

**Student's name .....**

**Stream**

**MINISTRY OF EDUCATION, SCIENCE, TECHNOLOGY AND VOCATIONAL TRAINING**

**KILAKALA SECONDARY SCHOOL**

**MID TERM EXAMINATION**

**ICS FORM TWO**

**TIME: 2 HRS**

**Wednesday 16<sup>th</sup> March 2016**

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Instructions

1. Answer all questions
2. All answers should be written in this question paper
3. Write your name and stream in every sheet

1. Choose the most correct answer from alternatives given and write its letter beside.

i) A collection of picture files that can be inserted into a document.

- A. Retrieve
- B. Clip Art
- C. Spell Check
- D. Highlight

ii) The written or printed material

- A. Hard Copy
- B. Text
- C. Copy
- D. Print

iii) To make a duplicate of information in the document, so that you can place it in another location.

- A. Cut
- B. Paste
- C. Copy
- D. Enter

iv) To store information for later use

- A. Save
- B. Retrieve
- C. Save As

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D. Print

v) Using keyboarding skills to produce documents such as letters, reports, manuals and newsletters.

A. WYSIWYG

B. Word Processing

C. Word Wrap

D. Alignment

vi) Open a saved document

A. Save As

B. Save

C. Retrieve

D. Paste

vii) To make changes in a document

A. Paste

B. Cut

C. Delete

D. Edit

viii) The blinking line that represents the current location in the document.

A. Character

B. Text

C. Cursor

D. File

ix) Automatically moving text to the next line so that it will fit within the screen's width.

A. Page Setup

B. Word Wrap

C. Alignment

D. Indent

x) A style of text that makes a letter or word darker and thicker to stand out in a document.

A. Italics

- B. Text  
C. Bold  
D. Font

2. Put a tick either a statement is true or false accordingly

		TRUE	FALSE
I.	Input devices are example of computer hardware		
ii.	Backing storage devices are example of computer software		
iii.	A Graphic User Interface is a part of an Operating System		
iv.	A laptop computer cannot be carried around		
V.	Encryption prevents hackers from deleting data		
vi.	Back up procedures prevent hackers from accessing data on a computer		
vii.	You should regularly change your password to make it more difficult for hackers to access your data		
viii.	You should always tell a friend your password in case you forget it		
ix.	Word processing is an example of system software		
x	Merging a cells means to delete in between the cell lines so as to combine/make them together		

3. Draw the lines on the diagram to match the input device to its most appropriate use.

Device	Use
Remote control	Inputting freehand drawing into a computer
Keyboard	Operating a Television
Touch screen	Entering text when writing a book
Chip leader	Selecting option in a tourist information kiosk
Graphics tablet	Reading information from a credit card
Bar code reader	Inputting voiceover into presentation software
Microphone	Selecting option from list
Mouse	Inputting a PIN at an ATM

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Numeric key pad  
Optical mark reader

Inputting a data from a school register  
Inputting code number from products at a POS  
terminal


4. Name the following devices as they used in ICS studies

<p>A</p> 	
<p>B</p> 	
<p>C</p> 	

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<p>D</p> 	
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5. a) Students can use CDs or pen drives for storing their work. Give four reasons why students may prefer to use pen drives

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- b) Mention two uses of UPS

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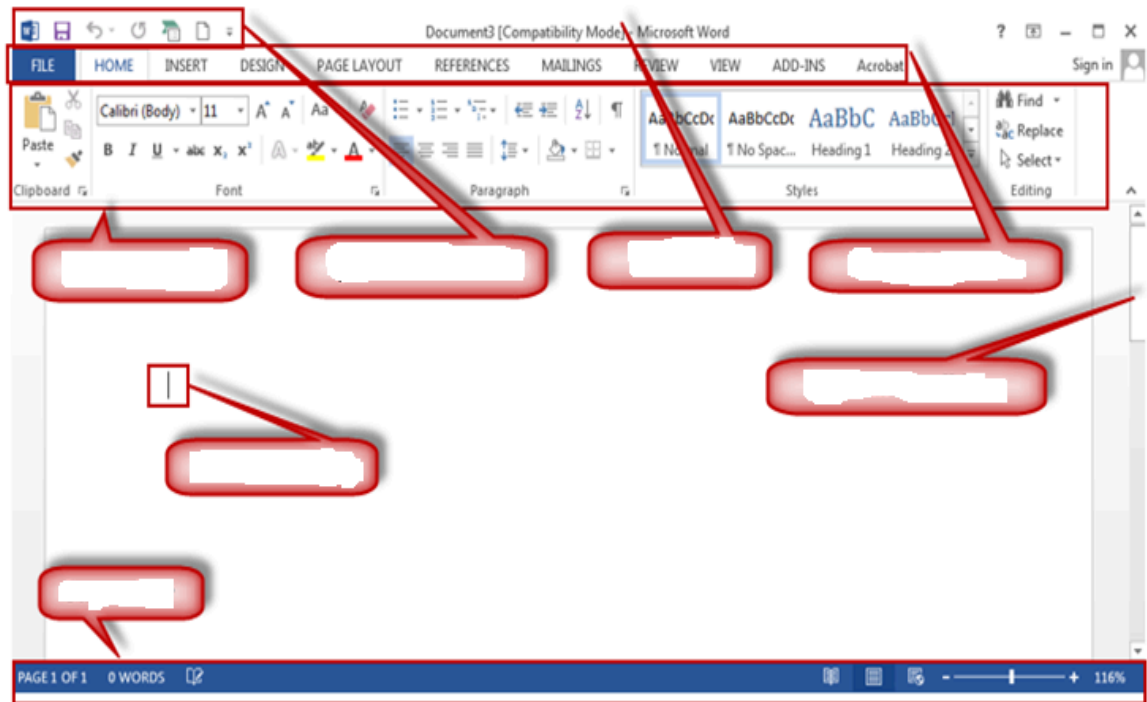
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6. a) What is word processing program?
- b) Show step by step how you will start word processing program
- c) Label the indicated parts of window document below

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***Wishing all the best***