TVET – Computer Skills B

T108

Tuesday, 27/11/2018

02:00 – 05:00 PM

WORKFORCE DEVELOPMENT AUTHORITY

P.O. BOX 2707 Kigali, Rwanda Tel: (+250) 255113365

ADVANCED LEVEL NATIONAL EXAMINATIONS, 2018, TECHNICAL AND PROFESSIONAL STUDIES

EXAM TITLE: COMPUTER SKILLS B

OPTIONS:

"Electricity (ELC); Hotel Operations (HOT); Tourism (TOR); Finance and Banking (FIB); Sculpture and Ceramics (SCE); Graphic Arts (ART)"

DURATION: 3 hours

INSTRUCTIONS:

The paper is composed of **two (2) main Sections** as follows:

Section I: Fifteen (15) compulsory questions.   **55 marks**

Section II: Attempt **any three (3)** out of five questions.   **45 marks**

Read carefully the questions and write all the answers with complete sentences.

Note:

Every candidate is required to carefully comply with the above instructions. Penalty measures will be applied on their strict consideration.

Section I. Fifteen (15) compulsory questions   55 marks

01. What is a directory list in Ms Dos?   **(2 marks)**

02. What **cd** command means in full words? Give its function.   **(2 marks)**

03. What is the function of DIR command in Ms Dos?   **(2 marks)**

04. What is the importance of command prompt?   **(2 marks)**

05. What is the use of the BACKSLASH (\) in Ms Dos?   **(2 marks)**

06. What are two wildcard characters employed by MS-DOS? Give the role for each and every one.   **(4 marks)**

07. Write HTML Page which has: title called:" This is document title"; head: "This is a heading" and Paragraph:" Document content goes here....."   **(5 marks)**

08. What do you understand by Batch Processing?   **(2 marks)**

09. What is mail merge in Ms Word?   **(2 marks)**

10. In Ms Word 2007 you can display your document in five views. List and explain each and every view.   **(5 marks)**

11. What do you understand by Database in Ms Access?   **(3 marks)**

12. What is a Local-Area Network? Give components of a simple LAN.   **(5 marks)**

13. What do you understand by: **(3 marks)**
   A. Primary Key
   B. Foreign Key
   C. Composite Keys

14. Give the extensions of files made in the following Ms Office Applications:

   a) Ms Office Word 2007

   b) Ms Office Excel 2007

   c) Ms Office PowerPoint 2007

   d) Ms Office Access 2007   **(4 marks)**

15. Copy the sentence and complete it with right answer respectively:

a) .... will not enter data in Ms Excel cell.   **(2 marks)**

(Pressing the Esc key; Pressing an arrow key; Pressing the tab key; Clicking the enter button to the formula bar)

b) The cell reference for cell range from J4 to Z30 is .... **(2 marks)**

(J4. Z30,   J4 ; Z30,   J4 : Z30,   J4-Z30)

c) If you want a text to show data vertically while using Ms Excel in a cell; you will ....   **(2 marks)**

- Choose Vertical on Text alignment in Format Cells dialog box,

- Choose 90 Degrees in Orientation of Format Cells dialog box.

- Choose Distributed from the Vertical drop-down list of Format Cells dialog box

- Choose Center across Selection from Horizontal combo box in Format Cells dialog box

d) To display current Date and Time in a worksheet cell, we use ....
(=today (); =now (); =time (); current Time ())   **(2 marks)**

e) Application software which is used to access Internet sites is known as a .... (database compiler; word processor; search engine; web browser)   **(2 marks)**

f) Change case which is used in Ms Word changes all the selected text to .... (Sentence case; lower case; UPPERCASE; Capitalize Each Word; tOOGLE cASE; none of the answer proposed).   **(2 marks)**

16. Complete the following table: **(15 marks)**

Keyboard shortcut Key(s)	Function
Ctrl+Esc	
Alt+Tab	
Ctrl + m	Move forward through options
Ctrl+V	
	Delete the selected item without moving it to the Recycle Bin first
Ctrl+U	under line
F5(or Ctrl+R)	Retrew
Ctrl+Right Arrow	Format
Ctrl+F	Format
Ctrl + O	Open Task Manager
Ctrl+Mouse scroll wheel	
Ctrl+P	Print
F4	
Ctrl+F4	
Ctrl+Y	copy Redo

Redo

17. Give the functions of the following Ms DOS Commands: **(15 marks)**

Command	Function
HELP	
EDIT	
RD or **RMDIR**	
TREE	
IPCONFIG	
PING	
XCOPY	
FIND	
EXIT	
FORMAT	
MOVE	
SCANDISK	
UNDELETE	
CHDIR	
ERASE	

18. After explaining Network Operating System, give its primary purpose, then after state at least 3 of its examples, finally, list its advantages and disadvantages.   **(15 marks)**

19. What do you understand by Real-Time Operating System? Explain types of real-time operating systems.   **(15 marks)**

20. What the following HTLM codes will produce: **(15 marks)**

a)

```html
<!DOCTYPE html>
<html>
<head>
<title>HTML Table Header</title>
</head>
<body>
<table border="1">
<tr>
<th>Name</th>
<th>Salary</th>
</tr>
<tr>
<td>Kanyarwanda</td>
<td>5000</td>
</tr>
<tr>
<td>Ruhanga</td>
<td>7000</td>
</tr>
</table>
</body>
</html>
```

b)

```html
<!DOCTYPE html>
<html>
<head>
<title>HTML Ordered List</title>
</head>
<body>
<ol>
<li>Sweet Potato</li>
<li>Beans</li>
<li>Soya</li>
<li>Cassava</li>
</ol>
</body>
</html>
```

c)

```html
<!DOCTYPE html>
<html>
<head>
<title>File Upload Box</title>
</head>
<body>
<form>
<input type="submit" name="submit" value="Submit" />
<input type="reset" name="reset" value="Reset" />
<input type="button" name="ok" value="OK" />
</form>
</body>
</html>
```