

People's Democratic Republic of Algeria
Ministry of Higher Education and Scientific Research
Larbi Ben M'hidi University Oum El Bouaghi

Exam on computer science

Question 1 : What is a computer? Explain its role in information processing. (4pnts)

Question 2 : What is the Internet? Mention two main objectives of using the Internet in daily life. (4pnts)

Question 3 : CHOOSE ONE QUESTION TO ANSWER (4pnts)

- What is Microsoft Word and what are its primary uses?
- What is Microsoft Excel and what are its primary uses?

Question 4 : What are the main tools found in the toolbar of Word?

Question 5 : What are the steps to save and print a spreadsheet in Excel?

السؤال 1 : ما هو الكمبيوتر؟ اشرح دوره في معالجة المعلومات

السؤال 2 : ما هو الإنترنت؟ اذكر هدفين رئيسيين لاستخدام الإنترنت في الحياة اليومية

السؤال 3 : اختر سؤال واحد للإجابة عليه

- ما هو برنامج Microsoft Word وما هي استخداماته الأساسية؟
- ما هو برنامج Microsoft Excel وما هي استخداماته الأساسية؟

السؤال 4 : ما هي الأدوات الرئيسية الموجودة في شريط الأدوات في Word ؟

السؤال 5 : ما هي الخطوات اللازمة لحفظ وطباعة جدول بيانات Excel ؟

Good Luck

FEDDAL Nadia/géographie et aménagement du territoire/Semestre 1/Informatique 1 /section 1						
Matricule	Nom	Prénom	Note	Absent	Absence Justifiée	Observation
242434067514	عبيدات/ABIDAT	RITAGE NOUR ELYAKINE/رتاج نور اليقين	12			
242434044511	عياد/AYAD	NOR HANE/نورهان	16			
242436270201	بشته/BECHTA	ROUMISSA/روميسة	13,5			
222234045218	بخوش/BEKHOUCHE	SADJID ABD EL ILAH/ساجد عبد الله	19			
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222234008913	بلهوشات/BELHOUCHE	NADA/ندى	0			
212134002564	بن إدير/BENIDIR	AHMED CHOUAIB/أحمد شعيب	0			
242434006115	براح/BERRAH	AYA/آية	15			
242434057301	بوصيد/BOUSID	AYA/آية	15,5			
232334010915	بوزيان/BOUZIANE	Nour el houda/نور الهدى	11			
212134014314	داودي/DAOUDI	ISMAIL/إسماعيل	0			
212134000846	فلاح/FELLAH	ABOUBAKEUR/أبو بكر	19			
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242434044914	حلاق/HALLAK	HADIA/هادية	6,5			
242434041406	حلاق/HALLAK	IBTIHEL/إبتها	14			
242434019719	حمديس/HAMDIS	SOULEF/سلاف	8			
202034001492	هاملي/HAMLI	MOHAMED AYMEN/محمد أيمن	0			
212134004996	حمود/HAMMOUD	NASSIM/نسيم	0			
232334029002	حمودي/HAMMOUDI	DOUAA/دعاء	17			
242436261010	إيتيم/ITIM	BOUTHEYNA/بثينة	16			
242434044910	خنوس/KHENNOUS	KAMAR AYAT ARRHMANE/قمر آية الرحمان	11			
232334059919	العمرى/LAMRI	NOURELHOUDA/نور الهدى	0			
242434048909	معافي/MAAFI	DJOUMANA/جمانة	13			
242434031806	ماضي/MADHI	SARA/سارة	12			
232334073209	مزوز/MAZOUZ	HAROUNE/هارون	14			
242434012005	مدفوني/MEDFOUNI	ABDELAZIZ/عبد العزيز	0			
181834005316	مرابط/MERABET	ABDELOUAHAB/عبد الوهاب	0			
242434007001	مرازقة/MERAZKA	AMANI NOUR EL YAQINE/اماني نور اليقين	14			
212134002769	مساعيد/MESSAID	KHALED/خالد	15			
202034005549	ميهوي/MIHOUBI	ABDERRAHMANE/عبد الرحمن	0			
24124001095	صاحبي/SAHBI	Mohammed ELSaleh/محمد صالح	0			

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Model Answers

Question 1: What is a computer? Explain its role in information processing. (4 points)

A computer is an electronic device designed to process data and execute tasks according to a set of instructions or programs. It can perform a wide range of functions, including calculations, data storage, and information retrieval. The role of a computer in information processing includes:

- **Input:** Receiving data from various sources such as keyboards, mice, and other input devices.
- **Processing:** Manipulating, calculating, or analyzing data using the central processing unit (CPU).
- **Storage:** Saving data in memory or storage devices for future use.
- **Output:** Producing results in various forms such as displaying on a screen, printing documents, or generating sound.

Question 2: What is the Internet? Mention two main objectives of using the Internet in daily life. (4 points)

The Internet is a global network of interconnected computers that communicate and share information using standardized protocols. It allows users to access and share data, communicate, and perform various tasks online. Two main objectives of using the Internet in daily life are:

1. **Communication:** The Internet enables users to communicate through emails, instant messaging, video calls, and social media platforms, making it easier to stay connected with others.
2. **Information Access:** The Internet provides access to vast amounts of information, including news, educational resources, research materials, and entertainment, making it a valuable tool for learning and staying informed.

Question 3: Choose One Question to Answer (4 points)

- **What is Microsoft Word and what are its primary uses?** Microsoft Word is a word processing software developed by Microsoft. It is used for creating, editing, formatting, and printing text documents. Its primary uses include writing letters, reports, essays, creating resumes, and designing brochures. It offers various tools for text formatting, inserting images, tables, and other elements to enhance document appearance.

- **What is Microsoft Excel and what are its primary uses?** Microsoft Excel is a spreadsheet software developed by Microsoft. It is used for organizing, analyzing, and storing data in tabular form. Its primary uses include creating budgets, performing financial analysis, generating graphs and charts, tracking expenses, and managing data. Excel provides powerful functions and formulas to perform calculations and data analysis.

Question 4: What are the main tools found in the toolbar of Word? (4 points)

The main tools found in the toolbar of Microsoft Word include:

- **Home:** Contains tools for text formatting (font type, size, color), paragraph alignment, and styles.
- **Insert:** Allows the insertion of tables, pictures, shapes, hyperlinks, headers, footers, and more.
- **Design:** Provides options for document themes, colors, and page backgrounds.
- **Layout:** Offers tools for adjusting page margins, orientation, size, and spacing.
- **References:** Includes tools for adding citations, bibliographies, footnotes, and creating a table of contents.
- **Review:** Contains tools for spelling and grammar check, track changes, comments, and comparing documents.
- **View:** Allows changing the document view, zooming, and navigating through the document.

Question 5: What are the steps to save and print a spreadsheet in Excel? (4 points)

To save a spreadsheet in Excel:

1. Click on the **File** tab in the top-left corner.
2. Select **Save As**.
3. Choose the location where you want to save the file.
4. Enter a name for the file.
5. Click **Save**.

To print a spreadsheet in Excel:

1. Click on the **File** tab in the top-left corner.
2. Select **Print**.
3. Choose the printer you want to use.

4. Adjust the print settings as needed (e.g., number of copies, orientation, scaling).
5. Click **Print**.