



**THE PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
MOSHI MUNICIPAL COUNCIL
398 COMPUTER APPLICATION
FORM ONE ANNUAL JOINT EXAMINATION**



Time: 2:30 Hours

November 2025

INSTRUCTIONS

1. This paper consists of section A, B and C
2. Answer all questions in section A and B and only one question in section C
3. Write your **NAME** on every page of your answer sheet

SECTION A: (Multiple Choice And Matching Items Questions)

1. Choose the correct answer and write the letter of the correct choice.

i. Which of the following is an example of an input device?

- | | |
|-------------|------------|
| A. Monitor | C. Printer |
| B. Keyboard | D. Speaker |

ii. The physical parts of a computer are called:

- | | |
|-------------|------------|
| A. Software | C. Data |
| B. Hardware | D. Program |

iii. The program that controls all other programs in a computer is:

- | | |
|---------------------|-------------------------|
| A. Utility | C. Application Software |
| B. Operating System | D. Antivirus |

iv. Which of the following is a search engine?

- | | |
|-----------|-------------|
| A. Gmail | C. WhatsApp |
| B. Google | D. Windows |

v. The correct extension of a Microsoft Word file is:

- A. .xls
- B. .ppt

- C. .docx
- D. .exe

vi. The main purpose of the Internet is:

A

- . Playing music
- B. Connecting computers globally

- C. Cleaning viruses
- D. Printing documents

vii. The symbol “@” is mostly used in:

- A. Spreadsheet
- B. Email address

- C. Word document
- D. File name

viii. Which key is used to delete a character to the left of the cursor?

- A. Delete
- B. Backspace

- C. Enter
- D. Shift

ix. Microsoft Word is an example of:

- A. Operating System
- B. Application Software

- C. Utility Software
- D. Programming Language

x. In MS Word, which feature allows automatic checking of spelling erros?

- A. WordArt
- B. Mail Merge

- C. Spell Checker
- D. Find & Replace

2. Match the items in List A with their correct answers in List B. Write the letter of the correct answer.

List A

- i. CPU
- ii. URL
- iii. Toolbar
- iv. Virus
- v. ISP

List B

- A. A company that provides Internet connection
- B. The address of a website
- C. The brain of the computer
- D. Malicious program that damages files
- E. Contains buttons for quick access to commands

SECTION B (Short Answers)

Answer all questions.

3. (a) Define the term computer.
(b) Mention two categories of computer software.
(c) Give one example of system software.
4. (a) State two advantages of the Internet.
(b) Write one disadvantage of the Internet.
(c) What does WWW stand for?
5. (a) Mention any three examples of application software.
(b) State one use of Microsoft Excel.
(c) Give one example of a utility program.
6. (a) Differentiate between Save and Save As in Microsoft Word.
(b) Name one file extension for Microsoft Word.
(c) Which menu is used to print a document?
7. (a) List two examples of storage devices.
(b) Mention one example of an output device.
(c) Name one example of an input device.
8. (a) Give two uses of word processing software in daily life.
(b) Mention one feature of word processing software.
(c) Write one advantage of using word processors compared to typewriters

SECTION C: Essay Questions

Answer any TWO questions only.

9. Explain five (5) importance of computer in education and business.
10. Describe the steps you would follow to create, save, and print a document in Microsoft Word.
11. Discuss advantages and disadvantages of Wide Area Network (each provide 5point)