





# TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

## INSTRUCTIONS TO CANDIDATES: PART I (Answer Booklet)

1. A candidate should fill in the actual names and the index number on the cover of this questions and answer booklet on the provided place (Black Box).
2. It is illegal for a candidate to write any of his/her names, index number or a school name inside the answer booklet.
3. A candidate should check if all pages of the answer booklet are complete. No candidate should remove or tear any pages or part of it from the answer booklet.
4. A candidate should answer in the language in which the examination is set. (See page **(ii)**)
5. A candidate should sign on the sitting plan when submitting the answer booklet. He/she has also to check if the answer booklet is well sealed.
6. No extra paper is allowed in the examinations room. If a candidate is caught with it his/her results will be nullified.
7. No candidate is allowed to write answers not related to the subject being sat for, otherwise it will be considered as a cheating case.
8. Write your answers on the 12 lined pages (From page 1 of 12 to page 12 of 12).
9. Use the last non-lined pages as draft.
10. Results for any candidate who is caught in examination malpractices are nullified. The cheating can be recognized during examinations administration, marking exercise or even thereafter.

**TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021**

**OPTION/TRADE: GRAPHIC ARTS**

**SUBJECT: Computer Skills C**

**DURATION: 3 hours**

**INSTRUCTIONS TO CANDIDATES: PART II (Question Paper)**

The paper is composed of two (2) Sections as follows:

**Section I: Attempt all the Twelve (12) questions (60 marks)**

**Section II: Attempt any Four (4) questions out of Six (6) (40 marks)**

**Allowed materials:**

- Ruler or square
- Calculator

**Note:**

***Every candidate is required to carefully comply with the provided assessment instructions.***

**Section I : Attempt all the Twelve (12) questions**

**(60 marks)**

**(01)** State whether the following statements are true (T) or false (F)

- a. Header is a text printed at the bottom of every page
- b. Footnote is like bibliography
- c. Footer is a text printed at the top of every page
- d. Downloading is retrieving files from the internet
- e. ATM means (Automobile Technical Motion).

**(5marks)**

**(02) a)** Outline three (3) different types of computer networks based on purpose.

**(3marks)**

**b)** List down any four (4) ways of protecting your computer from being attacked by virus.

**(2 marks)**

**(03) a)** Convert: 25GB=..... MB=.....KB.

**(3 marks)**

**b)** Which of the following terms is not a computer network term?

**(2 marks)**

**(i)** WWW

**(ii)** HTTP

**(iii)** ISP

**(iv)** NIC

**(v)** PDA

**(04)** In computer-based science the term computer network is used to mean a group of computers that use a set of common communication protocols over digital interconnections for the purposes of sharing resources. List at least five (5) types of computer networks based on size.

**(5marks)**



**(05)** Formulas are instructions for Excel to perform calculations.  
 But a formula can be evaluated in specific order of operation  
 such as BEDMAS or PEMDAS.

What do BEDMAS and PEMDAS mean in full?

**(5marks)**

**(06)** Technically, you can create a validation rule that controls  
 what kind of data can be entered into a certain cell in Excel?  
 Give five (5) examples of what Excel's data validation can do.

**(5marks)**

**(07)** Match each item with its corresponding category.

**(5marks)**

Item	Category
CD Rom	output device
USB key	input device
Mouse	storage media
Monitor	central processing unit
Printer	
Motherboard	

**(08)** As any other text, headings can be formatted or modified. Outline eight  
 basic modifications that can be applied for headings.

**(5marks)**

**(09)** Differentiate internal from external storage.

**(5marks)**

**(10)** An external hard disk can hold 1000GB of data.

How many DVDs of 4.7 gigabytes can hold the same data as  
 this external hard disk?

**(5marks)**

**(11)** Differentiate active white space from passive white space.

**(5marks)**

**(12)** Give the functions of the following shortcuts:

**(5marks)**

SHORTCUTS	FUNCTION
Ctrl+X	.....
Ctrl+Z	.....
Ctrl+B	.....
Ctrl+N	.....
Ctrl+O	.....



**Section II: Attempt any Four (4) questions out of Six (6) (40 marks)**

**(13)** Copy the sentence and complete it with right answer respectively:

**(10 marks)**

**a)** ..... will not enter data in Ms Excel cell.

(Pressing the Esc key; Pressing an arrow key; Pressing the tab key;  
Clicking the enter button to the formula bar)

**b)** The cell reference for cell range from J4 to Z30 is .....

(J4. Z30, J4 ; Z30, J4 : Z30, J4-Z30)

**c)** If you want a text to show data vertically while using Ms Excel in a cell; you will .....

- Choose Vertical on Text alignment in Format Cells dialog box,
- Choose 90 Degrees in Orientation of Format Cells dialog box.
- Choose Distributed from the Vertical drop-down list of Format Cells dialog box
- Choose Center across Selection from Horizontal combo box in Format Cells dialog box

**d)** To display current Date and Time in a worksheet cell, we use

..... (=today (); =now (); =time (); current Time ())

**e)** Change case which is used in Ms Word changes all the selected text

to ..... (Sentence case; lower case; UPPERCASE; Capitalize Each Word; TOGGLE cASE; none of the answer proposed).



**(14)** AND, OR, XOR, NOT, IF are Excel functions that can be used to perform some operations. Use practical examples to write the syntax for each.

**(10marks)**

**(15)** Mobile internet and Fixed Wireless are the two options used in internet technology but there are different. Explain their differences in terms of how they work and in points of performance.

**(10marks)**

**(16)** Note that, different printers may display different choices and different tabs in the printing dialog box, but common settings include: Color/Gray scale, Quality. Paper source, Paper size. Explain each of them.

**(10marks)**

**(17)** Outline the steps followed to create a calendar using MS Publisher.

**(10 marks)**

**(18) a.** What is a “slide”?

**b.** What is the use of presentation?

**c.** Give four (4) different options used for creating a new presentation

in MS Power point.

**(10marks)**