

Section I: Rewrite the highlighted sentences and complete with the corresponding responses as the answer. Example; Answer: The maximum storage capacity of CD is: Choose the response to complete the sentence.

01. What is the maximum storage capacity of CD? **3marks**

- a) 1.44 MB b) 2 GB c) 4.7 GB
- d) 700 MB e) 2 TB

Answer: The maximum storage capacity of CD is:

02. What is the maximum storage capacity of DVD? **3marks**

- a) 1.44 MB b) 2 GB c) 4.7 GB
- d) 700 MB e) 2 TB

Answer: The maximum storage capacity of DVD is:

03. Some of the following devices are not INPUT devices? (Choose two). **3marks**

- a) Scanner b) Monitor c) Keyboard
- d) Printer e) Mouse

Answer: The following devices are not INPUT devices:

04. The device which is used to convert a picture (or photo) in a digital format (file format) so the picture can be viewed in computer or be saved on storage media, is called : **3marks**

- a) Printer b) Mouse c) Scanner
- d) Speaker e) Microphone

Answer: The device which is used to convert a picture (or photo) in a digital format (file format) ..., is called:

05. Which two characteristics make laptops a better choice than desktop computers? **3marks**

- a) Mobility b) Functionality c) Size
- d) OS installed e) Internet

Answer: Two characteristics make laptops a better choice than desktop computers; they are:

06. Select only the correct assertion among the given assertions bellow: **4marks**

- a. A FILE is an information container and It can be opened using a given application such as Microsoft Word, Excel, and Media player
- b. A FOLDER is an information container and It can be opened using a given application such as Microsoft Word, Excel, and Media player
- c. A FOLDER is a container that facilitate the folder and file structure organization and also a container for files and sub folders
- d. A FILE is a container that facilitate the folder and file structure organization and also a container for files and sub folders
- e. All the above assertion are wrong

Answer: The correct assertion among the given is:

07. There are many ways to delete a file or a folder. Select two correct options of the following options given below : **4marks**

- a. Using the mouse select the file or the folder to delete and double click on the file or the folder
- b. Using the mouse select the file or the folder to delete and hit (press) on the keyboard the button DELETE and confirm by clicking on OK button
- c. Using the mouse select the file or the folder to delete and hit (press) on the keyboard the button CTRL + DELETE and confirm by clicking on OK button
- d. Using the mouse select the file or the folder to delete and right click on the file or folder to delete and on the pop-up list menu select and click on DELETE and confirm by clicking on OK button
- e. All the above options are false none of the options will delete the file or the folder.

Answer: Two correct options to delete a file or a folder:

08. The following list has different devices , choose only OUTPUT devices : **3marks**

- a) Wireless keyboard b) Touch screen c) Laptop Webcam
- d) Scanner e) LaserJet Printer f) Mouse pad

Answer: From the given list of different devices, these are the OUTPUT devices:

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09. The best software that can help to create exciting slides show presentation, and being a best choice for teachers and presenters , is called : **3marks**

- a) Microsoft Access b) Microsoft Word c) Microsoft Power Point
- d) Microsoft Excel e) Microsoft Info Path

Answer: The best software that can help to create exciting slides show presentation, and being a best choice for teachers and presenters, is called :

10. Which one of the following is a result of compressing a file? **3marks**

- a) The file is deleted. b) The file size is smaller.
- c) The 3 character extension is hidden d) All file properties are lost.

Answer: The following is a result of compressing a file:

11. The advantage of using a spreadsheet is: **3marks**

- a. Calculations can be done automatically
- b. More flexibility
- c. Changing data automatically updates calculations
- d. All of the above
- e. None of the above

Answer: The advantage of using a spreadsheet is:

12. Two of the following devices are not input nor output devices; (select the two)

3marks

- a) Screen b) Fax machine c) Headset
- d) Copier machine e) Cordless mouse

Answer: The following devices aren't input nor output devices:

13. File and folder are different. Choose two statements that are correct : **4marks**
- a) A folder can contain subfolders and files.
 - b) A file can contain information and folder.
 - c) A folder will have always an extension to determine the application that reads it.
 - d) A file is a container of Data and/or Information.

Answer: File and folder are different:

14. Two of the following devices are not permanent storage media or devices? **4marks**
- Hard disk
- a) DVD b) RAM c) Flash disk d) CPU

Answer: The Two following devices are not permanent storage media or devices:

15. In Microsoft word the terms Portrait and landscape are : **3marks**
- a) Page size b) Page layout c) Page orientation
 - d) All of above are correct e) None of above

Answer: In Microsoft word the terms Portrait and landscape are:

16. Which of these is a correct of Email address? **3marks**
- a) contact.website.com b) contactwebsite.com
 - c) contact@website.com d) contact@website@com

Answer: The correct Email address is:

17. In Microsoft Excel, when typing a formula (equation) into a cell the first thing that must be entered is: **3marks**
- a) The first cell referenced b) Parenthesis c) An equal sign
 - d) Quotation marks e) None of the above

Answer: In Microsoft Excel, when typing a formula (equation) into a cell the first thing that must be entered is:

Section II : Choose and Answer any Three (3) questions 45marks

18. Write in full the following words : **15marks**
- a) CPU b) RAM c) ROM
 - d) USB e) CD-ROM/DVD

19. What is the difference between a Desktop computer and Laptop computer? **15marks**

20. Outline the differences between downloading and uploading a document on internet. **15marks**

21. Differentiate an Application Program and an Operation System Program by giving two (2) examples on each. **15marks**

22. Talk about the differences between line spacing and paragraph spacing in Power Point. **15marks**