

KILAKALA SECONDARY SCHOOL
INFORMATION AND COMPUTER STUDIES
MID TERM TEST, 20th March, 2013
FORM II

FULL NAME: STREAM:

Time: 2:00 hours

INSTRUCTIONS:

- *This paper consists of two sections A and B.*
- *Answer **ALL** questions*
- *All answers should be written in the spaces provided*

SECTION: A

1. Choose the correct letter of the correct answer from the following questions then write at the spaces provided below:
 - i) Word processing can be defined as:
 - A. Creating, editing and printing document
 - B. Creating , summarizing and displaying document
 - C. Editing, summarizing and inserting pictures
 - D. Editing, printing and underline document
 - ii) Sources of information are:
 - A. Computers, newspapers and data
 - B. Books, radio, internet and television
 - C. Data, radio, computer and fax
 - D. Books, internet, television and science
 - iii) Operating system is divided into the following categories
 - A. Operating software and system software
 - B. Microsoft, Macintosh and Linux
 - C. Single user, real time, multi-user and multi-task
 - D. Control unit, processing unit and outputs
 - iv) Compared to early computers, modern computers are
 - A. Faster, cheaper and large
 - B. Operating software and system software
 - C. Much smaller, faster, deeper and more efficient
 - D. Expensive, more efficient and do many things
 - v) When closing a word document, you need to:
 - A. Click at X at top right corner

To opt for success, means hard working is not optional, it is obligatory; therefore work hard.

- B. Click start and then click shut down
 - C. Click file and click save as
 - D. Click minimize at top right
- vi) Antivirus program is used to
- A. Delete unneeded files
 - B. Protect a computer from virus
 - C. Help a computer to manage files
 - D. Protect and delete all files
- vii) Through which device the main components of the computer communicate with each other?
- A. Keyboard B. Monitor C. System bus D. Memory
- viii) What is meaning of the term hard copy?
- A. Information that is never output
 - B. Information saved in the hard disk
 - C. Output saved on the desktop
 - D. Printed output
- ix) You are editing your letter; every time you try to insert a character between other characters it deletes the character from the cursor. Which key has been activated
- A. Delete key B. Enter key C. Insert key D. Space bar key
- x) The Central Processing Unit (CPU) is the brain of the computer. The main parts of the CPU are:
- A. Arithmetic and Logic Unit (ALU) and Control Unit
 - B. Arithmetic and Logic Unit (ALU) only
 - C. Software and hardware only
 - D. Permanent and temporary memory only

ANSWERS

i	ii	Iii	iv	v	vi	Vii	viii	ix	x

2. Write TRUE for correct statement and FALSE for the incorrect statement:

- i) Word processing is computer application software which allows a person to enter a text in the computer
- ii) We enter text in word processing using a mouse
- iii) Close is a feature that allows you to close a document that you are working on without closing the program
- iv) A cursor is a blinking vertical line that appears on the screen that shows where text will be inserted
- v) Backspace key cannot delete characters to the left of the cursor

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- vi) Shift key allows you to type the upper characters on some of the keys
- vii) We open Microsoft Word by clicking on the start button, then on the control panel and lastly on Microsoft word
- viii) We select the whole word by double clicking within the word
- ix) Software is the invisible instructions that control a computer
- x) Out devices are computer hardware devices that are used to display information

SECTION: B

3. Label the parts of the instrument shown below:



4. Give two reasons why people prefer to use telephone to communicate with other people than using letters:

- i)
- ii)

5. List down four main functions of an operating system

- i)
- ii)
- iii)
- iv)

6. Outline the four procedures used to open a word processing:

- i)
- ii)
- iii)
- iv)

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