

MINISTRY OF EDUCATION AND HIGHER EDUCATION

FORM FOUR EXAMS, 2021

ICT



P/LAND NATIONAL EXAMINATION BOARD

MINISTRY OF EDUCATION AND HIGHER EDUCATION
PUNTLAND NATIONAL EXAMINATIONS BOARD

Code Number

FORM FOUR EXAMINATION 2021
TIME: 2 HOURS AND 10 MINUTES FOR READING

ICT

Instructions to candidates

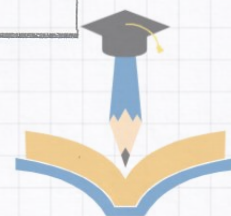
- Answer all the questions
- This paper consists of 7 pages, count it and if any is missing inform your invigilator
- Do not write your **name and roll number** on the exam paper
- Make sure that **student's profile** is attached to the exam paper, if not, inform you invigilator.
- No extra paper is 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:	40 marks
Part two:	20 marks
Part three:	12 marks
Part four:	28 marks
Total: 100 Marks	

For the markers only

PARTS	MARKS
Part one	
Part two	
Part three	
Part four	
TOTAL	%



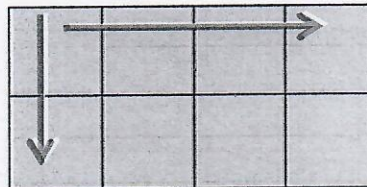
SOM EXAMS

Part one: Multiple choice questions (40 Marks)

- Letter "E" in Ecommerce stands for
 - Electricity
 - Energy
 - Electronic
 - Electrolysis
- An example of pay-by- phone system is _____
 - ATM
 - Semi card
 - Computer
 - Sahal Service
- The kind of technology used by the 1st generation computers which made them to be bigger in size is _____
 - Transistors
 - CPU
 - Vacuum Tube
 - Artificial Intelligence
- _____ Are powerful tool that allows you to visually data in variety of different formats.
 - Power point
 - Databases
 - Chart
 - Monitor
- 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.

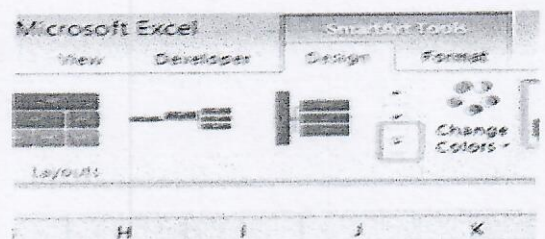
All the following are the elements of a table **EXCEPT?**

- Rows
- Columns
- Cells
- Text



- Study the **screenshot** below, what happens if you **Click** the arrow circled in **YELLOW**?

- The selected diagram will be inserted into the worksheet
- The smart art layout Gallery will expand
- The ribbon will be hidden
- The smart art layout Gallery will Small



- The computer function that converts data into meaningful information is the _____
 - Input device
 - Control
 - Output device
 - Processing



©PNEB, 2021

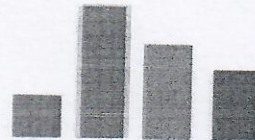
SOM EXAMS

8. The _____ Interconnects all the computer components either directly or indirectly and supplies power them.

A. PSU
B. Main memory
C. Motherboard
D. Hard disk driver.

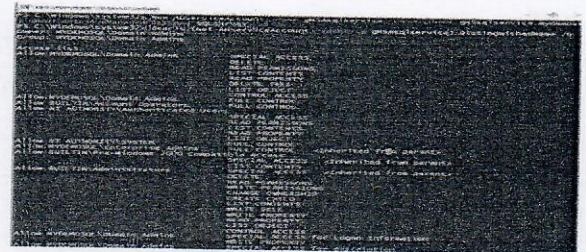
9. Charts are powerful features in Microsoft Excel the present's very long and detailed information in a very much summarized way. The following Figure s called

A. PIE Chart
B. BAR Chart
C. COLUMN Chart
D. LINE Chart



10. The Type of **Interface** Captured below is

A. GUI {Graphical User Interface}
B. CLI {Common line Interface}
C. CMD {Common Machine Direct}
D. Mobile Phone



11. _____ refers to the topmost area of the application that contains menu items and toolbars available in MS-Excel

A. Ribbon
B. Tabs
C. Window controls
D. Zoom

12. _____ It was introduced to ease the sharing of documents and across operating system platform when you need to save file that cannot be modified but still need to easily shared and printed.

A. PDF
B. RTF
C. NOTE PAD
D. IPAD

13. The Line that mark the cell boundaries are called _____

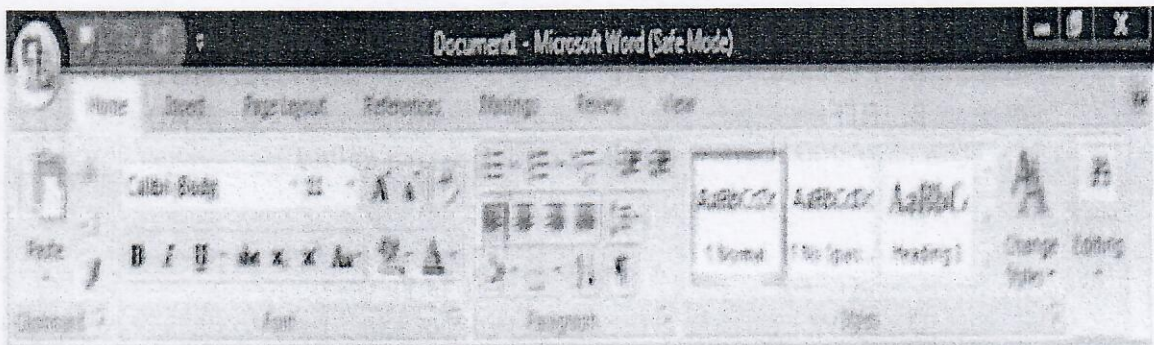
A. Table
B. Cell
C. Gridline
D. ROW

14. The Steps of using CHARTS are _____

A. Prepare date → Open Insert tab → At the Chart click chart you want.
B. Activate date → Open Home tab → At the Chart click chart you want.
C. Prepare date → Open Insert tab → At the Text click WordArt.
D. Prepare date → At the chart, Click chart you want → Open Insert tab.



15. _____ is re-structuring or re-ordering of data by people or machine to increase their usefulness and add values for particular purpose.
- A. Data Storage
B. Data Input
C. Data Collection
D. Data Processing.
16. _____ Are type of virus that may be programed to steal personal and financial information and later take over the resource of the host computer's system files.
- A. Malware
B. Trojan Horses
C. Spyware
D. Virus
17. In ICT terminology **PSU** stand for _____
- A. Power Supply Unit
B. Processing supply unit
C. Puntland state of university
D. Power Speed Union.
18. TCP is stand for _____
- A. Transfer Control Protocol
B. Internet Protocol
C. Transformation Communication protocol
D. Transfer Control People.
19. Represent the word "Network" and is the most widely in use end highly influential domain extension in the world is.....
- A. .net
B. .now
C. .nat
D. .org
20. Microsoft Office uses a variety of toolbars to accomplish tasks. The figure below displays one of the toolbars used by Microsoft Office.



- A. To manually change the look of characters in an office document.
- B. To automatically change the look of paragraph in an office document.
- C. To manually change the theme of an office document.
- D. To automatically create and modify lists in an office documents






Part two: the following table has the list of editing document terminologies read them careful and fill the blank spaces below: **(20 Marks)**

Microsoft Access	Data	Website	Animation	Copy
Clicking	Minimize	A crawler	Scope	Copyright

1. Pointing to something on the screen and then pushing the button on the mouse is called _____
2. _____ are effects that are added to items on a slide rather than to the slide its self.
3. _____ are these topics successfully addressed with clearly presented arguments, and adequate support to substantiate them?
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 interface.
5. _____ is a computer program that automatically searches documents on the web
6. _____ Collection of web pages which are grouped to gather and usually connected together in various ways.
7. _____ To move a window to the bottom of the screen without closing the window
8. _____ Means to respect other peoples creative products like written source on the web.
9. _____ is a database management system which is part of the Microsoft office suit of application that is used to create database and data storage.
10. _____ to move a text or folder from on place to another with retaining the original text or file.

Part Three: Short question about Hardware/ Application software
Circle the Correct Answer (12 Marks)

1. How do you **Minimize** a window?
 - A. Click on the bar icon  at the top right of the window
 - B. Click on the cross icon  at the top right of the window
 - C. Click on the square icon  at the top right of the window
 - D. Click on the window's title bar
2. If there is a page you visit Frequently, you can access it more quickly by....?
 - A. Saving it as a Favourite/ book mark.
 - B. Typing the URL into the searching bar
 - C. Searching for it for Google.
 - D. Going to another page that links to it.



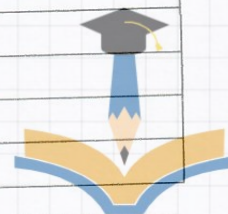
3. How can you select more than **one icon** at a time?
 - A. Select the first, then hold CTRL whilst selecting the rest
 - B. Right click on them
 - C. Double click on them
 - D. Use the TAB button
4. How do you get **capital letters** using just one finger?
 - A. Use the SHIFT LOCK key
 - B. Use the TAB key
 - C. Use the ESCAPE key
 - D. Use the CTRL key
5. Which key can be used to **exit** a program?
 - A. The ESCAPE or ESC key
 - B. The ENTER key
 - C. The ALT key
 - D. The CTRL key
6. How do you reopen a **minimized** window?
 - A. Click on its name or icon on the task bar.
 - B. Use the 'Start' menu
 - C. Double click its desktop icon
 - D. Press the 'Escape' Key

Par Four: Structured Questions (28 Marks)**1) Write down the shortcut keyboard combinations of the Following: (10 Marks)**

<u>Descriptions</u>	<u>Shortcut</u>
Create a new document	
moves the cursor to the beginning of the document	
Apply double underline formatting	
deletes a full word at a time instead of a single character	
End the slide show.	

2) What are the descriptions of the following Keyboard shortcut Combinations (10 Marks)

<u>Shortcuts</u>	<u>Descriptions</u>
Ctrl+Z	
Ctrl+Y	
Ctrl+Shift+K	
Ctrl+Shift+V	
Ctrl+R	



3) 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 **Puntland Form Four students. "PFFS"** (8 Marks)

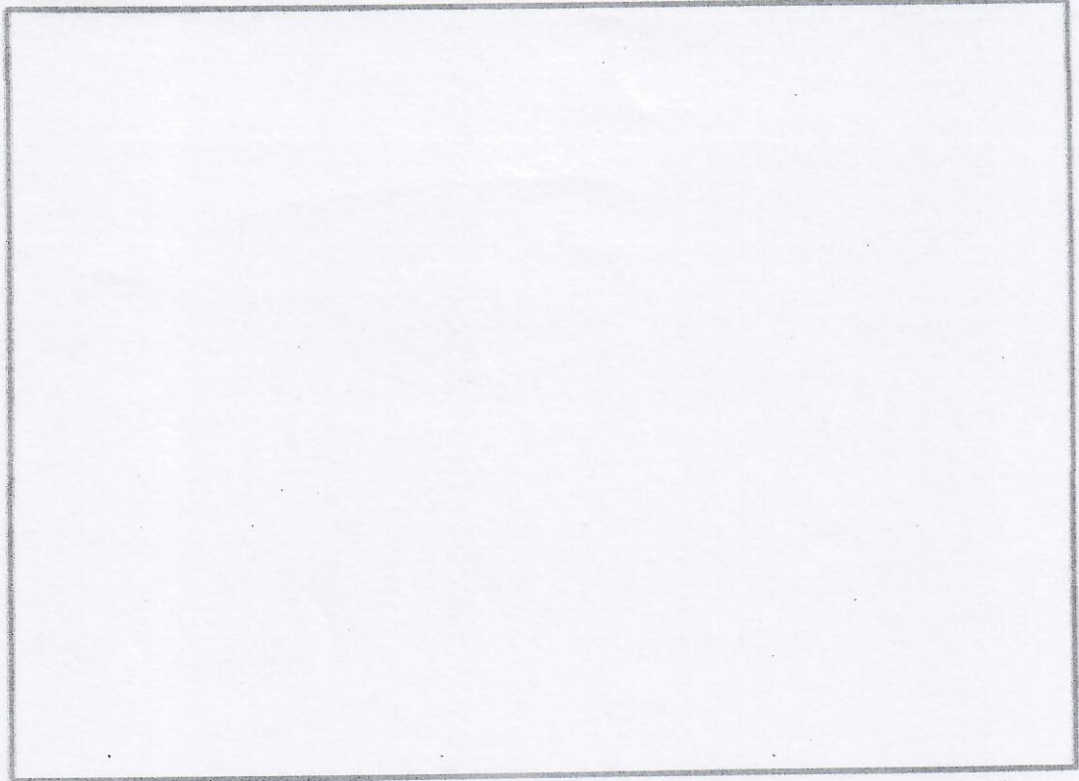
	A	B	C	D	E	F
1	Name	Tell	City	ICT	MATHS	TOTAL
2	Mohamed Bashe	77455	Garowe	90	81	171
3	Hanad Ahmed	77987	Garowe	91	80	171
4	Mario Jama	77968	Garowe	85	89	174

- Write the formula used to calculate the Sum of the following: (2 Marks)
 - Total of subjects of **Mohamed Bashe**: _____
 - Total of subject of Mario Jama: _____
- Write the formula used to calculate the sum of the Following: (2 Marks)
 - Total of the result of **ICT**: _____
 - Total of the result of **Maths**: _____
- Draw a **pie/chart** the Different Total Results of that **Baashe, Hanad and Mario** achieved: (2 Marks)



4) Draw a **Column** showing the different results of ICT they got.

(2Marks)



END

