INSTRUCTIONS TO CANDIDATES

To be read by the external invigilator to all candidates

1. The subject code for Information Communication Technology is 16

2. There are 16 printed pages in the question booklet and 7 printed pages in the answer booklet. The formula sheet is in pages 6 of the question booklet.

3. There are two sections in this paper. Answer all questions.

Section A : Multiple Choice Questions - 30 marks

This section will be electronically marked.

Electronic Answer Sheets will be distributed by your external invigilator. All answers to the Multiple Choice Section MUST be answered on this Answer Sheet.

Carefully following the instructions, fill in your Candidate Information and Subject Information.

Section B: Short Answer Questions 20 marks

Write down your name, your school name and your 10 digit candidate number on the Section B Answer Sheet Provided.

4. You are required to only Write the correct answer in the space provided.

5. Answers written on the question paper will not be marked. Write answers neatly in spaces as allocated on the answer sheet. Answer ALL questions.

6. Answer all questions on the answer sheet. Answers on any other paper including rough work paper and the question paper will not be marked.

7. ALL working must be shown step by step to get full marks. Students may lose marks for writing down final answers only.

8. Enough spaces have been allocated for answers to every question. Questions must be answered in spaces as allocated. Answers all over the answer booklet may not be marked.

9. Correctional Fluid is not allowed on the answer sheet. Where you have made an error, cross out all the working and start on a new line.

Penalty for Cheating or Assisting to Cheat in National Examinations is Non-Certification.
SECTION A: MULTIPLE CHOICE TEST

(QUESTIONS 1 TO 30) 1 MARK EACH

Answer each question by shading in with HB pencil, the circle directly under the correct alternative A, B, C or D on your Electronic Answer Sheet.

If you make a mistake, rub it out completely using an eraser rubber and shade the correct answer on the Electronic Answer Sheet.

Question 1

The term used to describe all physical components of a computer is;

A. Software  B. Shareware  C. Hardware  D. Firmware

Question 2

The process of combining static information in a publication together with variable information in a data source to create one merged publication is called:

A. Merging  B. Data sourcing  C. Mail merge  D. Consolidation

Question 3

Microsoft Office uses a variety of toolbars to accomplish tasks.

Figure below displays one of the toolbars used by Microsoft Office.

What is the toolbar depicted in figure used for?

A. To manually change the look of characters in an office document.
B. To automatically change the look of paragraphs in an office document.
C. To manually change the theme of an office document.
D. To automatically create and modify lists in an office document.
Question 4

The right to use a piece of software is termed:

A. Copyright  B. Patent  C. License  D. Installation

Question 5

Study the figure below and answer the question that follows.

Based on the image above, which of the following is true about this document?

A. Has labels  B. Is password protected
C. Is a single column document  D. Is a double column document

Figure 2. MS Office Word Snapshot
Question 6

The logical link between two tables in a database is known as _____________.
A. Primary Key    B. Query    C. Keys    D. Relationship

Question 7

Consider the figure below.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data</td>
<td>Formula</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>-4</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
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<tr>
<td>6</td>
<td></td>
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<tr>
<td>7</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 3. MS Office Excel Snapshot

If a user wanted to find the absolute value of the value in cell A2 and store the answer in cell B2.

What formula would the user have to type?
A. B2 = ABS(-4)    B. B2 = ABS(A2)
C. = ABS(-4)    D. = ABS(A2)

Question 8

Consider the figure below.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data</td>
<td>Formula</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>-4</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
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<td>5</td>
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<td>7</td>
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<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 4. MS Office Excel Snapshot

If a user wanted to do the following:

i. Check if the number in cell A2 is less than or equal to 100.

ii. Print ‘Within Budget’ in cell B3 if the value in cell A2 is less than or equal to 100.

iii. Print ‘Over Budget’ in cell B3 if the value in cell A2 is greater than 100.
What formula would the user have to type in order to achieve the above stated goals?

A. = IF(A2<100,"Within Budget", "Over Budget")
B. = IF(A2>=100, "Over Budget", "Within Budget")
C. = IF(A2<=100,"Over Budget", "Within Budget")
D. = IF(A2<=100, "Within Budget", "Over Budget")

Question 9
Consider figure 5 below.

![Excel Snapshot]

*Figure 5. MS Office Excel Snapshot*

If a user wanted to consolidate data from cell A2 in worksheets Sales, HR and Marketing, and have the data consolidated in cell A3 of the worksheet Consolidation, what would the user have to type?

A. = SUM(Sales + Marketing:A2)
B. = SUM(Sales + Marketing.A2)
C. = SUM(Sales + Marketing!A2)
D. = SUM(Sales!Marketing!A2)

Question 10
To extract specific information based on a specific criteria in an Access Database, a user would use a

A. Query Object  B. Table Object
C. Report Object  D. Form Object
Question 11

Microsoft Access is an example of a database program. The purpose of a database program is to
A. store data in an ordered manner for easy retrieval.
B. store information in an ordered manner for easy retrieval.
C. pull data electronically from different tables to whatever order meets a user's needs.
D. pull information electronically from different tables to whatever order meets a user's needs.

Question 12

Consider the figure below.

![Image of MS Office Access snapshot]

*Figure 6. MS Office Access Snapshot*

In Microsoft Access, what would be the name used to refer to the portion of the form denoted by the letter “X”?
A. Interface  B. Form  C. View  D. Subform
Question 13
To receive email, you need an email provider, a connection to your provider and an email client application. If your Internet Service Provider (ISP) has a POP server; you have a wide choice of email applications.

What does the acronym POP stand for?
A. Postal Officed Protocol  B. Post Office Protocol

Question 14
Which of the following is not applicable in desktop publishing?
A. Report Writing  B. Book Keeping
C. Presentation  D. Creating Information Leaflets

Question 15
In Microsoft Office, the ratio of a picture’s height to it’s width is called the _____________.
A. Aspect Proportion  B. Proportional Aspects
C. Proportional Ratio  D. Aspect Ratio

Question 16
With respect to Microsoft Office, what is the aim of the crop function?
A. Discards the gray parts of a picture.  B. Reduces the size of a picture
C. Deletes parts of a picture  D. Compresses a picture to reduce the file size.

Question 17
In computer networking, what are the three basic components needed to create a network?
A. hardware, software, users  B. cabling, software, users
C. hardware, software, cabling  D. hardware, cabling, users
Question 18
Which of the following is not a transmission medium?
A. Infra-red    B. Satellite    C. Search engines    D. Cables

Question 19
Which of the following is a valid view of a Microsoft Office Access table?
A. Table view    B. Design view    C. Field view    D. Record view

Question 20
An Information and Communication System can be defined as:
A. The set of formal procedures by which data is collected, processed into information and distributed to users.
B. The set of informal procedures by which information is collected, processed into data and distributed to users.
C. A group of two or more interrelated components that serve a common purpose.
D. The process of compiling, arranging, formatting and presenting information to users.

Question 21
In Microsoft Access, the main purpose of a query is to:
A. Locate specific information stored in one or more tables based on certain criteria.
B. Provide a user-friendly interface through which users can edit the information of an underlying table.
C. Provide a means whereby information recorded in tables can be viewed in a nicely formatted and accessible manner.
D. Provide a relational system that users can use to access and store data.

Question 22
Which of the following is not a valid section of a Microsoft Office Access form?
A. Body    B. Header    C. Footer    D. Detail
Question 23
In Microsoft Access, a One-to-One Relationship can be defined as:
A. A relationship where one record in one table can be related to one or more records in another table.
B. A relationship where one or more records in one table can be related to one or more records in another table.
C. A relationship where one record in one table can be related to exactly one record in another table.
D. A relationship where one or more records in one table can be related to one record in another table.

Question 24
The text that gets displayed instead of an image when the image fails to open on a webpage is known as ___________.
A. Alternative text  B. Auto text  C. Linked text  D. Source image

Question 25
In Internet terminology, what does the acronym DHTML stand for?
A. Dynamic HTML  B. Dynamic Hypertext Markup Link
C. Dynamic Hypertext Makeup Language  D. Dynamic Hypertext Markup Language

Question 26
In Internet terminology, what does the acronym WYSIWYG stand for?

Question 27
In Microsoft Office Powerpoint, ‘SmartArt’ provides predefined sets of diagrams for users to use.
Which of the following is not a type of diagram provided by the Microsoft Powerpoint SmartArt feature?
A. Process  B. Hierarchy  C. Cycle  D. Relation
**Question 28**

Microsoft Office PowerPoint comes with several categories of built-in transition effects.

Which of the following is **not** a type of transition effect supported by Microsoft PowerPoint?

A. Subtle  
B. Speed  
C. Exciting  
D. Dynamic content

**Question 29**

In Microsoft Office PowerPoint, there are two types of slide orientation that are supported.

What are these orientation types?

A. Portrait and Landscape  
B. Upright and Landscape  
C. Portrait and Facedown  
D. Landscape and Facedown

**Question 30**

Which of the following is **not** a career option in ICT?

A. Systems Administrator  
B. Investment Analyst  
C. IT Manager  
D. Systems Analyst
Question 31

i. Study the figure .7. below and fill the missing labels represented by letters P, Q, R, and S. (4 marks)

![Diagram of computer system schematics]

ii. What are the three major components that make-up a computer? (3 marks)

Question 32

Microsoft Office uses various toolbars and controls to accomplish various tasks. For each of the controls depicted below, provide a brief explanation of what each control is used for. (7 marks)

![Toolbar controls with brief explanations]
Question 33

i. What would be the value of the function “=SUM(B3:B4)” entered at cell B5. (1 mark)

![Figure 8. MS Office Excel Snapshot](image)

ii. Study the figure below.

What values will get displayed in cells B1 to C1 after typing Jan in cell A1 and then click at the bottom right hand corner of cell 1 and dragging it over B1 and C1. (2 marks)

![Figure 9. MS Office Excel Snapshot](image)

iii. Refer to the Figure below.

If a user wanted to have the sum of the numbers in cells A2 to C2 calculated and displayed in cell D2, what formula would the user have to enter into D2? (2 marks)

![Figure 10. MS Office Excel Snapshot](image)
iv. Below are depicted some of the most common error codes found in Microsoft Excel. For each error code below, provide a brief description of what each error code means. (2 marks)

a. #######

b. #REF!

Question 34

i. Consider the figure below.

The Figure depicts a Microsoft Access table.

Name the portions of the figure labeled X, Y, and Z respectively. (6 marks)

ii. In Microsoft Access, the database object view that defines how data is structured is known as ____________. (1 mark)
Question 35

Consider the Figure below.

The Figure depicts the Desktop Publishing process.

Fill in the portions of the above diagram labeled I, II, III, IV, V, VI, VII with the correct terms from the table below. (7 marks)

<table>
<thead>
<tr>
<th>Grate Graphics</th>
<th>Layout of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Picture</td>
<td>Correct Errors</td>
</tr>
<tr>
<td>Create Text</td>
<td>Print Publication for Proofing</td>
</tr>
<tr>
<td>Write Text</td>
<td>Correct Errors</td>
</tr>
<tr>
<td>Print Text</td>
<td>Print Final Copy</td>
</tr>
</tbody>
</table>

**Figure 12. Desktop Publishing Process**

Question 36

i. Study Figures .13a and .13b below and indicate the type of network represented by each Figure. (2 marks)
ii. A network topology refers to the physical layout of a network. Study Figures .13c, .13d, and .13e below and indicate their appropriate topology. (3 marks)

![Figure 13c](image)

![Figure 13d](image)

![Figure 13e](image)

iii. Briefly explain what a web browser is. (2 marks)

Question 37

i. Hyperlinks can link from the current webpage to many destinations. List three possible destinations. (3 marks)

ii. Every webpage has a unique web address called a URL. For each of the following, state what kind of institution would use the listed domains. (4 marks)

   a. .edu
   b. .gov
   c. .org
   d. .com
Question 38

i. Today computers are considered to be useful tools in getting work done. List four sectors of the society in which computers are now used. (4 marks)

ii. To defend your computer, there are various different software that protects against various threats. For each of the threats listed below, state the general name given to the types of software that defend against these threats. (3 marks)

   a. Viruses
   b. Malware
   c. Rootkits

Question 39

In Microsoft Office Access, when defining a database table, the data type column allows users to specify the type of data that can be contained in a field. List seven data types that can be used in Microsoft Access. (7 marks)

Question 40

Put the following words or phrase in their appropriate labeled blank spaces (7 Marks)

File, spreadsheet, current presentation, another presentation, export, linked, email address, embedded

i. In Microsoft Office Presentation Hyperlinks can be created to:

   (a) A location in the ________________
   (b) A specific side in ________________
   (c) A specific side in ________________
   (d) An ________________

ii. Also in Microsoft Office Presentation Multimedia can be integrated with other Microsoft Office applications. For example, slideshows can be (e) _______ into a slide. Multimedia can also be (f) _______ into a spreadsheet. One can also (g) _______ multimedia files.

END OF EXAMINATION