category is a general description for software commonly used for general maintenance work on computers? (1 marks)

5. What are compilers and development tools used for? (1 marks)

MICROSOFT WORD

1. There are at least three different ways of formatting text to italic. Describe two different methods for formatting a selected text to italic. (2 marks)

2. Describe what happens when try to quit from Word for Windows without first saving changes to your document. (1 mark)

3. Without using the mouse, what is the key sequence you must use to quickly generate character formatting shown below: (4 marks)

    normal or regular :

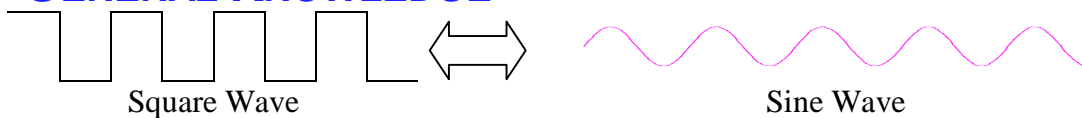   *italic:*

    bold :

    <u>underline :</u>

4. Describe two benefits of Word Processing over using a type writer to create documents. (2 marks)

5. Describe the steps you can use to re-arrange the toolbars (including the menu bar) in Microsoft Word. (2 marks)

6. Describe what is a hanging indent, and at least one method of creating a hanging indent. (2 marks)

7. You are given a list of numbers that have to be typed in so the last digit aligns with each other when typed into a column. What type of tab-stop do you use, and how do you set the tab stop? (2 marks)

MICROSOFT EXCEL

1. Describe what a cell reference is (2 marks)

2. Describe what a range is. (2 marks)

3. Describe what a cell label is and what it is used for. (2 marks)

4. Text in a cell can be aligned in at least three different ways, describe at least two of these alignments and how to set this alignment (4 marks).

5. You have just created a table and just realised that you need to insert an extra row above the row where you have created your Totals. Describe how you insert a new row, without having to retype any of the information. (2 marks)

GENERAL KNOWLEDGE

Square Wave   Sine Wave

1. What is the technical term used for converting back and forth between the square wave digital signal (generated by digital computers) into sine waves required by analog telephone systems? (2 marks)

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

3. The mouse you are using is not responding correctly when you move it up and down. Describe at least two methods of checking and maintenance for the mouse that you can perform. (4 marks)

4. 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 ASCII value of? (8 marks)

100 0100:
100 0001:
101 0100:
100 0101:

2. What is the binary value for the following: (6 marks)

75		101	
23		13	
41		19	

3. What is the biggest number a 8-bit chip can directly calculate? (2)

ACRONYMS AND PHRASES:

Define the meaning of the following acronyms and phrases commonly found in the Computer Industry: (16 marks)

Acronym	Extended Meaning
GUI	
WIMP	
IBM	
ASCII	
Bit	
Kb	
Mb	
HD	
FD	
Modem	
NIC	
MS-DOS	
IO	
OS	
PC	
RAM	

SUMMARY QUIZ$_3$

Marking

Hardware	21
Software	8
Microsoft Word	15
Microsoft Excel	12
General Knowledge	12
ASCII, Binary	16
Acronyms	16
Total	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: (8 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 at least two examples of each. (12 marks)

1.	3.
a.	a.
b.	b.

3.	4.
a.	a.
b.	b.

3. Describe at least two differences between primary storage and secondary storage ? (1 marks)

SOFTWARE

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)

Name:..   Acronym: ....

2. Write down 2 examples of this category. (1 mark)

3. Describe and give two examples of what desktop publishing applications are used for (3 marks)

4. What category is a general description for software commonly used for general maintenance work on computers? (1 marks)

5. What are compilers and development tools used for? (1 marks)

MICROSOFT WORD

1. There are at least three different ways of formatting text to italic. Describe two different methods for formatting a selected text to italic. (2 marks)

2. Describe what happens when try to quit from Word for Windows without first saving changes to your document. (1 mark)

3. Without using the mouse, what is the key sequence you must use to quickly generate character formatting shown below: (4 marks)

    normal or regular :

    italic:
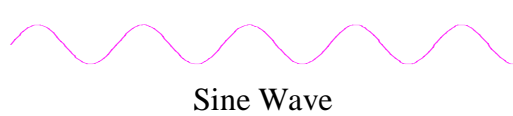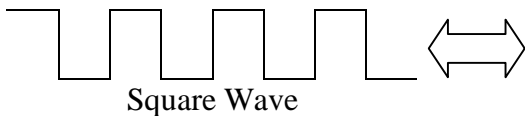
    bold :

    underline :

4. Describe two benefits of Word Processing over using a type writer to create documents. (2 marks)

5. Describe the steps you can use to re-arrange the toolbars (including the menu bar) in Microsoft Word. (2 marks)

6. Describe what is a hanging indent, and at least one method of creating a hanging indent. (2 marks)

7. You are given a list of numbers that have to be typed in so the last digit aligns with each other when typed into a column. What type of tab-stop do you use, and how do you set the tab stop? (2 marks)

MICROSOFT EXCEL

1. Describe what a cell reference is (2 marks)

2. Describe what a range is. (2 marks)

3. Describe what a cell label is and what it is used for. (2 marks)

4. Text in a cell can be aligned in at least three different ways, describe at least two of these alignments and how to set this alignment (4 marks).

5. You have just created a table and just realised that you need to insert an extra row above the row where you have created your Totals. Describe how you insert a new row, without having to retype any of the information. (2 marks)

GENERAL KNOWLEDGE

Square Wave

Sine Wave

1. What is the technical term used for converting back and forth between the square wave digital signal (generated by digital computers) into sine waves required by analog telephone systems? (2 marks)

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

3. The mouse you are using is not responding correctly when you move it up and down. Describe at least two methods of checking and maintenance for the mouse that you can perform. (4 marks)

4. 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 ASCII value of? (8 marks)

100 0001:
100 1001:
100 0100:
101 0011:

2. What is the binary value for the following decimal numbers: (6 marks)

16		124	
32		255	
49		62	

3. What is the biggest number a 16-bit chip can directly calculate? (2)

ACRONYMS AND PHRASES:

Define the meaning of the following acronyms and phrases commonly found in the Computer Industry: (16 marks)

Acronym	Extended Meaning
GUI	
WIMP	
IBM	
ASCII	
Bit	
Kb	
Mb	
HD	
FD	
Modem	
NIC	
MS-DOS	
IO	
OS	
PC	
RAM	

SUMMARY QUIZ₄

Marking

Hardware	20	
Software	8	
Microsoft Word	15	
Microsoft Excel	10	
General Knowledge	10	
ASCII, Binary, Hexadecimal	19	
Acronyms	18	
Total	100	

Name:

....

Assessed By:

....
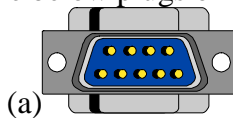
HARDWARE

1. Computers are generally discussed as belonging to at least four major categories, name the four categories and two manufacturers of computers in this category. (12 marks)

    i.   .

    ii. .

    iii. .

    iv.

2. Which of the below plugs on your computer do you connect the printer to ? (2 marks)

    (a)   (b)   (c)
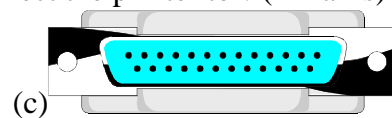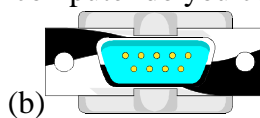
3. Which category of hardware devices would you put a printer into? (2 marks)

4. Which category of hardware devices would you put a mouse into? (2 marks)

5. Which category of hardware devices would you put a NIC? (2 marks)

SOFTWARE

1. Which software category does Microsoft Word and Microsoft Excel belong, and why? (2 marks)

2. Which software category does Microsoft Windows 95 belong, and why? (1 mark)

3. Describe and give two examples of what desktop publishing applications are used for (3 marks)

4. Name at least one program from the list of programs in the category of Tools and Utilities? (1 mark)

5. Name at least one program from the list of programs in the category of Compilers and Development tools. (1 mark)

MICROSOFT WORD

1. There are at least three different ways of formatting text to underline. Describe two different methods for formatting a selected text to underline. (2 marks)

2. Describe what happens when you try to quit from Word for Windows without first saving changes to your document. (1 mark)

3. Without using the mouse, what is the key sequence (otherwise known as shortcut-keys) you can use to quickly generate character formatting shown below: (4 marks)

   normal or regular :

   italic:

   bold :

   underline :

4. Describe two benefits of Word Processing over using a type writer to create documents. (2 marks)

5. What is the short-cut key in Microsoft Word for saving a document? (2 marks)

6. Describe what is a hanging indent, and at least one method of creating a hanging indent. (2 marks)

7. You are given a list of numbers that have to be typed in so the last digit aligns with each other when typed into a column. What type of tab-stop do you use, and how do you set the tab stop? (2 marks)

MICROSOFT EXCEL

1. Given a spreadsheet with contents of 25 in A3 and 32 in A5, write down the formula you would use to add up all the numbers between A1 and A6 and put the answer in A7. (2 marks)

2. Cell A5 needs to be changed to 11, describe step by step how you will make this change. (2 marks)

3. Cell A7, where the total is, needs to be formatted so it is bold and a larger size font. Describe step-by-step how to make these changes. (2 marks)

4. Row 1 to 6 all have numbers that need to be added down the column into Row 7. You have already created the formula (in Question 1) for Column A. Describe step-by-step how you can "fill" Column B to K with the same formula without having to use copy/paste or retype the formula.(4 marks).

GENERAL KNOWLEDGE

1. Two types of cabling is used at Queen Salote College's laboratory, which represents two of the most common cables used for LANs. What are these two cables called? (2 marks)

2. Name one benefit for each cable, and one disadvantage for each cable? (4 marks)

3. For one of the cabling systems, a network device is in the middle of the cabling. Give one name commonly used for this device, and what is its purpose ? (4 marks)

ASCII, BINARY, AND HEXADECIMAL NUMBERS

1. With the knowledge that 65 is the decimal value for ASCII "A", what is the ASCII value of? (5 marks)

100 0011:
101 0010:
100 0101:
100 0001:
100 1101:

2. Given that 16^3 is 4,096, 16^2 is 256, what is the decimal value of the following Hexadecimal numbers? (12 marks)

A1	_____	120	_____
A10	_____	41F	_____
220	_____	FF	_____

3. What is the biggest number an 8-bit chip can directly calculate? (2)

ACRONYMS AND PHRASES:

Define the meaning of the following acronyms and phrases commonly found in the Computer Industry: (18 marks)

Acronym	Extended Meaning
LAN	
WAN	
GUI	
WIMP	
ASCII	
Bit	
Kb	
Mb	
HD	
FD	
Modem	
NIC	
IO	
OS	
PC	
CD	
ROM	
RAM	

SUMMARY QUIZ5

Marking

Hardware	16	
Software	6	
Microsoft Word	13	
Microsoft Excel	9	
General Knowledge	8	
ASCII, Binary, Hexadecimal	31	
Acronyms	17	
Total	100	

Name:

....

Assessed By:

....
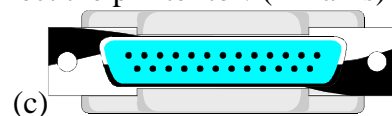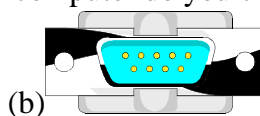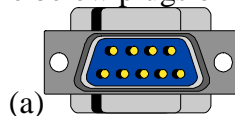
HARDWARE

1. Computers are generally discussed as belonging to at least four major categories, name the four categories and two manufacturers of computers in this category. (8 marks)

   i. .

   ii. .

   iii. .

   iv.

2. Which of the below plugs on your computer do you connect the printer to ? (2 marks)

   (a)   (b)   (c)

3. Which category of hardware devices would you put a printer into? (2 marks)

4. Which category of hardware devices would you put a scanner into? (2 marks)

5. Which category of hardware devices would you put a Modem? (2 marks)

SOFTWARE

1. Which software category does Microsoft Publisher belong, and why? (1 marks)

2. Which software category does MS-DOS belong, and why? (1 mark)

3. Describe and give two examples of what spreadsheet applications are used for (2 marks)

4. Name at least one program from the list of programs in the category of Tools and Utilities? (1 mark)

5. Name at least one program from the list of programs in the category of Compilers and Development tools. (1 mark)

MICROSOFT WORD

1. There are at least three different ways of formatting text to bold. Describe two different methods for formatting a selected text to bold. (2 marks)

2. Without using the mouse, what is the key sequence (otherwise known as shortcut-keys) you can use to quickly generate character formatting shown below: (4 marks)

   normal or regular :

   italic:

   bold :

   underline :

3. Describe two benefits of Word Processing over using a type writer to create documents. (1 marks)

4. What is the short-cut key in Microsoft Word for saving a document? (2 marks)

5. Describe what is a hanging indent, and at least one method of creating a hanging indent. (2 marks)

6. You are given a list of numbers that have to be typed in so the last digit aligns with each other when typed into a column. What type of tab-stop do you use, and how do you set the tab stop? (2 marks)

MICROSOFT EXCEL

1. Given a spreadsheet with contents of 25 in A3 and 32 in A5, write down the formula you would use to add up all the numbers between A1 and A6 and put the answer in A7. (1 marks)

2. Cell A5 needs to be changed to 11, describe step by step how you will make this change. (2 marks)

3. Cell A7, where the total is, needs to be formatted so it is bold and a larger size font. Describe step-by-step how to make these changes. (2 marks)

4. Row 1 to 6 all have numbers that need to be added down the column into Row 7. You have already created the formula (in Question 1) for Column A. Describe step-by-step how you can "fill" Column B to K with the same formula without having to use copy/paste or retype the formula.(4 marks).

GENERAL KNOWLEDGE

1. Two types of cabling is used at Queen Salote College's laboratory, which represents two of the most common cables used for LANs. What are these two cables called? (2 marks)

2. Name one benefit for each cable, and one disadvantage for each cable? (4 marks)

3. For one of the cabling systems, a network device is placed in the middle of the cabling. Give one name commonly used for this device, and what is its purpose ? (2 marks)

ASCII, BINARY, AND HEXADECIMAL NUMBERS

1. With the knowledge that 65 is the decimal value for ASCII "A", what is the ASCII value of? (5 marks)

100 0011:
101 0010:
100 0101:
100 0001:
100 1101:

2. Given that 16^3 is 4,096, 16^2 is 256, what is the decimal value of the following Hexadecimal numbers? (12 marks)

AA		120	
A0F		51F	
300		FF	

3. What is the HEXADECIMAL value of the following decimal numbers? (12 marks)

250		4095	
155		13	
1998		60	

4. What is the biggest number an 4-bit chip can directly calculate? (2)

ACRONYMS AND PHRASES:
Define the meaning of the following acronyms and phrases commonly found in the Computer Industry: (17 marks)

Acronym	Extended Meaning
LAN	
WAN	
GUI	
WIMP	
ASCII	
Bit	
Kb	
Mb	
BASIC	
REM	
Modem	
NIC	
IO	
OS	
PC	
CD	
ROM	