MINISTRY OF EDUCATION AND HIGHER EDUCATION

FORM FOUR EXAMS, 2019

ICT



P/LAND NATIONAL EXAMINATION BOARD

MINISTRY OF EDUCATION AND HIGHER EDUCATION PUNTLAND NATIONAL EXAMINATIONS BOARD

Code	Number	
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FORM FOUR EXAMINATION 2019 Time 2 hours AND 10 minutes for reading

ICT

Instructions to candidates

- Answer all the questions
- This paper consists of 11 pages, count it and if any is missing inform your invigilator
- Do not write your name and roll number on the exam paper
- Make sure that student's profile is attached to the exam paper, if not, inform you invigilator.
- No extra paper is allowed.
- If you make a mistake, cross out the incorrect answer and write your correct answer.

This exam paper consists of following parts

Parts	Marks	
Part one: Mul ple Choice	30 marks	
Part two: Direct Ques ons	70 marks	
	Total: 100 Marks	

For the markers only

PARTS	MARKS
Part one	
Part two	
TOTAL	%

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PART ONE: MULTIPLE CHOICE

30 marks

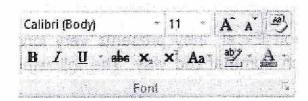
Question 1

The term used to describe all physical components of a computer is:

- A. Software
- B. Shareware
- C. Hardware
- D. Firmware

Question 2

Microsoft Office uses a variety of toolbars to accomplish tasks. The figure below displays one of the toolbars used by Microsoft Office.



What is the toolbar depicted in the figure used for?

- A. To manually change the look of characters in an office document.
- B. To automatically change the look of paragraphs in an office document.
- C. To manually change the theme of an office document.
- D. To automatically create and modify lists in an office document.

Question 3

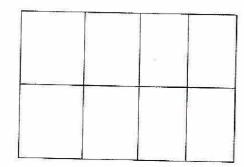
Microsoft Word has very useful toolbars that we use to format or finalize our documents professionally. What is the use of the following toolbar?

- A. To change the margins of the document
- B. To change font size, name and color
- C. To change or create new documents
- D. To write information on top and bottom of the pages of you document

One of the most common elements in Microsoft Word is the **table**. Tables are good for displaying information in a structured manner like reports, or a set of figures that you want to present in an organized manner.

All the following are the elements of the table EXCEPT

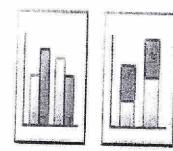
- A. Rows
- B. Columns
- C. Cells
- D. Text



Question 5

Charts are powerful features in Microsoft Excel, they presents very long and detailed information in a very much summarized way. The following figure is called:

- A. Pie chart -
- B. Column chart
- C. Bar chart
- D. Line chart



Question 6

In internet technology, what does the acronym WWW stand for?

- A. To identify international policy between world countries
- B. Collection of international languages
- C. World Wide Web
- D. World internet

Question 7

The horizontal lines of a Microsoft Excel sheet is called

A. Rows

C. Cells

B. Columns

D. Worksheet

Which of the following IS NOT an input device?

- A. Keyboard
- B. Microphone
- C. Monitor
- D. Scanner

Question 9

We use Microsoft Power point for;

- A. Presenting information in slides
- B. Documentation and formatting documents
- C. Calculation and graphical display
- D. Storing and retrieving data

Question 10

The device that shows the results of data processed in the computer is called:

- A. Input device
- B. Output device
- C. Processing device
- D. System unit

Question 11

In Microsoft Office Word, there are two types of document orientation that are supported. What are these orientation types?

- A. Portrait and Landscape
- B. Upright and Landscape
- C. Portrait and Facedown
- D. Landscape and Facedown

When defining the four sides of a document (top, bottom, left and right) we call it

- A. Page margins
- B. Watermark
- C. Document orientation
- D. Columns

Question 13

If someone wanted to calculate the total of the students in form one, the formula would be:

A.	=SUM(B4:C4)
В.	=SUM(B5:C5)
C.	=SUM(B6:C6)
D.	=SUM(B7:C7)

	Α	B	C .	D
1	Ga	araad Seco	ndary Sch	nool
2		students sta	itistics, 201	L 9
3	Class	Girls	Boys	Total
4	Form 1	122	200	322
5	Form 2	145	137	282
6	Form 3	200	234	434
7	Form 4	89	100	189
8	Total	556	671	1227

Question 14

With respect to Microsoft Office, what is the aim of the crop function?

- A. Discards the gray parts of a picture.
- B. Reduces the size of a picture
- C. Deletes parts of a picture
- D. Compresses a picture to reduce the file size.

Question 15

Which of the following is NOT social media program?

- A. Facbook
- B. Microsoft word
- C. Tweeter
- D. Instgram





PART TWO: ANSWER ALL THE FOLLOWING QUESTIONS (70 MARKS)

Question 1

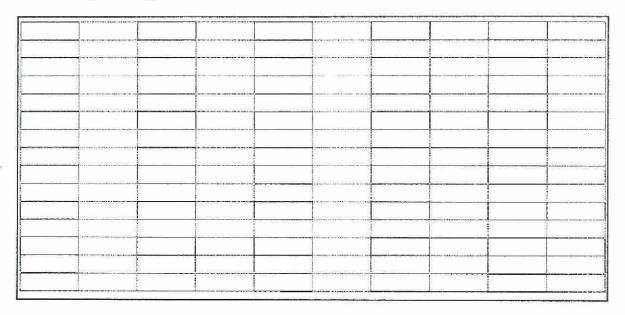
An Excel formula is an equation entered into a cell on a Microsoft Excel spreadsheet. These formulas are what make Excel so powerful. Following information is taken from Garaad Secondary School.

	A.	В	C	D
1	G	araad Seco	ndary Sch	nool
2	Q.	students sta	tistics, 20:	19
3	Class	Girls	Boys	Total
4	Form 1	122	200	322
5	Form 2	145	137	282
6	Form 3	200	234	434
7	Form 4	89	100	189
8	Total	556	671	1227

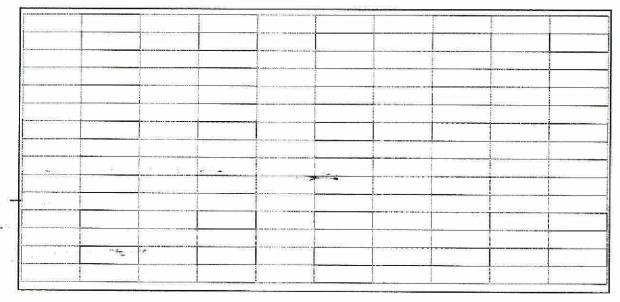
A. Write the formula used to calculate the sum of the following:	10 marks
A. Total of the boys	
B. Total of the girls:	
C. Total of the school:	
D. How would you calculate the difference between the total total girls:	al boys and



B. a) Draw a chart/graph showing the students of the four classes dividing into boys and girls 5 marks



b) Draw a chart showing the totals of the four classes 5 marks



The following table has the list of Storage and Input/Output Devices. Read them carefully and answer the following questions.

	Co	mputer device	S	
Laserjet Printer	Internal Hard Drive	DVD	Keyboard	Microphone
Flash disk	Scanner	Headphones	Mouse	Deskjet printer
Visual display unit	Digital Camera	External Hard Drive	Webcam	Speakers

a.	Name five storage devices in the above	e table:	(5 marks)
	1	2	
	3		
ì	5		
	Name five input devices from the above		(5 marks)
	3	4	
	5		
	Name Two printers in the table		(4 marks)
1		2	
d. I	List two output devices in the table		(4 marks)
9	1	2	

Match the following devices in column (A) with meaning in column (B) 10 marks

(A) Devices	(B) Meaning
1. CPU	a) Kilobyte
2. RAM	b) Hard disk drive
3. ROM	c) Compact Disk
4. HDD	d) Visual display unit
5. CD	e) World wide web
6. VDU	f) Central processing unit
7. GH	g) Read only memory
8. Kb	h) Random access memory
9. WWW	i) Giga hertz
10.	j)



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Question 4

The following is the list of storage units. Write them in ascending order of size (from smallest to largest) 12 marks

Kilobyte	Byte	Bit	Megabyte	Gigabyte	Terabyte
1	35037		2.	· 1	
3			4		
5			6		
Question	5				
Match the	following ic	ons with the	ir function.		10 marks

Underline a text	7.00 controls	(a)
2. Undo	. .	b)
3. Redo	19.	c)
4. Save	2↓	d)
5. Sort	31	e)
6. Cut	Ö	f)
7. Change color	B	g)
8. Format painter	A	h)
9. Past	<u>u</u>	i)
10. Insert table		j)



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END.