

**MINISTRY OF EDUCATION AND HIGHER EDUCATION**

**FORM FOUR EXAMS, 2019**

**ICT**



**P/LAND NATIONAL EXAMINATION BOARD**

MINISTRY OF EDUCATION AND HIGHER EDUCATION  
PUNTLAND NATIONAL EXAMINATIONS BOARD

Code Number

FORM FOUR EXAMINATION 2019  
Time 2 hours AND 10 minutes for reading

# ICT

### Instructions to candidates

- Answer all the questions
- This paper consists of 11 pages, count it and if any is missing inform your invigilator
- Do not write your **name and roll number** on the exam paper
- Make sure that **student's profile** is attached to the exam paper, if not, inform you invigilator.
- No extra paper is allowed.
- If you make a mistake, **cross out the incorrect answer and write your correct answer.**

This exam paper consists of following parts

Parts	Marks
Part one: Multiple Choice	30 marks
Part two: Direct Questions	70 marks
<b>Total: 100 Marks</b>	

### For the markers only

PARTS	MARKS
Part one	
Part two	
TOTAL	%





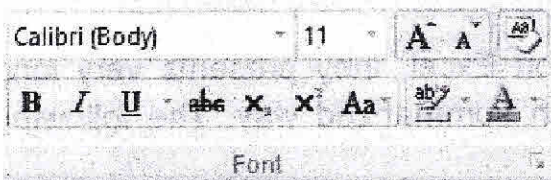
**PART ONE: MULTIPLE CHOICE****30 marks****Question 1**

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

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

**Question 2**

Microsoft Office uses a variety of toolbars to accomplish tasks. The figure below displays one of the toolbars used by Microsoft Office.

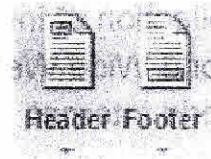


What is the toolbar depicted in the figure used for?

- 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 3**

Microsoft Word has very useful toolbars that we use to format or finalize our documents professionally. What is the use of the following toolbar?



- A. To change the margins of the document
- B. To change font size, name and color
- C. To change or create new documents
- D. To write information on top and bottom of the pages of your document





**Question 4**

One of the most common elements in Microsoft Word is the **table**. Tables are good for displaying information in a structured manner like reports, or a set of figures that you want to present in an organized manner.

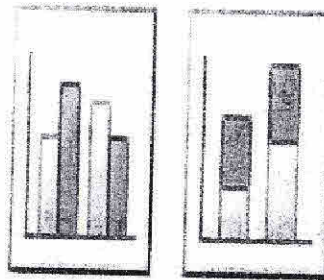
All the following are the elements of the table EXCEPT

- A. Rows
- B. Columns
- C. Cells
- D. Text


**Question 5**

Charts are powerful features in Microsoft Excel, they presents very long and detailed information in a very much summarized way. The following figure is called:

- A. Pie chart
- B. Column chart
- C. Bar chart
- D. Line chart

**Question 6**

In internet technology, what does the acronym WWW stand for?

- A. To identify international policy between world countries
- B. Collection of international languages
- C. World Wide Web
- D. World internet

**Question 7**

The horizontal lines of a Microsoft Excel sheet is called

- A. Rows
- B. Columns
- C. Cells
- D. Worksheet



### Question 8

Which of the following IS NOT an input device?

- A. Keyboard
- B. Microphone
- C. Monitor
- D. Scanner

### Question 9

We use Microsoft Power point for;

- A. Presenting information in slides
- B. Documentation and formatting documents
- C. Calculation and graphical display
- D. Storing and retrieving data

### Question 10

The device that shows the results of data processed in the computer is called:

- A. Input device
- B. Output device
- C. Processing device
- D. System unit

### Question 11

In Microsoft Office Word, there are two types of document 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 12**

When defining the four sides of a document (top, bottom, left and right) we call it

- A. Page margins
- B. Watermark
- C. Document orientation
- D. Columns

**Question 13**

If someone wanted to calculate the total of the students in form one, the formula would be:

- A. =SUM(B4:C4)
- B. =SUM(B5:C5)
- C. =SUM(B6:C6)
- D. =SUM(B7:C7)

	A	B	C	D
1	<b>Garaad Secondary School</b>			
2	students statistics, 2019			
3	<b>Class</b>	<b>Girls</b>	<b>Boys</b>	<b>Total</b>
4	Form 1	122	200	322
5	Form 2	145	137	282
6	Form 3	200	234	434
7	Form 4	89	100	189
8	<b>Total</b>	<b>556</b>	<b>671</b>	<b>1227</b>

**Question 14**

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 15**

Which of the following is NOT social media program?

- A. Facebook
- B. Microsoft word
- C. Tweeter
- D. Instagram



**PART TWO: ANSWER ALL THE FOLLOWING QUESTIONS(70 MARKS)****Question 1**

An **Excel formula** is an **equation** entered into a **cell** on a Microsoft **Excel** spreadsheet. These **formulas** are what make **Excel** so powerful. Following information is taken from Garaad Secondary School.

	A	B	C	D
1	<b>Garaad Secondary School</b>			
2	<b>students statistics, 2019</b>			
3	<b>Class</b>	<b>Girls</b>	<b>Boys</b>	<b>Total</b>
4	Form 1	122	200	322
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A. Write the formula used to calculate the sum of the following: 10 marks

A. Total of the boys: \_\_\_\_\_

B. Total of the girls: \_\_\_\_\_

C. Total of the school: \_\_\_\_\_

D. How would you calculate the difference between the total boys and total girls: \_\_\_\_\_







**Question 2**

The following table has the list of Storage and Input/Output Devices. Read them carefully and answer the following questions.

Computer devices				
Laserjet Printer	Internal Hard Drive	DVD	Keyboard	Microphone
Flash disk	Scanner	Headphones	Mouse	Deskjet printer
Visual display unit	Digital Camera	External Hard Drive	Webcam	Speakers

a. Name **five** storage devices in the above table: (5 marks)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

b. Name five input devices from the above table (5 marks)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

c. Name Two printers in the table (4 marks)

1. \_\_\_\_\_

2. \_\_\_\_\_

d. List two output devices in the table (4 marks)

1. \_\_\_\_\_

2. \_\_\_\_\_



**Question 3**

Match the following devices in column (A) with meaning in column (B)

10 marks

(A) Devices		(B) Meaning
1. CPU		a) Kilobyte
2. RAM		b) Hard disk drive
3. ROM		c) Compact Disk
4. HDD		d) Visual display unit
5. CD		e) World wide web
6. VDU		f) Central processing unit
7. GH		g) Read only memory
8. Kb		h) Random access memory
9. WWW		i) Giga hertz
10.		j)



**Question 4**

The following is the list of storage units. Write them in ascending order of size (from smallest to largest) **12 marks**











Kilobyte	Byte	Bit	Megabyte	Gigabyte	Terabyte
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1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

**Question 5**

Match the following icons with their function.

10 marks

1. Underline a text			a)
2. Undo			b)
3. Redo			c)
4. Save			d)
5. Sort			e)
6. Cut			f)
7. Change color			g)
8. Format painter			h)
9. Past			i)
10. Insert table			j)





END.

