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:

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Assessed By:

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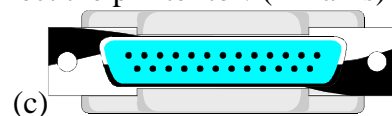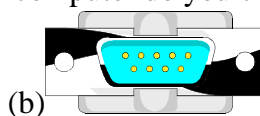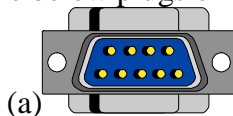
HARDWARE

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	