

## Section A

Answer all the questions by writing A, B, C or D in the boxes provided.

1. Which one of the following is not a function of DOS?  
A. To control all the hardware  
B. To manage information  
C. To run computer programs  
D. To create computer games.
  
2. When the computer is started, the DOS programs are loaded into the  
A. ROM  
B. RAM  
C. CD-ROM  
D. Floppy disk.
  
3. Which one of the following is **not** a DOS command?  
A. SHOW  
B. DIR  
C. FORMAT  
D. COPY.
  
4. A database contains many  
A. records  
B. lists  
C. bits  
D. disks.
  
5. Word Processing packages allow us to  
A. edit text  
B. save text  
C. print text  
D. all of the above.
  
6. A spreadsheet consists of  
A. columns only  
B. rows only  
C. rows and columns  
D. charts and tables.

7. DOS is a /an
- A. Application program
  - B. System software
  - C. User-designed software
  - D. Ready-made software.
8. Computer specialists working in software houses are called
- A. Computer hackers
  - B. Programmers
  - C. Engineers
  - D. Technicians.
9. Packages are user-friendly as they are
- A. Easy to learn and use
  - B. Easy to learn only
  - C. Easy to use only
  - D. Easy to program.
10. Accounting packages are used to monitor information related to
- A. sales
  - B. inventory
  - C. payroll
  - D. all of the above.

## Section B

1. State the DOS commands used to carry out the following tasks

Task	Command
a. Deleting Files	Ans: (DEL)
b. Copying files	Ans: (COPY)
c. Formatting a disk	Ans: (FORMAT)
d. Changing the name of a file	Ans: (REN)
e. Deleting a directory	Ans: (RD)

2. What do you need to connect your computer to the Internet?

Answers: Modems and Telephone line

3. Complete the following sentences.

- a) DOS stands for Disk Operating System.
- b) User-friendly means easy to learn and use.
- c) Electronic mail means sending letters over the phone using computers.
- d) A column heading in a table is called a field name.
- e) A filename has two parts: a name and an optional extension.

4. List three services offered by the Internet.

Answers: Access information in the Worldwide Web  
Email  
File transfers

5. Indicate whether the following statements are true (T) or false (F).

- a) A word processing package is used for payroll calculations. (    )
- b) A database package is used to create graphics. (    )
- c) To send or receive emails, you need an emailing software (    )
- d) One of the jobs of DOS is to control the peripherals. (    )
- e) All new floppy disks must be formatted. (    )

## Section C

1. What is Operating System? And Give **three (3)** examples of Operating System?

Answers: Operating System is part of the system software. It is a program that allows applications software to communicate with hardware.

- a) Windows Vista
- b) Windows XP
- c) Unix
- d) Linux
- e) MacOS

2. What are the functions of a word-processing package?

Answers: Create a new document  
Print a document  
Save a document on a disk  
Load a document from a disk  
Revise a document.

3. What is the main advantage of accounting packages?

Answers: They save a lot of clerical time.