



INSTRUCTIONS TO CANDIDATES

1. A candidate should fill in the required information on the cover page of the answer booklet. The Index number (code) and the actual names are put in the appropriate place only (Black box).
2. It is illegal for a candidate to write any of names, Index number or school name inside the answer booklet.
3. A candidate should check if all pages of the answer booklet are complete i.e. from page 1 of 20 up to page 20 of 20. No candidate should remove or tear any pages or part of it in the answer booklet.
4. A candidate should answer in the language in which the examination is set.
5. A candidate should sign on the sitting plan when submitting the answer booklet. He/she has also to check if the answer booklet is well sealed.
6. No extra paper is allowed in the examinations room. If a candidate is caught with it his/her results will be nullified.
7. No candidate is allowed to write answers not related to the subject being sat for, otherwise it will be considered as a cheating case.
8. Write your answers on the 16 lined pages.
9. Use the last non-lined pages as draft.

N.B: Results for any candidate who is caught in examination malpractices are nullified. The cheating can be recognized during examinations administration, marking exercise or even thereafter.

SECTION I.

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01. operating system: is software that controls all internal computer operations. It is also the ² master program that makes an interface b/w user & computer.

eg: window xp, DOS, windows 7, etc.

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02. Application software it is the set of program necessary to carry out operations for specified application.

eg: - to solve a set of equations
- to process examination results
- to prepare a monthly electricity
- All MS office tool (word, EXCEL, ...)

14

03. In full: - RAM: Random Access memory
- ROM: Read only memory
- CD-ROM: Compact disk Read only memory
- DVD RW: Digital video disk rewritable.

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04. a) a computer virus: is an unwanted program that damages and disturbs operating system of computer.

b) we prevent our computer to be attacked by the limitations of flash disks that bears virus. also by installing anti virus to make our computer secured.

* enables fire wall. Consider 2

13

05. Five element Consider to buy a PC.

* Hard disk size

* CPU Speed

* RAM size

* manufacture of computer

* weight & sound

* Screen resolution

Consider 5

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06 a) Animations 1.5

- b) - slow 0.5
- medium 0.5
- Fast 0.5

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07 a) Center: the text is centered within your margins

b) justify: Aligns text to both the left and right margins

c) Align left: the text is aligned with your left margin.

d) Align right: Aligns text with the right margin

e) line spacing: change the spacing b/w lines of text.

15

08. Home, insert, page layout, references, mailing, Review & View Consider 6

13

09. Quick access tool bar help to access easily some tools without clicking on any tab from the ribbon.

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10 (a) max: Returns the largest value in a set of values.

(b) Average: Returns the average (arithmetic mean) of the values.

(c) sum: Adds all the numbers in a range of cells and returns the total.

(d) Count: Counts the numbers and counts the list of arguments.

14

11 internet is a global network of networks; it links many networks around the world. 1

through internet communication:

- It is easier to shop in a distance by e-commerce for example by items in Amazon by using e-mail or your credit card. 1
- News paper on the internet helps people to know more about the world. 1
- easily to communicate with some one being far away and face to face on the internet using skype. 1
- e-learning 1 Consider 3

14

12 4 roles of internet.

- Communication is easier b/c of internet. 0.5
- Information are accessible easier & every where by the internet. 0.5
- e-filing, e-mail 0.5
- e-commerce 0.5
- share IT resources & IT information & data. 0.5 Consider 4

12

13 (a) I must save my work always when perform any thing 1
Connect to the UPS. 1 Consider one

11

(b) HDD, floppy disk, Compact disks, Flash disk, 1
1 Consider 3

14

14 He/she will proceed like this:

- Connect I/p device to the CPU 1
- " o/p " " " 1
- plug in the computer to the power 1
- switch on the computer to check if all computer devices are well connected. 1

14

- 15 - click to open a recycle bin 0.25
 - click to select a file or folder you want to restore. 0.25
 - Restore. 0.5

11

16 Difference b/w save and save AS.

Save	Save AS
* It adds others information to the existing document. 0.5	* It helps to keep (save) the document first time in the Computer. 0.5
* It does not give a name to the document. 0.5	* It gives a name to the document. 0.5
* Ctrl + S 0.5	* F12 0.5
* It doesn't give a location to the document. 0.5	* It gives the location to the document. 0.5 Choose three

13

SECTION II

17 * MS. outlook :- is a personal information manager from MS available 2.5 as a part of a MS Office suite. 2.5

- e-mail program found in MS Office suite.

* How it works :- you must create e-mail accounts by specifying the username & password in outlook. 2.5

- Sign in using username & password. 2.5

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18 A) CPU: Central processing unit 1

This is the main component of computer & mainly used as the computer brain & it is used for processing data and computer arithmetical & logical calculation. 1

B) ROM/RAM: Read only memory and Random Access memory

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Both are memories ROM is used to start up the computer. It provides the information required to start the computer & RAM is the working memory & it provides the space where the OS & software applications are copied & can be accessed and used by user.

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C) USB port: Universal Serial Bus port:

is a computer port used to connect I/O & I/P devices & storage such as USB flash disk and external Hard disk

D) DVD RW: Digital Versatile Disk Rewritable.

It is a disk used to record the computer files & folders and can contain up to 4GB of file & folder & rewritable give the disk the ability to erase the contents and enable to rewrite the file & folder and differs to a read only memory that enables to record only once & never allow the user to erase or to rewrite.

E) E-mail: electronic mail

It is a modern electronic mail used in computer network or communication used to exchange mail over internet.

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19) The spelling & grammar tool used to check the

spelling & grammar of text in a document where as thesaurus tool is used to suggest other words with similar meaning to the selected word. or (synonyms and Antonyms)

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(20) Computer virus: are small programs which hide themselves on your disks & cause the computer OS & application software (program) to malfunctioning and viruses can also destroy the data & information.

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(21) Difference b/w folder & file

Folder	file
• It contains files & subfiles/folders 2.5	• Collection of related information 2.5
• Has no size on disc (empty folders) 2.5	• It must have a size on disc even if it has no content. 2.5
• It does not have the extension 2.5	• It must have the extension 2.5
• In DOS folder becomes a directory 2.5	• In DOS have the extension file is always a file 2.5
• No specific application to create a folder 2.5	• File must be created by any application 2.5
• Folder has no standard to give its a name 2.5	• File has a standard to give its name 8 characters 2.5

SECTION III

- (22)
- 1 - save and quick access information
 - 1 - selling & distribution online
 - 1 - advertise your product
 - 1 - Facilitate communication by using internet (internal external of organization)
 - 1 - sharing ideas online with other similar company in production in order to innovate to please customer.
 - 1 - Computer facilitate effectively and efficiently your

tasks, for example in accounting, secretary.

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- 1 - Help to identify early the performance of employee
- 1 - you can back up copies of work can be made early without having to rewrite everything that can make you doing \neq work.
- 1 - Shopping on line when you are getting information on the internet in \neq site by using credit card to shop product & services. that can make you to ameliorate.
- 1 - Chat with your customer to give you suggestions
- 1 - help to comment on line about your product & services that can make you to ameliorate
- 1 - vital resource of information on the internet help you to know about your competitors.
- 1 - easier link to your called distributors.
- 1 - sharing information btm employees from \neq areas
- 1 - e-conference, makes the manager meet all the body of organization.
- some times entertainment is needed.

1/15

(23) a) Computer maintenance is a set of services or procedures performed to keep computer in good working conditions.

Well - maintained computer will run faster

b) In computer maintenance: to keep your computer safe is very important to the user as well as to the computer itself. I may keep it safe by:

- installing antivirus whose license believable
- 1 - the way you carry your computer is a serious matter,
- 1 - it is recommended to carry your computer in a provided bag
- most of the time it is prohibited to visit some website which are not trustable to prevent your computer against worms.

1/15

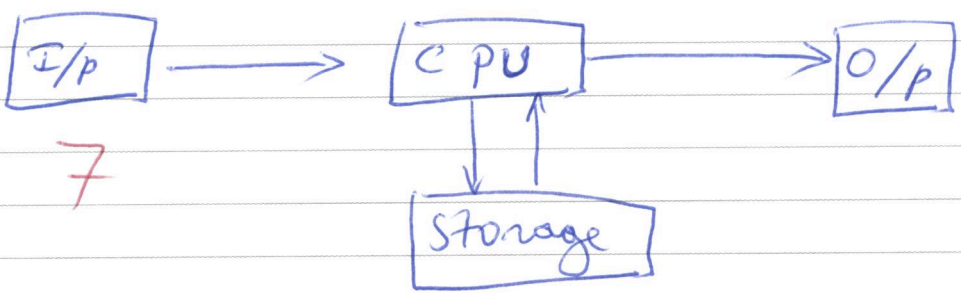
- Don't put your Computer especial laptop on couch to prevent fans being damaged.
- It is recommended to use ups (uninterruptible power supply) for preventing your Computer to be damaged by the electricity.
- Any kind of water is very dangerous to your computer a simple contact result the damage at all.
- Every Computer room must cleaned & proper with cool & dry place.
- Read all precaution while you are connecting your computer to prevent the best of pins to your computer.
- enables firewall.

c) Adv :

- practicing good maintenance procedures save money, less chance of items breaking.
- It saves time b'cse Computer is running fast & more works can be done.
- It protects your data (by clicking up the data for example)

(24) main parts :

- I/p - o/p - processing unit - storage devices.



1) I/p operation: is anything that is input the Computer system.

I/p can be any kind of data - letters, numbers, symbol, shape, color, temperatures, sounds, etc.

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b) processing operation: is the manipulation a computer does to transform data into information.

c) Storage operation: is of two types:

- temporary storage or primary storage: primary storage or memory is the computer circuit that temporarily holds data waiting to be processed.

- permanent storage or secondary storage: Holds data or information permanently.
eg: floppy disk, HDD, CD-ROM, DVD, VCD, Tape disk

d) o/p operation: is anything that is o/p from the computer system, the result of processing.

2.

Handwritten text in purple ink on graph paper, appearing to be a sequence of numbers or symbols: 10, 11, 12, 13, 14, 15, 16, 17, 18, 19.