

WANYANGE GIRLS SECONDARY SCHOOL

INFORMATION COMMUNICATIONS TECHNOLOGY - SENIOR 6

Answer ALL Questions in the spaces provided.

1. What is mail merge? (02 mark)

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ii. Name the documents that are involved in merging? (01 mark)

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iii. Give **two** advantages of merging. (02 marks)

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2. What is a warm re-boot in a computer? (01 mark)

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3. If a computer suddenly shut down and stopped running completely, what two problems may have caused this? (04 marks)

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4. Name two important functions of a presentation to a user: (02 marks)

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ii. Name the main function of transition in a presentation. (02 marks)

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5. What is POST in full? (02 marks)

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ii. Of what use is POST in a computer? (03 marks)

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6. Name at least **three** functions by which data is manipulated in a spreadsheet. (03 marks)

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ii. Name **two** ways in which data can be represented in a spreadsheet: (02 marks)

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07. Explain the meaning of the following characteristics of computers:

i. Diligence: (02 marks)

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ii. Automation: (02 marks)

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iii. Artificial Intelligence: (02 marks)

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8. What is DTP in computer language? (02 marks)

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ii. Name **three** types of documents that can be designed in DTP. (03 marks)

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9. Mention three ways a smart phone can be used as a tool for learning: (03 marks)

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ii. Name three other electronic gadgets that can be used as tools for learning: (03 marks)

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iii. Give **two** reasons why it may be necessary to use innovative ways of teaching through ICTs? (03 marks)

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10. What is email? (01 mark)

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ii. Mention three benefits of using email: (03 marks)

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iii. Name two other ways a user can easily communicate using technology: (02 marks)

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11. Define a **Search Engine**. (02 marks)

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12. a. What is Green Computing? (02 marks)

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b. Mention **three** ways in which the practice of Green Computing can be promoted. (03 marks)

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13. Write the following terms in full: (05 marks)

- i) **PDF:**
- ii) **UPS:**
- iii) **PC:**
- iv) **ATM:**
- v) **ALU:**

19. i. What is the importance of computer security. (02 marks)

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ii) Name **three** security measures that can be taken to protect a computer terminal connected to a network. *(03 marks)*

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20. a. What is a hard copy?

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b. Give **four** advantages of working with a document in soft copy. *(04 marks)*

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END.