

ELC, HOT&TOR - Computer Skills C

T024

Friday, 13/11/2015

14:00 – 17:00

WORKFORCE DEVELOPMENT AUTHORITY



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

**ADVANCED LEVEL NATIONAL EXAMINATIONS, 2015,
TECHNICAL AND PROFESSIONAL TRADES**

EXAM TITLE: Computer Skills C

OPTIONS:

- **Electricity (ELC)**
- **Hotel Operations (HOT)**
- **Tourism (TOR)**

DURATION: 3hours

INSTRUCTIONS:

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

Section I: Seventeen (17) questions, all **Compulsory**.

55marks

Section II: Five (5) questions, **Choose Three (3) only**.

45marks

Every candidate is required to strictly obey the above instructions. Punishment measures will be applied to anyone who ignores these instructions.

Section I. Seventeen (17) Compulsory questions. 55marks

- 01.** By default, on which page the header or the footer is printed? **3marks**
- 02.** How can you insert a sound file in your word document? **3marks**
- 03.** How is thesaurus tool used in MS Word? **3marks**
- 04.** When inserting Page number in footer it appeared **1** but you wish to show
A. How can you do that? You have the following options, which one is convenient? **3marks**
- From format menu choose bullets and Numbering and configure necessary setting.
 - From Insert menu choose Page Number and specify necessary setting
 - Right click to the number and select “ format page number” and specify required setting
- 05.** Among the following menus, which ones are appropriate to get the symbols “♠♣♥♦” in the document? Format; Insert; Page Layout; Symbol. **3marks**
- 06.** Which of these tabs; style, size, character spacing, in Font dialog box contains options to apply font effects (Such as Superscript and subscript)? Explain your answer. **4marks**
- 07.** Among the following examples, show those fitting with a cell address or box name in excel spreadsheet and those not applicable: 11 25; D456; 911; 41A; A21. Explain using one example a cell address in excel spreadsheet. **6marks**
- 08.** Considering these orders; ascending, descending, alphabetical, random, which ones can be used to sort and arrange the African countries in terms of population; from the highest populated country to the lowest one. **2marks**
- 09.** What is the difference between these writings: =A1+A2 and =SUM(A1:A2)? **4marks**
- 10.** By default an MS Excel work Book open with 3 Worksheets or Sheet (Sheet1, Sheet2, Sheet3). Which of the following options that can be used to rename the Worksheets or Sheets?
- Adding “?” symbol at the end of filename while saving workbook
 - Click on Worksheet tab by Holding CTRL Key and type new name
 - Worksheet cannot renamed
 - Double Click on the Worksheet tab and rename it.
- 3marks**

11. State the right meaning of the scanner devices among the following:
- The scanner is an output device that helps to give out a hard copy of information from the computer.
 - The scanner is an input device that helps to convert hard copy information to soft copy.
 - Advanced scanner can scan a human body and the detailed information can be read on computer. **3marks**
12. Given the following statements, one is applicable to the result of emptying the recycle bin. What is that result? **3marks**
- The deleted file or folder can be retrieved from recycle bin.
 - The deleted files or folders are permanently erased from the computer.
 - The deleted file or folder can be retrieved after restarting the machine.
 - The deleted file or folders are copied to a temporal folder waiting to be restored or permanent deletion.
13. Differentiate from the following reasons, those relevant about ROM and those which are false. What is ROM in full words? **5marks**
- ROM is non-volatile memory and will keep its information even if the computer is turned off.
 - ROM information is used when the computer is starting.
 - ROM can be used to save the data since it is a non-volatile memory.
 - ROM is neither input nor output devices.
14. Select from these elements: Databases, Charts, Tables, Queries, those fitting in Microsoft Access. **3marks**
15. Write the invalid emails among the followings: joe@kigali.com; www.butare.net; marie@m.edu; student@nur@gov.rw **2marks**
16. Select one correct statement from the following regarding the downloading and uploading a file on internet. **3marks**
- The opposite of uploading is downloading and uploading concerns of transferring a file from the computer to internet.
 - Uploading a file is to send the file from internet to the computer
 - A video file can be downloaded but it cannot be uploaded because of its size and nature.
17. Give any two (2) widely uses of PowerPoint presentations. **2marks**

Section II. Answer any three (3) questions of your choice

(Do not choose more than three questions). 45marks

18. What is the difference between a folders and files? **15marks**

19. What is the use of Microsoft Access (one of the Microsoft Office suite of programs)? And name three (3) of its main Database objects. **15marks**

20. Suppose the spreadsheet is having the following cell and values:

Cells	Values
F2	21
F3	45
F4	12
F5	34

What will be the answer of the following formulas?

a) =sum(C2:C5)

b) =average(C5:C2)

c) =((max(C2:C5))*2)

d) =((count(C5:C2))+C2)

15marks

21. Write in full the following abbreviations and explain briefly the use of each of them and specify (Except USB and CPU) the default size for each:

i. CD – ROM

ii. DVD – ROM

iii. DVD – RW

iv. USB

v. CPU

15marks

22. What is the use of an Anti – virus? Give an Anti-virus example. **15marks**