knowledgeplus

Advance Computing

Week 3: Answers

Question 1:

Circle the right answer.

1. Which keyboard shortcut bolds selected text?
   A. **Ctrl +B**
   B. Alt + B
   C. File- Format-Bold
   D. All of A, B and C

2. What would you see while spell checking the phrase "My father was write"?
   A. The word "write" is misspelled
   B. No errors
   C. The verb of the phrase will be highlighted
   D. The phrase will be erased.

3. Which elements of a word-processed document can be displayed in colour:
   A. Only drawings
   B. Only text
   C. All elements
   D. All elements but only if you have a colour printer.

4. Which key moves your cursor from one cell to the next in a table?
   A. TAB
   B. SHIFT
   C. ENTER
   D. CTRL+ENTER

5. How many different documents can you open at the same time?
   A. One
   B. No more than three
   C. As many as computer memory can display
   D. As many as taskbar can hold.

6. How many margins are there on a page?
   A. Two (header & footer)
   B. Four(top, bottom, right, left)
   C. Two(Lanscape and portrait)
   D. Two (top and bottom)

7. A document in portrait prints:
   A. The same characters per line with the same document in landscape.
   B. More characters per line than the same document in Landscape
   C. Less characters per line than the same document in landscape
   D. Smaller fonts in order to fit the same amount of characters per line with landscape.

8. This word ***computer*** is in ……………………
    A. Bold and Underline
    B. Bold, Italics and Underline
    C. Caps and Underline
    D. Caps and Bold

9. This word is ~~computer~~……………
    A. Cut
    B. Underline
    C. Overline
    D. Centre Align

10. The 241 in X_{241} is ....
    A. Under Score
    B. Footer
    C. Emboss
    D. Subscript.

Question 2:

Tick True or False next to each of these statement

	True	False
A microprocessor carries the same function of a CPU	✓	
Esc key allows a command to be accepted		✓
ATM stands for Automatic transformer Machine		✓
A Mainframe cannot be connected to a network		✓
A floppy disk is a type of removable device	✓	
Supercomputers can only be used for research purposes		✓

Question 3:

Complete each sentence below using one word from the list given below

Multimedia	PIN	Microcomputers	Icons
Menu	ROM	Minicomputers	Bar code

a) Part of the memory that stores information permanently is called **ROM**
b) Computer based learning now uses **multimedia** which includes text, sound, effects, colorful graphic, animation and video.
c) **Microcomputers** are also known as personal computers
d) One needs to enter the **PIN** to be able to remove money from the ATM.
e) **Icons** is a list of a available commands in an application window.

Question 4:

A travel agency communicates with its customers through emails.

   a) What is an email?
   Email stands for "Electronic Mail". It is the sending and receiving of messages via the Internet.

   b) State two advantages of using email compared with using the normal postal service.
   - Email is very quick and cheap delivery as no need to pay for the stamps and envelope.
   - Computer files such as video, pictures, etc. can be attached to an email.

One of the biggest security problems for the travel agency comes from hackers who may introduce virus into the system.

   i. What is a virus?
   A computer virus is a program or piece of code designed to cause harm to a computer. IT is loaded in your computer without your knowledge and run against your wishes.

   ii. Write down two effects of virus
   - The computer can slow down.
   - Viruses can reduce memory or disk space.

   iii. State two measures that can be used to prevent virus attack.
   - New viruses are always being created so it is best to have an anti-virus program that automatically downloads updates.
   - Don't open email attachments or click on hyperlinks from unknown senders.

Question 5

A school keeps information on each of its students and part of the information contained on the computer file is shown below.

Admission Number	Surname	Date of Birth	Name of Responsible Party
2312	Doyle	09/12/84	Klive DOYLE
2344	Kendrick	03/06/85	Preety KENDRICK
2367	Smith	12/09/87	Hat SMITH
2380	Jones	09/01/86	Big JONES
2381	Jackson	01/01/86	Jesso JACKSON

   a) In all computer database systems there is a key field.
      i. What is a key field?
      Key fields are individual pieces of data that are unique. It is used to differentiate one record from another.
      ii. Why is it important to have a unique field?
      It is used to differentiate one record from another.

b) **Only part of the complete file is shown. Name 2 fields that could be added to this file and give a reasons for their inclusions**.
Field: Telephone or mobile number and address of the student.
Reason: Easy to contact in case of emergency correspondence.

c) **What type of field is Admission Number?**
Numeric