

Student Name: _____ Id Number: _____
(Please PRINT) Last Name First Name

Introduction to Computing

W08

CIS*1200

Midterm

Wednesday February 27th 2008 5:30-6:50 p.m.

A-Sm, Rozhall 104 (seats 600)

Sn-Z, Rozhall 102 (seats 120)

Early Start (Conflicts) 16:00-17:30 MacK 236

Instructor: Allan G. Dyer

Page 2	Page 3	Page 4	Total
20	24	21	65

- Use a **Pen** please.
- Answer all questions in the space provided. Yours answers should be expressed clearly and to the point. No marks will be given for unclear answers; answers that cannot be read due to poor writing (i.e. a marker cannot read it); or questionable English.
- Use the back of the pages for your rough work if needed.

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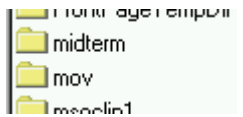
1. What is the purpose of this  icon? It is displayed in the bottom right hand corner of Windows XP.

2. Explain in general terms what would be returned from a Google search when you enter these words in the search box, **New York -Yankees** and hit submit. (1 mark)

3. When you are **planning** a web site, explain 4 areas that you should be thinking about? (4 marks)

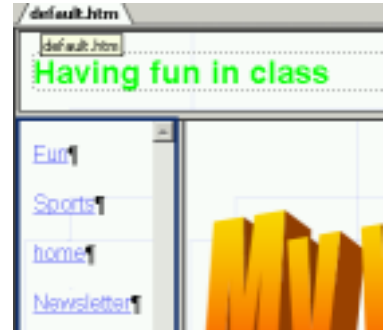
- a) _____
- b) _____
- c) _____
- d) _____

4. The following folders are displayed by My Computer. Using the **command sequence**, describe 2 **methods** for removing the **mov** folder from the computer using **My Computer**. (2 marks)



5. Give an example of a HTML tag _____

6. Note the list of links to other pages. (Fun, Sports , etc) Give the steps to add a new link to a travel page (the page, travel.htm, has already been created) and the index.htm is open on the screen in Expression Web.(3 mark)



7. Give the **command sequence** in Internet Explorer to remove the list of web sites that you have visited. (1 mark)

8. A web site that contains an **online personal journal** with reflections, comments and often hyperlinks is called a

_____.

9. What is the **command sequence** to create the following Word table? (3 marks)

Item	Price
Shoes	\$42.50
Pants	\$62.50

10. What is the different between an IP and a DNS address? (2 marks)

What is the big "W" feature called in Word? _____

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12. Give the **command sequence** in Windows XP to access the **Disk Cleanup** button for your hard drive. (2 marks)

13. Given the spreadsheet displayed on page 5, what is the formula in cell C6. _____
(use a function if possible) (1 mark)

14. What is the formula in cell D6. _____ You must be able to copy that formula into cells E6, F6 and G6 without making any alternations. (2 marks)

15. What is the formula in cell G12 (1 mark) _____

16. The image displayed on page 5 was generated from the above spreadsheet. Using **English phrases** indicate how the image was generated. (4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

17. Give the **command sequence** to change the first image for this question to the second image on page 5 (2 marks)

18. Using English phrases, indicate how the image on page 5 was generated from the spreadsheet given for question 13 (4 marks)

- i) _____
- ii) _____
- iii) _____
- iv) _____

19. This shaded text is high-lighted in a Word document.

There are 5 different methods/ways to move that text to the bottom of the page. Describe 3 of them. (3 marks)

20. What was the name of the animation on the **Midterm Stuff** page of the web site? _____

21. What is the advantage of a split keyboard? (1 mark)

22) Look¹ at the bottom of the page. Use the Word **command sequence** to describe how it was created. (3 marks)

- i. _____
- ii. _____
- iii. _____

¹ This information is for Question 22.


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23. Define the internet. (2 marks) _____

24. The following text, **For the midterm**, is displayed in Internet Explorer. When you put your mouse over the text in Internet Explorer, it appears like this, **For the midterm** What Expression Web feature was used to do this? _____

25. Define the Information Age (2 marks)

26. What does this  button do in Expression Web? _____

27. In what way does the feature in question 26 improve the design of web pages?

28. What is the **command sequence** to connect a style sheet to a web page that you are working on? Expression Web is open and your page is displayed on the screen.

29. One of the styles in the above style sheet is "h1" and you have used the "h1" style through out your web site. If you change the properties (i.e. change the colour of the text) of the "h1" style, what will happen in your web site.

30. Using **English phrases**, describe how the item on the right was created and placed here. (4 marks)

Midterm Question

31. In order to publish your web site, you need to know 3 things to get access to the course web server? (3 marks)
i) _____
ii) _____ iii) _____

32. This text is in a different font. Using English phrases, describe how you would change it to the same as this font using Word. (2 marks)

33. When the DVORAK keyboard was designed, what was the criterion for selecting the letters on the home row of the keyboard.

34. The name of the home page on most web sites is normally called _____ or _____ (give the file name and extension) (2 mark)

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Image for question 13 through 15

	A	B	C	D	E	F	G
1	Al's Used Cars and Trucks						
2	Sales	Price	Total	North	South	East	West
3	Cars	12000	360000	9	11	4	6
4	Vans	15000	585000	12	9	7	11
5	Pickups	11500	494500	1	6	34	2
6	Sub-total		1439500	299500	336000	544000	260000
7	Costs	75%					
8	Cars	9000	270000	9	11	4	6
9	Vans	11250	495000	12	9	12	11
10	Pickups	8625	379500	1	6	30	7
11	Sub-total		1144500	224625	252000	429750	238125
12	Profit/Loss		295000	74875	84000	114250	21875

Image for question 16

Scenario Summary			
	Current Values:	small	Bigger
Changing Cells:			
\$B\$7	75%	70%	65%
Result Cells:			
\$C\$12	295000	371300	447600

Images for question 17

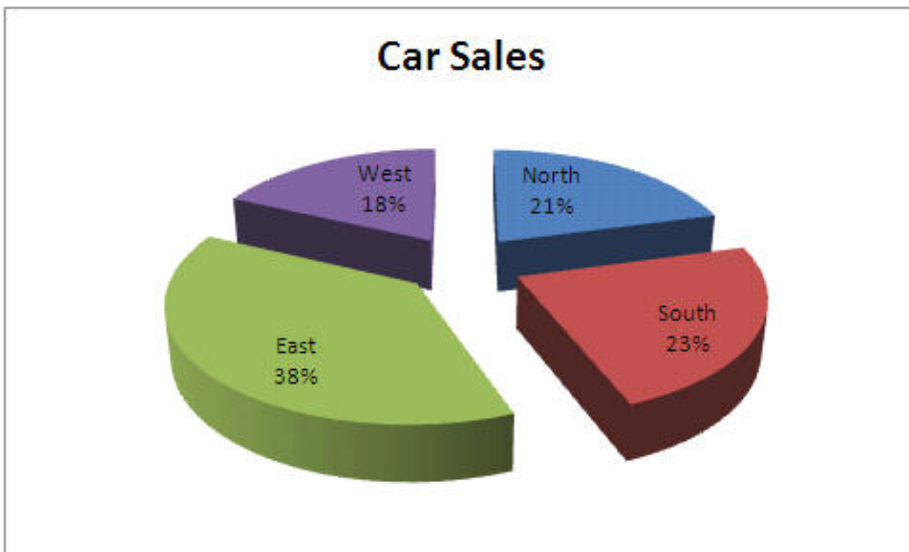
7	Costs	
8	Cars	9
9	Vans	11
10	Pickups	8
11	Sub-total	

Change this

to this

7	Costs	
8	Cars	
9	Vans	1
10	Pickups	
11	Sub-total	

Image for question 18



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1. stop USB mass storage device OR unplug or eject hardware (normally USB / memory stick)

2. List web sites with New York without Yankees in the url or description

3. any for 4 marks

- what is the objective of your web site
- what is the information that you need to support this objective
- what graphic appeal is needed (images, theme, layout, frames, etc)
- select your navigation structure
- target audience
- how are you going to maintain the site

4. any 2 methods (there may be others)

- right click over the mov folder and then select delete
- Select the mov folder and hit  button
- Select the mov folder and hit the del button on the keyboard
- Right click over Mov folder and then right click Recycle Bin, paste
- Click on mov folder and drag into trash can/Recycle bin
- Select mov folder, file, delete

5. <command> something </command>

or

<u> kjhasdhasd</u>

6.

- insert text (Travel) (1 mark)
- highlight text and hit hyperlink button (1 mark
 - (or control + K or insert, hyperlink))
 - right click and select hyperlink
- enter the page, travel.htm) (also type in the text if Insert, hyperlink)and hit okay (1 mark)
- this can be answered by creating a button
 - insert interactive button (1 mark)
 - select style and enter text (1 mark)
 - enter travel.htm in link (1 mark)
 - ok

7.

- tools, internet options, delete
- or tools, delete browsing history
- or tools, internet option, delete
- or Control H, select items, right click and delete (control H, delete/clear history got marks should not have)
- or click drop down arrow beside forward button,
- star button, select items, right click, delete

8. blog

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9. click insert tab (1 mark)

table button , select the size of the table 3x2(1 mark)
enter the information (1 mark)

or

click insert tab (1 mark)
table, insert table, select size 3x2 (1 mark)
enter the information (1 mark)

or

click insert tab (1 mark)
Table. Draw table, draw the table box and draw in rows and columns(1 mark),
enter the information (1 mark)

or

click insert tab (1 mark)
click and hold insert table button, drag cursor across 3 rows and 2 columns
enter info.

10. ip address is a numeric address of a computer (131.104.48.241) (1 mark)_

DSN address is the address of a computer in words (cis1200server.cis.uoguelph.ca) (1 mark)

11. drop cap (1 mark) all or nothing (no to drop down text)

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12. Open My Computer on screen with a double click or right click, open (1 mark)

- right click the C: drive and select properties (1 mark)

or

- start, programs, accessories (1 mark)
- system tools, disk cleanup (1 mark)

or

- start, My computer (1 mark)
- right click the C: drive and select properties (1 mark)

or

- start, control panel (1 mark)
- performance and maintenance, disk clean up (1 mark)

13. =SUM(D6:G6) or =SUM(C3:C5) =sum(C3, C4, C5)(no marks for =c3+c4+c5)

14. =\$B\$3*D3+\$B\$4*D4+D5*\$B\$5 or =\$B3*D3+\$B4*D4+D5*\$B5
or =sum(\$B3*D3+\$B4*D4+D5*\$ B5) or =sum(\$B3*D3,\$B4*D4,D5*\$ B5)
(1 mark for \$ and 1 mark for formula)

15. =G6-G11 or =sum(G6-G11)

16. 1 mark for each line if they have the idea. 4 marks

- Data tab, what if analysis, scenarios manager
- add scenario; name small, cell B7, value .7
- add scenario; name bigger, cell B7, value ..65
- summary, cell C12

17. highlight cells A8:A10 (1 mark)

and Align text right button under Home tab (1 mark)

or

highlight cells A8:A10 (1 mark)

and right click, format cells, alignment , right (1 mark)

18.

- Insert tab, Pie button (select style)
- Select the data button (or right click on chart, select data)
 - Select the value D6:G6
 - Select the labels D2:G2
- Select the title button and enter Car Sales

19. any 3 for 3 marks (not the details)

- right click on hi-lighted text and select cut --. Move to bottom and right click/ paste
- highlight shift delete, move to the bottom and shift insert
- click on the highlighted text and drag it to the bottom of the page
- use the buttons to cut, move to the bottom and paste
- use the control key combinations to cut and paste (1 mark)
 - hit control + x
 - Move the insertion point to the bottom of the page
 - hit control + V
- no mark if you hit returns to until at the bottom
- no marks for copy, paste, delete

20 cows with guns

21. easier on the user's body (wrist, arms, shoulders)

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22) (3 marks)

- **position cursor after look**
- **Reference tab, insert footnote**
- **type in message at bottom**

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23 a multinational collection/network of computer networks and gateways (1 mark) that use the TCP/IP protocol (1 mark)

24 Behaviours, (change property for ½ mark)

25. the term to describe the percentage of people (1 mark) involved in information technology sector (1 mark)

26. Insert layers

27. It give the designer better control over the positioning of information/text/images on the web page.

28. format, CSS styles, attach style sheet, file name

or

Task pane, Manage styles. Attach style sheet, file name

29. Say you changed the color of the text for “h1”, every occurrence of the “h1” style in your web site would change colour

30. Following 4 ideas

- insert tab, WordArt (or hit WordArt button)
- select style and enter text
- Right click, Format WordArt, layout, tight Or WordArt Tools, text wrapping, square
- Move item into its current position

31. 3 marks

- <ftp://ftp.cis.uoguelph.ca> or the ftp url for the student server
- login/username
- password/id number

32. Click on “Using ... Word” and check what the font is (1 mark)

- Highlight “This text...” and right click and change the font by using the font on the format bar (or Home tab, font, name of font from first step (1 mark)

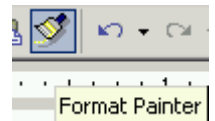
Or

Click on the “Using ... Word” phrase and select the paint brush (1 mark)

Highlight “This text...” and release (1 mark)

or

Highlight the text “This text...” and right click and change the font by using the font on the format bar and click thru them until you find a match (1 mark ONLY)



33. the MOST frequently used letters in the English language were located there.

- Faster and less errors got marks (NO marks)

34.index.htm or default.htm

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18. Explain what "track changes" does for you in a group project where the report is written in Word (1 mark)

24. Explain internet protocol. (2 marks) _____

24. The rules (1 mark) for exchanging data on a network (1 mark)

or

A set of rules and procedures (1 mark) that determine how a computer system receives and transmits data (1 mark)

26. What is the **command sequence** to change the left margin on a Word document to 2 inches? (2 marks)

26. click file , click page setup(1 mark)

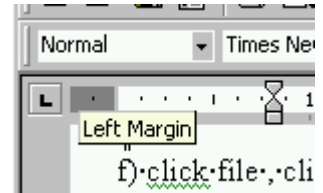
increase left margin to 2.0 inches, click ok (1 mark)

or

View, click ruler (or indicate that the ruler is showing (1 mark)

Click left margin (grey bar) and move to 2 (inches) (see images below) (1 mark)

27 server extensions - 50% got it



28. Explain the operating system feature called **automatic updates**. (2 marks)

28. any 2 of the following for 2 marks

- Reviews the current status of your operating system
- Connects to Microsoft and checks to see if the later versions available
- Download loads the latest updates and installs them

33. 10Base-T and 100Base-T relate to the _____ of the internet connection/cable.

33. speed/size/bandwidth

18. Name two types/standards of wireless connection for computers? (Not brand names like Rogers or Bell) (2 marks)

a) _____ b) _____

18

- wi-fi (wireless Fidelity) or 802.11
- Bluetooth
- Wireless B & G (1 mark)

36. Explain the difference between a computer and an information system? (2 marks)

36. really what I am looking for is the difference between the physical or hardware/software component and the more human components should people, data and procedures

- Computer is the hardware/physical device or a device that does input, processing, storage and output (1 mark)
- Information system is a combination of hardware(computer), software, data, people and procedures (1 mark)

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38. What is a Metasearch Engine? (2 marks) _____

38. a search engine (1 mark) that passes your query onto several other search engine to do the searches and return all answers to you(1 mark)

4. Several headings (1,2 and 3) have been applied in your document. Give the **command sequence** to create the image on the right in your Word document. (2 marks)

Virus protection for your computer.....	1
Connect to ResNet 02/03.....	1
Personal web sites.....	2
Guelph Grads among Canada's Young Leaders in a "Computing World".....	2
How to get an "A" in CIS*1200.....	2

**4. Insert, reference (1 mark)
index and tables, table of contents, classic, okay (1 mark)**

23) Give the Word **command sequence** to display only this page of the exam in 2 columns. (2 marks)

**23) highlight page of text (1 mark)
format, columns, two, ok (select column button, two, ok) (1 mark)**

25. Using the Word **command sequence**, describe how this text was displayed in this manner. (3 marks)

- a. _____
- b. _____
- c. _____

**25 Select the text, format, border and shading
select a box for the border option
select a shade from the shading option**

10. What is the main problem for entering text on a PDA (1 mark)

**10. fitting a keyboard on a small device to permit users to enter text quickly and easily
Stylus is slow and hard to use
telephone style keyboards are really slow.**

35 What is the **command sequence** to create the following Word table. (3 marks)

Item	Price
Shoes	\$42.50
Pants	\$62.50

**35 click insert table button which is followed by insert table button(1 mark)
select the size of the table 3x3 (1 mark)
enter the information (1 mark)**

or

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table, insert table (1 mark)

select size 3x3 1 mark

enter the information (1 mark)

or

click the table and border button (i.e. pencil in frame button) or Table. Draw table(1 mark),

draw the table box and draw in rows and columns(1 mark),

enter the information (1 mark)

or

click and hold insert table button

drag cursor across 3 rows and 2 columns

enter info.

31. Explain internet protocol. (2 marks) _____

31. The rules (1 mark) for exchanging data on a network (1 mark)

or

A set of rules and procedures (1 mark) that determine how a computer system receives and transmits data (1 mark)

45. Explain what "track changes" does for you in a group project where the report is written in Word (1 mark)

45. all the changes (additions, deletions, changes, etc) to the document are indicated and (the changes are tagged to the person that made the change – not needed to get the mark)

32. The very large number of features in Word was called _____

Creeping featurism or ????