

2010 MAY/JUNE NBC/NTC
SECTION B
(ESSAY)

Attempt FIVE questions only
ALL questions carry equal marks

Introduction to information and communications technology (ICT)

Question 1

- (a) Mention TWO output devices you are aware of
- (b) State FOUR external storage devices
- (c) Define search engines
- (d) What is a protocol?

Solution 1

- (a) Monitor (VDU, Screen), printer, projector, speaker, plotter, ear phone etc
Any 2
- (b) Diskette, flash drive, compact disc, zip disc, memory card, DVD, HDD etc
Any 4
- (c) It is a program that enables users search for information on the internet.

Question 2

- (a) What is the purpose of the main memory?
- (b) Why is system software so important to a computer system?
- (c) Write short notes on
 - (i) browser
 - (ii) web server
 - (iii) website

Solution 2

- (a)

The purpose of the main memory is to hold data temporary and/or permanently while the computer requires it or is working with it.
- (b) It is software that the computer requires to function, e.g. MS-DOS, and windows
It is what the computer requires in order to work or enhance the usage of the other software
- (c)(i) This is client software that allows the user to display and interact with a hypertext document.
- (ii) This is a program that responds to request from web browsers to retrieve recourses. It is also used to refer to the computer that runs the server program.

(iii) This is a collection of related files. Each web site contains a home page, which is the first document that is displayed on the browser.

Computer application I & II

Question 3

- (a) Give TWO examples of a word processing package
- (b) State the purpose of mail merge in a word processor
- (c) What is the purpose of “WIZARDS” in Microsoft office suite
- (d) How are borders applied to objects in Microsoft word?

Solution 3

- (a) MS-Word, note pad, word perfect, word pad, page maker etc Any 2
- (b) Mail merge is used to save the time and effort required to change certain information in a particular document each time it is sent to a different person
- (c) The purpose of wizard in Microsoft office suite is that it saves time.
- (d) Select format
Click at borders and shading
Select page borders
Select the style of borders you want

Or

- Select (highlight) the object
- Select format
- Select borders and shading
- Select the type, width, setting, style, color
- Click OK

Question 4

- (a) What is power point?
- (b) Give FOUR uses of the slide master in power point
- (c) What are headers and footers

Solution

- (a) Power point is an application package used for creating presentation or slides.
- (b) Slide masters are used for the following:
 - (i) modify title area
 - (ii) apply design
 - (iii) add pictures
 - (iv) change font styles
 - (v) add headers and footer, date, time & slide numbers
 - (vi) animation scheme

Any 4

- (c) Headers and footers are special features which are inserted in a document to display respective information in the upper and lower margins of each page.

Question 5

- (a) What is the main advantage of a spread sheet
- (b) Mention TWO template types in Microsoft excel
- (c) How would you perform the following function on values stored in cells A1 to A10 in Microsoft excel?
 - (i) Sum
 - (ii) Average
 - (iii) Product

Solution 5

- (a) It enables users to perform simple rows and column arithmetic
- (b) (i) Blanks and recent
 - (ii) installed template
 - (iii) my template
 - (iv) new form existing workbook
 - (v) Microsoft office onlineAny 2
- (c) (i) Use the function:
= Sum (A1 : A10)
- (ii) Use the function:
= average (A1 : A10)
- (iii) Use the function:
= product (A1 : A10)

AUTOCAD I & II

Question 6

- (a) List SIX major discipline that uses AUTOCAD
- (b) Write short notes on:
 - (i) Command line
 - (ii) Status bar
 - (iii) Tool bar

Solution 6

- (a) Electronic engineering, mechanical engineering, architecture, surveying, fine/industrial arts, geosciences, electrical engineering, computer science, computer engineering etc Any 6
- (b) (i) Command line is used to draw line between any two points picked within the drawing area

- (ii) Status bar is the line (bar) that displays short-cut menu for quick access to commands that are to your current activities
- (iii) Toolbars is the line (bar) that displays the available short cut tools of the tool (command) that are found in the menu bar of MS AUTOCAD

Question 7

How are the following modify tool bar used in AUTOCAD?

- (i) Copy object tool
- (ii) Offset tool
- (iii) Trim tool
- (iv) Break tool
- (v) Array tool
- (vi) Move tool

Solution 7

- (i) To use copy object tool, select modify from the tool bar and click copy.
Short cut: CP
- (ii) To use offset tool, select modify from tool bar and click offset. Shortcut : O
- (iii) To use the trim tool, select modify from tool bar and select/click trim
- (iv) To use break tool, select modify from tool bar and select/click break
- (v) To use the array tool, select modify from tool bar and click/select array
Shortcut: AR
- (vi) To use the move tool, select modify from tool bar and click/select move
Shortcut: M