



ICT COMPETENCE MOCK PAPER

DATE __8/01/2019__

TIME: 1 HOUR

GENERAL INSTRUCTIONS:

Students are NOT permitted to write on the examination paper during examination time.

This is a closed book examination. Text book/Reference books/notes are not permitted.

SPECIAL INSTRUCTIONS:

This examination paper consists Questions in Section A followed by section B.

QUESTIONS in ALL Sections should be answered in the answer sheet(s). Provided

- 1. Keep your phone(s) switched off at the front of the examination room.**
- 2. Keep ALL bags and caps at the front of the examination room and DO NOT refer to ANY unauthorized material before or during the course of the examination.**
- 3. Marks indicated in parenthesis i.e. () will be awarded for clear and logical answers.**
- 4. Write your FULL NAMES clearly on the answer sheet(s).**
- 5. DO NOT use your PHONE as a CALCULATOR.**
- 6. YOU are ONLY ALLOWED to leave the exam room 30minutes to the end of the Exam.**

SECTION A (20 Marks)

1. Word wrap means
 - A. aligning text with the right margin
 - B. inserting spaces between words
 - C. moving text automatically to the next line
 - D. None of the above.
2. You specify the save details of your file in the
 - A. Save As... dialog box
 - B. File Save dialog box
 - C. Save the File As... dialog box
 - D. None of the above
3. If you click on the Undo button
 - A. it will include the new text and remove the original text
 - B. it will remove the old text and restore the new text back
 - C. it will remove the new text and restore the original text back
 - D. none of the above
4. The word document can be zoomed up to a maximum of:
 - A. 100%
 - B. 200%
 - C. 400%
 - D. 500%
5. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
 - A. 8 and 72
 - B. 8 and 70
 - C. 8 and 82
 - D. 10 and 72

6. What is a Document Outline View?
- A. A View with a margins and gutter
 - B. A preview in a full screen
 - C. A view with a structure of heading at various levels
 - D. None of the above
7. In Word you can force a page break
- A. By using the Insert/Section break on the Insert tab
 - B. By positioning your cursor at the appropriate place and pressing Ctrl+Enter
 - C. By positioning your cursor at the appropriate place and pressing the F1 key
 - D. None of the above
8. Which option in File pull-down menu is used to close a file in MS Word ?
- A. Exit
 - B. Close
 - C. Shut down
 - D. None of the above
9. To convert a hyperlink e-mail address to regular text, right-click the e-mail address and then click _____ on the shortcut menu.
- A. Select Hyperlink
 - B. Remove Hyperlink
 - C. Edit Hyperlink
 - D. None of the above
10. Which of the following typically appear at the end of document for citation of source?
- A. Footer
 - B. End notes
 - C. Foot notes
 - D. None of the above

11. In the e-mail address abc@dfg.edu, "abc" is the?
- A. Password
 - B. server name
 - C. user name
 - D. client computer
12. Which one of the following is required when more than one person uses a central computer at the same time?
- A. terminal
 - B. light pen
 - C. digitizer
 - D. mouse
13. Which of the following technologies will you likely see in laptop computers?
- A. voice output systems
 - B. output controls
 - C. computer output microfilm
 - D. liquid crystal display
14. The brain of any computer system is
- A. ALU
 - B. Memory
 - C. CPU
 - D. Control unit
15. Which part interprets program instructions and initiate control operations?
- A. Input
 - B. Storage unit
 - C. Logic unit
 - D. Control unit

16. Which computer has been designed to be as compact as possible?

A. Mini Computer

B. Super computer

C. Micro computer

D. Mainframe

17. Which output device is used for translating information from a computer into pictorial form on paper.

A. Mouse

B. Plotter

C. Touch panel

D. Card punch

18. The list of coded instructions is called

A. Computer program

B. Algorithm

C. Flowchart

D. Utility programs

19. A large number of computers in a wide geographical area can be efficiently connected using

A. Twisted pair lines

B. Coaxial cables

C. Communications satellites

D. All of the above

20. A bar code reader is an example of

A. processing device

B. storage device

C. input device

D. output device

SECTION B (30 Marks)

- a) Discuss how the internet has revolutionized the telecommunication sector
(8 Marks)
- b) Outline the steps followed to automatically insert a table of content into your project proposal
(4 Marks)
- c) State **FOUR** benefits of using Computers
(4 Marks)
- d) Describe any **FOUR** types of Computers based on power and size (4 Marks)
- e) Explain the following terms (10 Marks)
 - a. Computer Network (2 Marks)
 - b. CPU (2 Marks)
 - c. ICT (2 Marks)
 - d. Firewall (2 Marks)
 - e. Router (2 Marks)