

**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
<b>Total: 100 Marks</b>	

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**

1. 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
2. Which of the following memory is volatile?
  - A. Floppy disk
  - C. Magnetic tape
  - B. ROM
  - D. RAM
3. Grid of rows and columns that intersect to form cell is called:
  - A. Cell
  - C. Table
  - B. Vertical
  - D. Horizontal
4. 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



5. To respect other peoples' creative products like written sources on the Web consider is called
  - A. Credibility
  - C. Scope
  - B. Authority
  - D. Copyright Holder
6. 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

	A	B	C
1	#####	#####	#####
2	#####	#####	#####



7. Represent the word “commercial” and is the most widely in use end highly influential domain extension in the world is
- A. .com  
B. .net  
C. .org  
D. .edu
8. A database application is used to:
- A. Organizing data  
B. Information processing  
C. Storing document  
D. Calculating numbers
9. An antivirus program is used to:
- A. Protects you from becoming a victim of identity theft  
B. It keeps your data from being corrupted  
C. Increasing the number of malwares infect the host system  
D. Can speed up your computer
10. Which of the following is NOT an example of input devices?
- A. Printer  
B. Scanner  
C. Mouse  
D. Keyboard
11. Before you edit and format the FONT you have to
- A. Cut the text  
B. Select the text  
C. Color the text  
D. Save the text
12. Which of the following is social media program?
- A. Facebook  
B. Power point  
C. Access  
D. Window
13. PDA is stand for
- A. Personal Display Assistant  
B. People Display Assistant  
C. Personal Digital Assistant  
D. Personal Disk Assistant
14. Problems of first-generation computers include
- A. They were small  
B. They are very bulky  
C. They were not attractive  
D. They were very cheap

15. Which of these is NOT a computer operating system
- A. Linux  
B. Apple OS X  
C. Microsoft window  
D. Photoshop
16. Which key should be pressed to start a new paragraph in MS-word?
- A. Shift + scape  
B. Enter key  
C. Shift + Enter  
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  
B. Software  
C. Memory  
D. Processor
19. All of the following are examples of storage devices EXCEPT
- A. Hard disk driver  
B. Printers  
C. Floppy disk  
D. CD driver
20. To add new slide to presentation of power point press →
- A. Ctrl + N  
B. Ctrl + M  
C. Ctrl + O  
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 disk	USB	Speakers
Plotter	Trackball	Barcode reader	Power supply	External

Input devices	Output devices	Storage devices	System unit devices

**Question two**

**12 marks**

Match keyboard with their commands in toolbar

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

**Question three****10 marks**

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

Undo	Copy	Paste	Find	Replace
Delete	Selecting text	Page setup	Print	Exit

1. \_\_\_\_\_ to make hard copy of your document.
2. \_\_\_\_\_ to set margins, page size, and page layout.
3. \_\_\_\_\_ to close program.
4. \_\_\_\_\_ To cancel the very last action you mode.
5. \_\_\_\_\_ to move a text or folder from on place to another with retaining the original text or file.
6. \_\_\_\_\_ to search name or text etc.
7. \_\_\_\_\_ to change the result of find command.
8. \_\_\_\_\_ to stick the contents of copy command in desired place.
9. \_\_\_\_\_ to highlight text.
10. \_\_\_\_\_ to remove text.

**Question four****10 marks**

Operating system, presentation , slides , animation , Microsoft access , report , computer virus , internet , website , data

1. \_\_\_\_\_ is program that is designed to damage your computer.
2. \_\_\_\_\_ global network of connected computers for the purpose of communication and information sharing.
3. \_\_\_\_\_ is a database management system which is part of the Microsoft office suite of applications that is used to create database and data storage.



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 drawing 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 usually 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 the 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)

	A	B	C	D	E	F
1	<b>Name</b>	<b>Tel</b>	<b>City</b>	<b>Hours</b>	<b>Rate</b>	<b>Salary</b>
2	Geedi Warsame	77119	Bosaso	18	70	1260
3	Ayan Ali	6345	Badhan	5	50	250
4	Sareedo Said	4790	Buhoodle	9	140	1260

1. 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: \_\_\_\_\_
2. 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 \_\_\_\_\_





3. 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.

