# MINISTRY OF EDUCATION AND HIGHER EDUCATION

FORM FOUR EXAMS, 2020

# **ICT**



P/LAND NATIONAL EXAMINATION BOARD

# MINISTRY OF EDUCATION AND HIGHER EDUCATION PUNTLAND NATIONAL EXAMINATIONS BOARD

Code Number	

FORM FOUR EXAMINATION 2020 TIME: 1 HOUR AND 30 MINUTES

# ICT

### Instructions to candidates

- Answer all the questions
- This paper consists of 7 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	40 marks
Part two: Structured Questions	60 marks
	Total: 100 Marks

# For the markers only

PARTS	MARKS
Part one	
Part two	
TOTAL	%

SOM EXAMS

#### PART ONE: MULTIPLE CHOICE QUESTIONS

40 MARKS

Circle the correct answer, each question is 2 marks

Is electronic machine or device that accepts data from input devices. processes it and produce information via output devices is

A. Computer

C. Calculator

B. Mobile

D. Monitor

Which of the following memory is volatile?

A. Floppy disk

C. Magnetic tape

B. ROM

D. RAM

Grid of rows and columns that intersect to form cell is called:

A. Cell

C. Table

B. Vertical

D. Horizontal

- Charts are powerful features in Microsoft Excel the presents very long and detailed information in a very much summarized way. The following figure is called:
  - A. Pie chart
  - B. Bar chart
  - C. Line chart
  - D. Column



A. Credibility

C. Scope

B. Authority

D. Copyright Holder

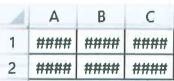
When we use Microsoft Excel or spreadsheet, end your data become like this means.

A. You have entered a number wrong

B. You have misspelled something

C. The cell is not wide enough

D. Grammatical error





1301 y C	Form four ICT Examination	n, <b>2020</b>			
7.	Represent the word "commercial" and is	s the most widely in use end			
	highly influential domain extension in the world is				
	Acom	Corg			
	Bnet	Dedu			
8.	A database application is used to:				
	A. Organizing data	C. Storing document			
	B. Information processing	D. Calculating numbers			
9.	An antivirus program is used to:				
	A. Protects you from becoming a vict	im of identity theft			
	B. It keeps your data from being cor	rupted			
	C. Increasing the number of malware	es infect the host system			
	D. Can speed up your computer				
10.	Which of the following is NOT an exam	ple of input devices?			
	A. Printer	C. Mouse			
	B. Scanner	D. Keyboard			
11.	Before you edit and format the FONT y	ou have to			
	A. Cut the text	C. Color the text			
	B. Select the text	D. Save the text			
12.	Which of the following is social media	orogram?			
	A. Facebook	C. Access			
	B. Power point	D. Window			
13	PDA is stand for				
	A. Personal Display	C. Personal Digital			
	Assistant	Assistant			
	B. People Display Assistant	D. Personal Disk Assistant			

D. They were very cheap

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C. They were not attractive

14. Problems of first-generation computers include

A. They were small

B. They are very bulky

15. Which of these is NOT a computer operating system

A. Linux

C. Microsoft window

B. Apple OS X

D. Photoshop

16. Which key should be pressed to start a new paragraph in MS-word?

A. Shift + scape

C. Shift + Enter

B. Enter key

D. Ctrl + Enter

17. How do we create new folder?

A. Click "right" mouse button →open

B. Click "right mouse" →new →folder

C. Click "new" →right click +open

D. Click "right →folder →new

18. It is asset of computer programs used on a computer to help perform

tasks

A. Instruction

C. Memory

B. Software

D. Processor

19. All of the following are examples of storage devices EXCEPT

A. Hard disk driver

C. Floppy disk

B. Printers

D. CD driver

20. To add new slide to presentation of power point press →

A. Ctrl + N

C. Ctrl + O

B. Ctrl + M

D. Ctrl + F



### PART TWO: STRUCTURAL QUESTIONS

60 MARKS

## Answer all the following questions

**Question one** 

10 marks

Classify the following devices into input, output, storage and system unit devices.

Mother board	Keyboard	Internal hard	USB	Speakers
Plotter	Trackball	disk Barcode	Power supply	External
		reader	65 -	

Input devices	Output devices	Storage devices	System unit devices
		nor o legi terri	
		Co-Trede	
			IN .

#### **Question two**

12 marks

Match keyboard with their commands in toolbar

	Shortcut	Answer		Command
1.	CTRL + B		Α.	Redo
2.	CTRL + A		B.	Bold
3.	CTRL + N	girlanda na la	C.	Select all
4.	CTRL + Y		D,	Italic
5.	CNTRL + Z		E,	Undo
6.	CTRL + I		F.	New



Сору

Replace

Find

#### **Question three**

Undo

storage.

10 marks

The following table has the list of editing document terminologies read them careful and fill the blank spaces below:

Paste

Delete	Selecting text	Page setup	Print	Exit	
1	to make	hard copy of yo	ur document.		
	to set m			out.	
	to close				
4.	To cand	el the very last a	ction you mode.		
5	to move	a text or folder f	rom on place to	another with	
retain	ing the original text or f	ile,			
6	to searc	h name or text e	tc.		
7	to chan	ge the result of fi	nd command.		
8	to stick the contents of copy command in desired place				
9	to highli	ght text.			
10.	to rem	ove text.			
uestion fo	our			10 mark	
perating s	system, presentation,	slides , animation	n , Microsoft acc	ess, report,	
omputer v	irus , internet , website	, data			
1	is program	that is designed	to damage you	r computer.	
2	global netv	vork of connected	d computers for	the purpose of	
comm	unication and informati	on sharing.			
3	is a databa	se management	system which is	s part of the	
Micros	soft office suite of applic	cations that is us	ed to create data	abase and data	

viini	Form four ICT Examination, 2020
4.	defined as the collection of facts and details like text, figures
	symbols or simply description of things events or entity gathered with a view to
	Irawing inference.
5.	is the overall document you create in the power point.
6,	are individual pages of the presentation.
7,	is the formatted results that contains useful information.
8.	collection of web pages which are grouped to gather and
	sually connected together in various ways.
9.	are programs that control the operation of the computer.
10	are effects that are added to items on a slide rather than to
	he slide its self

Question five 18 marks

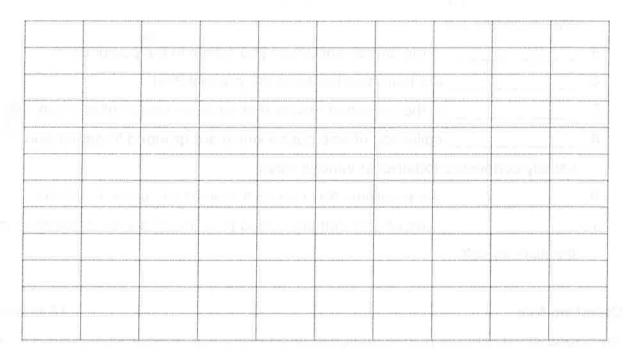
An spread-sheet formula is an equation entered in to a cell on Microsoft Excel. These formulas are what make excel so powerful. Following information is taken from Macruf Business Center (MBC)

2	Α	В	C	D	E	F
1	Name	Tel	City	Hours	Rate	Salary
2	Geedi Warsame	77119	Bosaso	18	70	1260
3	Ayan Ali	6345	Badhan	5	50	250
	Sareedo Said	4790	Buhoodle	9	140	1260

Write the formula used to calculate the multiply of the following:	4 marks
a. Total of the salary of Geedi Warsame:	
b. Total of the salary of Sareedo Said:	
Write the formula used to calculate the sum of the following:	4 marks
a. Total of the hours the work:	
b. Total of the salary	
	a. Total of the salary of Geedi Warsame:  b. Total of the salary of Sareedo Said:  Write the formula used to calculate the sum of the following:  a. Total of the hours the work:

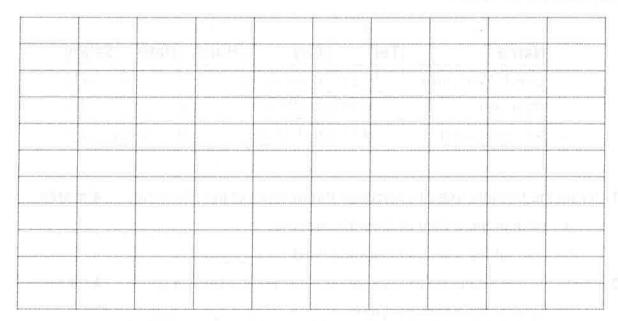


Draw a pie/chart the different amount of salary that Geedi, Ayan and Saredo given?
 5 marks



4. Draw a chart/graph showing the different hours they work

5 marks



End.