BASIC SCHOOL MOCK EXAMINATION
AUGUST, 2021
INFO. & COM. TECHNOLOGY
Essay Type
4 hour   **2 & 1**

Name …………………………………………

Index Number ……………………..…………

HOW PREPARED ARE YOU?

ANSWER ALL QUESTIONS in YOUR EXERCISE BOOK

Question 1

a) Define information and communication technology

b) State three (3) areas that ICT can be useful

c) What is the full meaning of ICT?

Question 2

a) Define the following terms

    I.   Technology

    II.   Communication

    III.   Data

    IV.   Information

b) Outline the difference between data and information

Question 3

a) Outline four uses of ICT in education

b) Identify ten careers in ICT

c) What is the duty of an ICT educator?

Question 4

a) Define information processing cycle

b) How many stages are there in the information processing cycle? Mention the stages of the information processing in their right order

c) State any three devices used at each stage of the IPC.

Question 5

a) In short sentence, define a file and folder.

b) Clearly distinguish between a folder and a file

c) State any two ways by which you can move a folder to a different location

Question 6

a) Define a computer

b) Define computer hardware and software. Give two examples each

c) What are the possible health hazards associated with long-term exposure to the following ICT tools?

    I.   Television

    II.   Computer

    III.   Mobile phone

    IV.   Radio

    V.   Public Address System

Question 7

a) What is booting in computer?

b) Name the two main types of booting used by the computer.

c) State the correct procedure used in turning off the computer.

d) State one function of each of the following hardware and two examples each:

    I.   Input device

    II.   Processing device

    III.   Output device

    IV.   Storage device

    V.   Communication device

Question 8

a) What five items on the menu bar of MS Word

b) List five toolbars in Microsoft Word

c) List five items found on the start menu in Windows XP

d) Mention three kinds of mouse.

Question 9

a) What are storage devices?

b) Mention two types of storage devices

c) State two uses of storage devices

d) Explain why it is important to have an external steerage device.

Question 10

a) What are input and

b) Mention five examples of input devices

c) Explain the various sections of the keyboard

d) Explain why mouse is an input device

Question 11

a) What are output devices?

b) Mention five examples of output devices

c) Distinguish between the Cathode Ray Tube (CRT) and Liquid Crystal Display

d) Mention three types of optical discs.

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Question 12

a) Explain the use of bullets in Microsoft Word

b) Explain the use of numbering in Microsoft Word document

c) Explain the importance of line spacing in text document

d) What is text alignment? Mention the four kinds of text alignment in MS-Word

Question 13

a) What are communication tools in ICT?

b) Mention three communication tools

c) State ten ICT tools you know

d) Explain one function of any of the ICT tools mentioned in (e)

Question 14

a) What is a printer?

b) How many types of printers do we have? Name them.

c) Explain the types of printer mention in (b) and give two examples each

d) How many types of spreadsheet applications do we have? Name them.

Question 15

a) Categorize each of the following as either input, output or storage device

Hard disk	
Keyboard	
Printer	
Scanner	
Mouse	
CD	

b) Give two examples of devices that can serve as both input and output devices,

c) What are peripheral devices

d) Explain the difference between storage device and storage media

Question 16

a) What is an e-mail?

b) What is an e-mail address? Give five examples.

c) What is an e-mail message?

d) State why it is important to provide a subject title to your email messages

Question 17

a) What is spreadsheet application?

b) What is work?

c) What are rows and columns in a worksheet?

d) Describe the following cells : *D15 , C181 , X210 , V35 and F9*

Question 18

a) What is the desktop screen?

b) Mention four features found on the desktop screen.

c) State three features of desktop icon

d) List two features of the desktop taskbar

Question 19

a) What is an operating system and why is it important?

b) What is a back up of a file and why is it important to back up your files

c) Mention four basic computer terminologies that you know?

d) List three types of application software that can be launched by the start menu button.

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Question 20

a) What is ribbon in Ms – Word 2007?

b) State three features of the ribbon.

c) State three tabs of Microsoft Word 2007

d) Describe how you will change the width of column E

e) Describe how you will change the height of row 3

Question 21

a) List three commands that can be used to transfer text or picture from one location to another.

b) State the keyboard shortcut keys of each of the commands listed in (i) above

c) Differentiate between hardcopy and softcopy of document.

d) State any three benefits JHS pupils can derive from the internet.

Question 22

a) What is malicious software?

b) Give three examples of computer malicious software

c) What is a computer virus?

d) Write five effects of computer viruses?

Question 23

a) Explain the term editing a document

b) State any three advantages of previewing a document before printing.

c) List any four tools that can be found on the drawing toolbar

d) List any four editing tools

Question 24

a) What is meant by the term saving a document?

b) List any three computer devices that can used to save a document.

c) State two advantages of saving a document.

d) What is an existing document or file in the context of a computer?

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Question 25

a) Explain the term margins as used in word processing.

b) State and explain the four margins of a standard single –page document.

c) What are the default margins of a page in word document?

d) How can a text be added to an existing document?

Question 26

a) What is educational software?

b) State two examples of educational software which can be used to provide information.

c) Explain how the **Auto sum** function of Microsoft Excel is used for addition operation.

d) Describe how you will align selected text to the centre of the page

Question 27

a) What is the meaning of insert command?

b) What are pictures in Microsoft Word Document?

c) Explain the importance of pictures in Microsoft Word Document.

d) State five examples of handheld computers

Question 28

a) What is a window?

b) Explain the term Microsoft Windows?

c) List down five versions of Microsoft Windows

d) Clearly differentiate between a window and Windows

Question 29

a) Define internet

b) Distinguish between the internet and network

c) Outline three advantages and disadvantage of the internet.

d) State five internet etiquettes (netiquettes)

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Question 30

a) What is a protocol?

b) Name three protocols used on the internet.

c) Define the following terms:

    I.   Web page

    II.   Hypertext

    III.   Search engine

d) List five uses of handheld computers

Question 31

a) Explain the term password and user name as used during the creation of an e-mail account.

b) What is Proxy?

c) Explain the following Top-Level Domains (TLD)

    I.   .com

    II.   .edu

    III.   .gov

    IV.   .net

    V.   .org

d) List ten places where computers are used

Question 32

a) Mention three criteria used for rating and selecting secondary storage devices. Explain any one of them.

b) What is floppy disk? Name the two types of floppy disks

c) Mention five secondary storage devices

d) Name three devices that serve as both input and output devices.

Question 33

a) Explain the following computer applications

    I.   Menu

    II.   Toolbar

    III. Title bar

b) State four functions of the title bar.

c) Explain the following:

    I.   Website

    II.   E-mail

    III. Server

    IV. Home page

d) Differentiate between the internet and the World Wide Web.

Question 34

a) State one function of each of the following components of personal computer.

    I.   Hard drive

    II.   Processor

    III. Memory

    IV. Power supply

b) State five safety precautions to take when using ICT tools

c) Mention five features of a web browser.

d) What is search engine? Give five examples

Question 35

a) Write down the units of the following in computing

    I.   Processing speed

    II.   Hard drive size

    III. Memory size

b) Explain five ways of using ICT tools to support learning

c) Write down two ways in which an icon on desktop can be opened.

d) What is a graphical user interface in computing

Question 36

a) List four sources of computer viruses

b) State five ways of sharing information on the internet

c) Mention five benefits of using ICT tools in learning

d) Mention three ways of preventing virus infection in computers.

Question 37

a) What is the full meaning of the following acronyms?

PSU	BIOS	DOS	AMD	GUI	TCP/IP
SMTP	URL	FTP	AT	ASCII	CDFS
BD-RE	BMP	DCIM	DDR	DNS	DPI
DDR-SDRAM	ECC	EDO	EEPROM	FPU	GBps
GIF	GIGO	GUID	HTTP	HTML	HDMI
ICMP	IDE	InterNIC	IRQ	Kbps	LPI
LED	MIDI	MAC	MP3	MPEG	MMX
NVRAM	NNTP	NetBIOS	OSD	ODBC	PATA
PCI	PnP	P2P	PROM	RPM	SVGA
RAMDAC	SMS	SRAM	SCSI	UPnP	
VoIP					
VRAM	XHTML	XT	WiFi	WAIS	W3C

Question 38

a) Briefly explain the following terms

   I. Booting

   II. Shutdown

   III. Stand by

   IV. Hibernate

   V. Boot failure

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b) Outline the steps that can be taken to perform the following actions to a text in Ms Word 2007.

    I.   Cut and Paste

    II.   Copy and Paste

c) When text is copied or cut in an Ms Word, it resides on the

………………………

d) Describe how you will select texts from word processing document using the mouse

Question 39

a) Briefly explain the following mouse actions:

    I.   Pointing

    II.   Clicking

    III.   Double- clicking

    IV.   Drag and drop

    V.   Right-click

b) Identify and explain six characteristics of valuable information.

c) Indentify five devices that can facilitate the distribution of information

d) What is meant by the term "multimedia"?

Question 40

a) What is computer threat?

b) What measures should be taken to avoid the threat of

    I.   Rodents

    II.   Theft

    III.   Dust particles on computer

c) Describe how you can safely a pen drive from a computer system.

d) Define ethics and copyright in the content of ICT.

e) Give the full name of the acronym WIPO and state its function

Question 41

a) Define the following terms as applied to computers.

    I.   Expandability

    II.   Head crush

    III.   Boot sector

b) What are expansion slots?

c) What is meant by Recycle bin?

d) Mention the forms of data

Question 42

a) What is Radiation?

b) List six gadgets that emit radiation

c) List five effects of radiation

d) Mention the five ways or forms of communication

Question 43

a) What is meant by the term installation?

b) State four function of operating system

c) State three relationship between hardware and software

d) State three differences between hardware and software

Question 44

a) List five examples of pointing devices

b) List five tools you may find on the context menu of a folder

c) what is a toggle key and modifier key

d) list four toggle keys and four modifier keys on the keyboard

Question 45

a) Define *Active window* and *Dialog box*

b) Distinguish between *Redo* and *Undo*

c) Distinguish between *Editing* and *Formatting* with five examples of tools use to perform each

d) Distinguish between *Keyboard Keys* and *Keyboard Key Character*

Question 46

a) List five keyboard symbols which do not require the use of shift key when typing them

b) What is the difference save and resave as applied to documents

c) Distinguish between Save and SaveAs command

d) State three functions of the Recycle Bin

Question 47

a) Explain the following

    I.   Copyright law

    II.   Copyright infringement

    III.   Piracy

    IV.   Pirate

    V.   Plagiarism

b) List the three types of intellectual property rights

c) Define the types of intellectual property rights mentioned in (b)

d) List five technologies used to access the internet

Question 48

a) State the items needed to connect to internet

b) Create a folder name "STORY" on the desktop

c) Rename the folder "STORY" to "PEACE"

d) Outline the steps to move the folder "PEACE" to the folder "VISION" on the desktop

e) What can you do to know the storage capacity of a folder

Question 49

a) What is port?

b) List five ports you may find on your computer

c) Describe the port listed in (b)

d) List 10 devices that can be used on USB port

e) State five devices that use Bluetooth technology

Question 50

a) Copy and complete the table below

NO	Column and Row numbers	Cell reference
1	Column 9 Row 12	
2	Column 5 Row20	
3	Column 12 Row 2	
4	Column 20 Row 2	
5	Column 1 Row1	

b) Mention the two main parts of a file

c) Outline three advantages of Word Processing with the use of the computer over the use of the typewriter

d) State two disadvantages of Word processing

e) State two reasons why the internet at certain times of the day becomes slow