

SECTION A

1. One billion bytes are called a _____.
 - A. Kilobyte
 - B. Megabyte
 - C. Gigabyte
 - D. Terabyte
2. What difference does the 5th generation computer have from other generation computers?
 - A. Technological advancement
 - B. Scientific code
 - C. Object Oriented Programming
 - D. All of the above
3. Memory, also called random access memory _____.
 - A. Contains the electronic circuits that cause processing to occur.
 - B. Makes the information resulting from processing available for use.
 - C. Allows data, programs, commands, and user responses to be entered into a computer
 - D. Consists of electronic components that store data.
4. Instructions in the _____ tell the computer how to perform the functions of loading, storing, and executing an application program and how to transfer data.
 - A. Utility software
 - B. Operating system
 - C. Graphical user interface
 - D. Application software
5. Which method is used to connect a remote computer?
 - A. Device
 - B. Dial-up
 - C. Diagnostic
 - D. Logic circuit
6. Which of the following is not an output device?
 - A. Printer
 - B. Plotter
 - C. Flat Screen Monitor
 - D. Touch Screen
7. Which computer has been designed to accommodate 2-100 users at a time?
 - A. Mini computer
 - B. Super computer
 - C. Micro computer
 - D. Mainframe
8. An optical input device that interprets pencil marks on paper media is
 - A. O.M.R
 - B. Punch card reader
 - C. Optical scanners
 - D. Magnetic tape

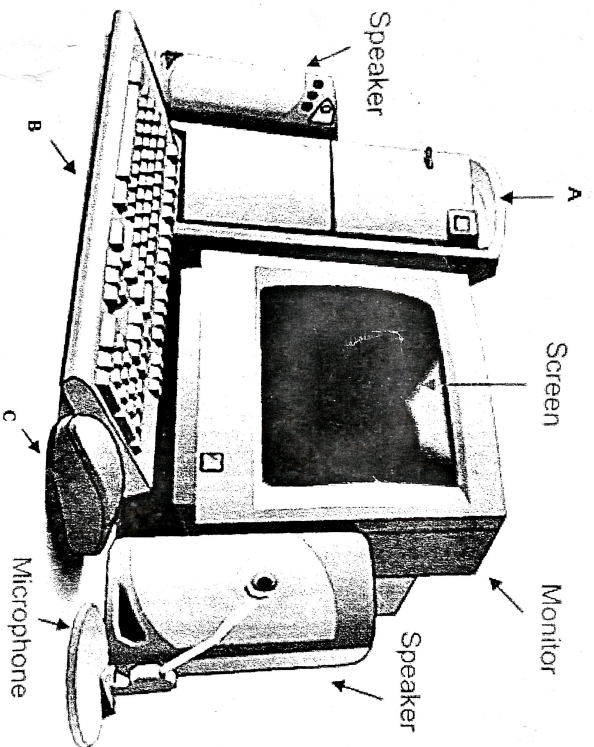
9. Which printer uses a combination of laser-beam & electro photographic techniques?
- A. Laser printers
 - B. Dot-Matrix
 - C. Line printer
 - D. Daisy wheel
10. The red wave underline in MS Word document indicates
- A. Spelling errors
 - B. Grammar errors
 - C. Address block
 - D. None of these
11. Windows 7 is the name of a/an
- A. Application software
 - B. Hardware
 - C. System Software
 - D. None of the above
12. Which function cannot be accomplished by an operating system
- A. Establish a user interface
 - B. Device management
 - C. CPU Scheduling
 - D. None of the above
13. Computer software is
- A. The tangible parts of a computer
 - B. Program instructions that are necessary for the computer to function
 - C. Program instructions that are not necessary for the computer to function
 - D. None of the above
14. System software includes:
- A. Programs that control and support operations of a computer system
 - B. Programs that control and support operations of specific organizational tasks
 - C. Programs such as operating systems, games, utilities and programming languages
 - D. Complicated set of programs that act together to allow business functions
15. Which of the following features should you use when typing in the notes text box?
- A. Slide show
 - B. Insert
 - C. Slide maser
 - D. Zoom
16. Which of the following should be used when you want to add a slide to an existing presentation?
- A. File, add a new slide
 - B. Insert, New slide
 - C. File Open
 - D. File, New
17. Which of the following is the default page setup orientation of slide in PowerPoint?
- A. Vertical
 - B. Landscape
 - C. Portrait
 - D. None of above

18. If you want your logo in the same position on every slide automatically, you insert it on the
- A. Handout master
 - B. Notes master
 - C. Slide master
 - D. All of the above
19. What are symbols used to identify items in a list?
- A. Icons
 - B. Markers
 - C. Bullets
 - D. Graphics
20. If you wanted to sort an employee file so that they would be listed alphabetically by last name and first name within individual zip codes (smallest to largest), which of the following would be the correct order of the sort?
- A. zip codes (ascending), then last name (ascending), then first name (ascending)
 - B. last name (ascending), then first name(ascending), then last name (ascending)
 - C. zip codes (descending), then last name(ascending), then first name(ascending)
 - D. last name (descending), then first name (descending), then last name (descending)
21. The number of columns and rows in a worksheet are
- A. 256 and 36500
 - B. 255 and 65536
 - C. 256 and 65536
 - D. 246 and 64536
22. When a formatted number does not fit within a cell, it displays
- A. #NAME?
 - B. #DIV/0
 - C. #DIV@
 - D. None of above
23. How many sheets are there in Excel Workbook by default?
- A. 2
 - B. 4
 - C. 5
 - D. None of above
24. A network that covers a large geographical area is called a _____.
- A. Local Area Network
 - B. Large Area Network
 - C. Wide Area Network
 - D. Distant Area Network
25. You can use the tab key to
- A. Move a cursor across the screen
 - B. Indent a paragraph
 - C. Move the cursor down the screen
 - D. A and B only

SECTION B

Question 1

The following screen shot shows some components of a computer.



- a) (i) Under which category of computers does the above computer fall in? [2]
- (ii) Identify components A, B and C. [3]
- (iii) Explain any four computer components that are found in A. [12]
- (iv) Describe four functions of an operating system. [8]

Question 2

a) Using Ms Word describe how:

- (i) To put bullet numbering; [3]
- (ii) To insert page numbering; [3]
- (iii) To insert picture in your document; [3]
- (iv) To centre align text; and [3]
- (v) To save the file using the name Exercise on the Desktop. [3]

b) How do you do the following basic features of a word processor:

- (i) Redo; [2]
- (ii) Zoom; [2]
- (iii) Print preview; [2]
- (iv) Find and replace; and [2]
- (v) Spell Check. [2]

Question 3

The following excel screen shot shows farm yield per year from 2005 to 2009.

	A	B	C	D	E	F	G
1		Yields for the period 2005 to 2009					
2		2005	2006	2007	2008	2009	
3	Farm 1	494	367	616	383	392	
4	Farm 2	459	457	563	606	475	
5	Farm 3	556	418	744	551	495	
6	Farm 4	568	702	620	511	410	
7	Farm 5	437	586	726	730	412	

Using data in the excel screen shot, write down an MS Office Excel formula to find:

- The average yield for year 2006 for all farms; [3]
- The highest yield for Farm 1; [3]
- The lowest yield for year 2008; [3]
- The total yield for Farm 2 for the five years; [3]
- The average yield for Farm 5 for the five years; [3]
- The total number of yield figures shown in the above excerpt; [3]
- The highest average yield for all farms for years 2005, 2007 and 2008; and [4]
- The overall highest yield for all the farms for five years. [3]

Question 4

- Explore the advantages and disadvantages of e-mail in business. [8]
- Suggest any five reasons why you might not recommend minors to use the Internet. [5]
- Compare Local Area Network and Wide Area Network. [6]
- Describe the societal implication and challenges of using IT. [6]

Question 5

- Differentiate functionality of Ms PowerPoint from Ms Word. [8]
- Describe how to carry out the following in Ms PowerPoint:
 - Adding animation effects – entrance, emphasis and exit; [4]
 - Adding a design with effects; [4]
 - Creating a presentation with five slides; [4]
 - Creating a photo album that plays continuously; and [3]
 - Running and exiting the slide show. [2]

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