

CSC&CSM-MS Office and Networking

T042

Tuesday, 27/11/2018

08:30 – 11:30 AM

WORKFORCE DEVELOPMENT AUTHORITY



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**ADVANCED LEVEL NATIONAL EXAMINATIONS, 2018,
TECHNICAL AND PROFESSIONAL STUDIES**

EXAM TITLE: MICROSOFT OFFICE AND NETWORKING

**OPTIONS: Computer Science (CSC)
Computer Science and Management (CSM)**

DURATION: 3 hours

INSTRUCTIONS:

The paper is composed of **the following Sections:**

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

Section II: Attempt any three (3) out of five questions. 30 marks

Section III: Attempt any one (1) out of three questions. 15 marks

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

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- 01.** Match the following sentences with their respective terminologies:
- The columns in a Microsoft access table are also called
(Rows; records; fields; columns)
 - The process of removing unwanted part of an image is called
(Hiding; bordering ; cropping ; cutting)
 - The combination of row and column is called
(Line; column; cell; row)
 - In MS Access database the object that hold data is known as
(Forms; reports; queries; tables) **(8 marks)**
- 02.** Habineza Samuel wants to store data of his monthly expenditure over the last financial year. Which of the Office application is most suitable for this purpose? **(3 marks)**
- 03.** How do you build a slide in a blank presentation? **(3 marks)**
- 04.** Is it possible to prevent someone from copying the cell from your worksheet? Explain. If Yes, how? If no, why? **(4 marks)**
- 05.** What happens when you use a network cables longer than the prescribed length? **(3 marks)**
- 06.** Explain the use of encryption data and decryption data. **(5 marks)**
- 07.** What are the main disadvantages of wireless network? Explain. **(3 marks)**
- 08.** What is the full form of Internet? **(2 marks)**
- 09.** You need to connect two computers for file sharing. Is it possible to do this without using a hub or router? Explain. **(4 marks)**
- 10.** What is backbone network? **(3 marks)**
- 11.** Name 4 main factors that affect the performance of the network. **(4 marks)**
- 12.** What is the Format Painter? **(3 marks)**
- 13.** How do you use Format Painter as it is used in MS Office components? **(3 marks)**
- 14.** What is the client/server network? **(3 marks)**
- 15.** Explain the difference between HTTP and HTTPS. **(4 marks)**
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Section II. Choose and answer any three (3) questions**30 marks**

16. A) Differentiate static IP addressing from dynamic IP addressing.
B) Explain any three advantages of IPv6 over IPv4. **(10 marks)**
17. What is Network Cabling? Characterize at least six types of cables used in networks and other related topics for data transportation. **(10 marks)**
18. A) Describe IF function in Excel and give example of "If condition" in cell A1 to test input number and to display results as Greater than five, Less than five.
B) The first parameter of the IF function is a logical test. A logical test compares 2 data. Complete the table below with respective possibilities.

No	Item 1	Test	Item 2	Fill in below conditions as mentioned in "Test Column"
1	A	A is equal to B	B	E.g: A=B
2	A	A is greater than B	B	
3	A	A is lower than B	B	
4	A	A is greater or equal than B	B	
5	A	A is lower or equal than B	B	
6	A	A is different B	B	

(10 marks)

19. A) Write formulas for the operations (a) – (d) based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Isaac	70	80	87	--	--
3	2	Abraham	90	98	89	--	--
4	3	Jacob	90	90	98	--	--
5	4	Joseph	60	76	79	--	--
6	5	Moses	50	45	67	--	--
7	Max				--		
8	Total		--				

- a) To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F.
b) To calculate the average marks for each student and display them in column G.

- c) To calculate the highest marks in all students in Computers and display it in cell E7.
- d) To calculate the total number of students appearing for the Science test and display it in cell C8.

B) Among the data formats available in Excel; name some four (4) of them.

(10 marks)

20. A) Mention the shortcut key combinations used for navigating:

- i) to the top of the Worksheet (cell A1) and
- ii) to the end of a column.

B) Give at least 5 items that are listed when office button in Excel 2013 or File Tab in Excel 2013 is clicked.

C) Outline at least three differences between replying to a message and forwarding it.

(10 marks)

Section III. Choose and answer any one (1) question

15 marks

21. A) What are charts in Excel? Compare any three chart types available in Excel.

B) Write the Most keyboard short cuts that involve the Ctrl Key in MS Office Tools.

C) Explain at least three (3) useful functions in Excel.

(15 marks)

22. A. Is there any relation between Firewall and Antivirus? What difference is between them?

B. How can you recover the data from a system which is infected with Virus?

C. In a network that contains two servers and twenty workstations, where is the best place to install an Anti-virus program?

(15 marks)

23. A. Describe a VPN and its role.

B. Describe a private IP address.

C. Give any two examples of private network addresses.

D. How can you identify the IP class of a given IP address?

(15 marks)