

**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 schemeAny 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