

BINDURA UNIVERSITY OF SCIENCE EDUCATION

FACULTY OF SCIENCE EDUCATION

DEPARTMENT OF EDUCATIONAL TECHNOLOGY

CS020 Computer Skills

Time 3 hours

MAR 2024

Instruction to candidates

Answer all questions, each question carries 20 marks

Question 1

- a. What is the difference between relative referencing and absolute referencing? [4]
- b. Given the screenshot below, answer the questions that follow.

Book1 - Excel (Product Activation Failed)

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	WPS PDF
Cut	Calibri	11	A <sup>+</sup> A <sup>-</sup>	Wrap Text	General			
Copy	B	I	U					
Paste	Format Painter							
Clipboard	Font	Alignment	Number	Condition Formatting				

  

	A	B	C	D	E	F	G	H	I
1	Items	Price per Item	Quantity	Total	Price including tax				
2	Tea leaves	US\$1.34	12						
3	Jade	US\$2.00	24				Tax		
4	Omo	US\$3.50	12				3.5		
5	Pegs	US\$0.78	15						
6	Softex	US\$3.30	36						
7	Vaseline	US\$0.60	40						
8	Ponds	US\$0.23	50						
9	Softener	US\$1.40	12						
10									
11									

- i. Write the formula that you will insert in cell D2 to find the total cost of given quantities of bread, note this formula will be dragged down to give the given quantities of each item. [2]
- ii. Write the formula that you will insert in cell E2 to find the price of the loaves of bread to be bought inclusive of sales tax. This formula needs to be dragged down to give the price of each kind including tax. [2]
- iii. Describe how you will arrange the items in alphabetical order. [4]
- c. Discuss five characteristics of a computer [8]

## Question 2

- a. Define the terms as used in word applications: [6]
  - i. Bold
  - ii. Cut
  - iii. Edit
- b. Define the following terms as used in Microsoft PowerPoint. [4]
  - i. Slideshow
  - ii. Animation
- c. Discuss the classification of computers according to size and capacity [10]

### Question 3

a. Carry out the following operations

i.  $11010_2 + 11011_2$  Giving the answer in binary [3]

ii.  $111001_2 - 10111_2$  Giving the answer in binary [3]

iii.  $553_8 - 236_8$  Giving the answer in octal [4]

b. What are the benefits of having Internet connectivity in a University? [10]

### Question 4

a. What is WAN? [2]

b. Give two advantages of wireless LAN over LAN [4]

c. Give two disadvantages of Wireless LAN [4]

d. Discuss the four main computer components. [10]

### Question 5

a. Discuss the measures you could employ to protect your from malware. [10]

b. Discuss five disadvantages of a graphical User Interface operating system [10]