SUMMARY QUIZ₃

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:
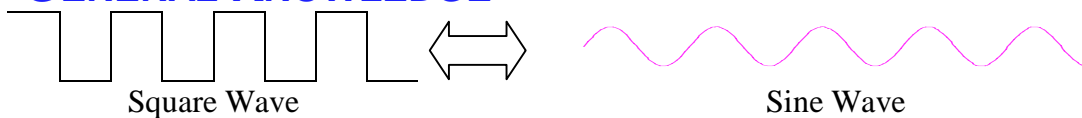
    bold :

    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	