

# WANYANGE GIRLS SECONDARY SCHOOL

## FUNCTIONAL COMPUTING - ICT TEST FOR FOR SENIOR FIVE

**Name:** ..... **Date:** .....

**1.** Which ones of the following can be done in a table in MSWord?

- A. Inserting an image
- B. Inserting Cells
- C. Inserting a table
- D. Deleting numbers
- E. Addition
- F. ALL the above.

**2.** What is POST in full?

- A. Power Of System Test
- B. Power On System Test
- C. Power On Self-Test
- D. Power Of Self-Test

**3.** The main features of RAM includes the following except:

- A. It is running memory in the computer
- B. It is working memory in the computer
- C. It is temporary memory in the computer
- D. It is holds the OS when the computer boots.

**4.** What is the bootable device?

- A. The storage device that holds the boot.
- B. The storage device that holds the Operating System.
- C. The storage device that holds the Operating System that can boot.
- D. The storage device that holds the Windows.

**5.** The processes followed in the booting action are:

- A. The boot order.
- B. The boot instructions
- C. The POST
- D. The Boot Sequence.

**6.** The function known as defragmentation refers to:

- A. The process of putting computer fragments together.
- B. The process of re-assembling file fragments together.
- C. The process of automatically re-arranging files on storage device.
- D. The process of optimising space on a storage device.

**7.** The act of keeping aside a file or document for safekeeping is commonly referred to as:

- A. Backing up.
- B. Saving up
- C. Saving.
- D. Stowing away.

**8.** The main function of a boot loader is:

- A. To help load the boot into RAM.
- B. To help boot the OS into the RAM.
- C. To help load and open the OS into RAM.
- D. To help start the computer.

**9.** The Operating System is said to be the main programme in a computer because of one of the following reasons:

- A. It controls the way the entire computer system functions.
- B. It controls the way the application programmes
- C. It controls the functioning of all the peripherals
- D. It controls the functioning of the hardware.

**10.** The process of compressing electronic files and folders does one of the following:

- A. It reduces the size of the physical file
- B. It reduces the space occupied by the file.
- C. It optimises the electronic space occupied by the file.
- D. It optimises the physical space occupied by the file.

**11.** Decompressing a file or folder does one of the following:

- A. Re-opens the file in its original form.
- B. Re-opens the file in its original size.
- C. Re-opens and restores the file to its original electronic size.
- D. Re-opens and restores the file to its original physical size.

**12.** Among other things the antivirus programmed could do the following:

- A. It detects viruses on a computer.
- B. It detects and deletes viruses from a computer system.
- C. It can detect, alert the user about virus threats and also delete viruses.
- D. It can alert a computer user about virus attacks.

**13.** When searching for a document the computer user can use some or all of these parameters:

- A. Date and Time.
- B. Date, Time File size and Time
- C. Date modified, File size and File name.
- D. Date, File size and Name.

**14.** Disk defragmentation is also known to do the following:

- A. Increases the speed of all the computer functions.
- B. Increases the speed of opening and saving files
- C. Increases the speed of saving documents
- D. Increases the speed of accessing and opening files

**15.** Zipping is another term used for;

- A. File compression
- B. File defragmentation
- C. File transmission
- D. File Transfer.

**16.** The main function of utility programmes is to:

- A. Run the entire computer system.
- B. Maintain the computer in a good running state.
- C. Clean up the computer
- D. Eliminate some errors and maintain the computer in a good running state.

**17.** The boot sequence describes the:

- A. order in which the Operating Systems are loaded.
- B. order in which the boot loader shall search for the OS on the storage devices
- C. order in which the computer shall load the booting devices
- D. order in which the system shall open its various components.

**18.** The process of cleaning viruses from a computer is commonly referred to as:

- A. Cleansing
- B. Cleaning
- C. Disinfecting
- D. Infecting

**19.** Two best ways to protect a computer from virus attacks would be:

- A. To install an antivirus software and to restrict downloads from the Internet.
- B. To restrict downloads from the Internet and to install virus protection.
- C. To install protection and to disinfect constantly.
- D. To install an antivirus and to disinfect constantly

**20.** How can a computer network be beneficial to the user?

- A. Sharing resources, preventing spread of viruses and doing common tasks.
- B. Protection against viruses, sharing resources and sharing tasks.

- C. Sharing resources, sharing tasks and using an antivirus on one server.
- D. Protection against viruses, sharing tasks, working together.

**21.** The following tasks can be carried out in a table in a word processor:

- A. Sum, Product, Count, Sort and Italicize.
- B. Sum, Product, Count, Italicize and Carry.
- C. Carry, Italicize, Count, Product and initialise.
- D. Initialise, Bold, Carry, Count and Product.

**22.** The feature that allows a user to arrange data in a table in a logical order is:

- A. Arrange
- B. Sort.
- C. Alphabet
- D. Ascending

**23.** The use of one of the following features enables the user to carry out calculations:

- A. Formula.
- B. Tools
- C. Layout.
- D. Calculate.

**24.** One of the alternatives is not correct about tables in MSWord;

- A. cell merging, resizing and splitting
- B. cell merging, resizing and colouring
- C. cell merging, resizing and boarder formatting
- D. cell merging, resizing and eliminating

**25.** What is the default file extension for all Word documents?

- A. .txts
- B. .word
- C. .doc
- D. .docx

**26.** How will MS Word will respond in repeated word.

- A. A Red wavy line under the repeated word
- B. A Green wavy line under the repeated word
- C. A Blue wavy line under the repeated word
- D. None of the above

27. The file type \_\_\_\_\_ indicates the file is a Word document.

- A. .msw
- B. .wor
- C. .wrd
- D. .doc

28. In mail merge operation which of the following might represent the main document?

- A. A sales brochure
- B. A form letter
- C. A database of Names and Addresses
- D. All of them

29. The word wrap Feature

- A. Automatically move text to the next line when necessary
- B. Appears at the bottom of the document
- C. Allows you to type over text
- D. is the short horizontal line

**30.** Which of the following enables you to paste data multiple times?

- A. Windows Clipboard
- B. Office Clipboard
- C. Both Windows & Office Clipboard
- D. None of them all

31. Ctrl + B

- A. Search the selected text
- B. Paste the selected text
- C. Bold the selected text
- D. Open the specified file

32. Word includes a series of predefined graphics called \_\_\_\_\_ that can be inserted into a Word document.

- A. clip art
- B. hyperlinks
- C. captions
- D. bookmarks

33. A (n) \_\_\_\_\_ is a dot or other symbol positioned at the beginning of a

- A. paragraph.
- B. bullet
- C. logo
- D. cell
- E. target

**34.** Which of the following is not a type of page margin?

- A. Left
- B. Right
- C. Center
- D. Top

**35.** Ctrl + A

- A. Align Right
- B. Select All
- C. Change font
- D. Save document

36. Microsoft Office Word is a (n) \_\_\_\_\_.

- A. area in the computer's main memory in which Microsoft Office text files are stored temporarily
- B. program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting
- C. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
- D. full-featured word processing program that can be used to create and revise professional looking documents easily

**37.** What should you do if you require to paste the same format in many places?

- A. Click the Format painter and go on pasting in many places holding Alt Key
- B. Double click the format painter then go on pasting in many places
- C. Click the format painter then go on pasting to many places holding Ctrl Key
- D. All of the above

**38.** Which would you choose to save a document with a new name?

- |                               |                        |
|-------------------------------|------------------------|
| A. Press Ctrl+S               | B. Click File, Save    |
| C. Click Tools, Options, Save | D. Click File, Save As |

**39.** Which option in File pull-down menu is used to close a file in MSWord?

- |          |         |
|----------|---------|
| A. New   | B. Quit |
| C. Close | D. Exit |

**40.** Which feature do you use to create a newspaper like document?

- |                        |              |
|------------------------|--------------|
| A. Bullets & numbering | B. Tables    |
| C. Columns             | D. Tab stops |

**41.** A letterhead should contain all of the following EXCEPT \_\_\_\_.

- A. full street address
- B. logo
- C. complete legal name of the company, group, or individual
- D. None of the above

**42.** To convert a hyperlink e-mail address to regular text, right-click the e-mail address and then click \_\_\_\_ on the shortcut menu.

- A. Edit Hyperlink
- B. Select Hyperlink
- C. Convert Hyperlink
- D. Remove Hyperlink

43. What is the shortcut key to “Center Align” the selected text?

- A. Ctrl + C
- B. Ctrl + E
- C. Ctrl + F
- D. None of above

44. What is the shortcut key for “Find and Replace” dialog box?

- A. Ctrl + F
- B. Ctrl + R
- C. Ctrl + H
- D. Ctrl + Shift + F

45. Which method or methods in the following list are good, green solutions?

- A. buy a laptop
- B. use a screensaver
- C. use the display's and computer's sleep modes
- D. turn off your computer when not in use

46. The following statements are all commonly accepted; yet which of them is most correct?

- A. Buying a newer computer is better for the environment.
- B. But, more powerful processors consume more energy, so they should be avoided.
- C. Recycling my computer will ensure no or little pollution occurs.
- D. Apple produces the greenest computers, so buying an Apple is the way to go.

47. The ability to combine name and addresses with a standard document is called \_\_\_\_\_

- A. document formatting
- B. database management
- C. mail merge
- D. form letters

48. Which of the following is true regarding page Orientation of a Document?

- A. Page Orientation can be change at any time
- B. Page Orientation of document determines by printer
- C. Page Orientation must be set before start typing
- D. Page Orientation of a document cannot be changed.

**49.** It is better to use your computing equipment as long as possible, to keep it from becoming e-waste.

- A. True
- B. False
- C. It depends
- D. Do not know

**50.** Change the \_\_\_\_\_ to create a document in wide format

- A. Page Orientation
- B. Page margins
- C. Paper Style
- D. Paper Source