MCQ

01.	4	11.	4	21.	3	31.	1
02.	1	12.	4	22.	4	32.	4
03.	1	13.	2	23.	3	33.	3
04.	4	14.	3	24.	1	34.	1
05.	4	15.	3	25.	4	35.	4
06.	3	16.	3	26.	4	36.	3
07.	3	17.	1	27.	2	37.	3
08.	2	18	2	28.	3	38.	2
09.	1	19.	4	29.	1	39.	1
10.	4	20.	3	30.	1	40.	3

<u>Essay</u>

1. a. i.

State of A	State of B	State of C	
0	0	0	
0	1	1	
1	0	1	
1	1	1	

ii. OR Gate

b. i. Desktop Computer – Easy to use, More convenient keyboard, Convenience to use at a fixed location.

ii. Tablet PC – Easy to carry, Mobility, Battery powered, More convenient as a mobile unit.

c. Disk Clean up - Searches and analyse the hard drive for files that are no longer of any use, and then removes the unnecessary files.

d. Software & Live ware

2. a. i. Wired (Ethernet/Twisted Pair) & Wireless (Radio waves/Wi-Fi)

ii. Yes, Using the laptop's wireless adapter **OR** connecting to one of the 4 ports in the router via an Ethernet cable.

iii. LAN - The laptops connected to the router (Home network).

WAN – Laptops connected to the web server on the internet through the router.

b. i. R

ii. S

iii. U

iv. Click on 'P', select the name of the file to be attached (specs.pdf), select OK.

v. To send **Blind Carbon Copies** of emails, which means that regular recipients do not see the Bcc recipients which the mail is sent.

vi. 'Sent' folder.

vii. 'Inbox' folder.

c. Operating System.

3. a. i. 1, 5, 14

- **ii.** 5, 9
- iii. 1, 2
- **iv.** 16
- **v.** 10
- b. i. new slide
 - ii. help window
 - iii. slide transition
 - iv. animation

4. a. i. =SUM(B2:B26)

- ii. =MIN(C2:C26)
- iii. 1, 7, 6, 4, 5, 2, 3

iv. Pie Chart

- b. i. ISBN (Book Number), Number of copies.
 - ii. Student Number, Book Number, Date Borrowed.
 - iii. Data Book Name / Date Borrowed / Student Number / Book Number.

Information – List of books borrowed by 5 or more students in last month.

iv. Increased accuracy and reliability. (Less errors)

Efficiency on book lending process in the library.

Reduction of physical space needed to store manual records.

5. a. A = Accept?

- B = Enough disk space?
- C = Copy Files
- **b.** P = N
 - Q = Max
 - R = N

S = Min

- T = Max
- c. See the last page.

6. a. i. Processor Speed, Primary Storage (RAM) Capacity, Hard Disk Capacity, Graphics Card Capacity, CD/DVD ROM, External Ports, Network Adapter, Expansion Slots, Screen Size and etc.

ii. Warranty, After sales service, Maintenance cost, Brand of the hardware, Reputation of the seller.

b. i. Computer Applications Assistant – job role includes assisting his manager with office applications such as spreadsheets.

ii. Network Administrator.

iii. Word Processing Software, Database Management Software, Presentation Software, Web browsers.

c. i. Privacy – The individual's right to be free from intrusion or interference by others.

ii. Piracy – illegal copying, distribution and usage of licensed software **OR** the unauthorized use or reproduction of others software.

d. i. Anti-virus software – is computer software used to prevent, detect and remove malicious software **OR** it provides protection against malware such as virus, trojans, worms and etc.

ii. Firewall – is a network security system that monitors and controls the incoming and outgoing network traffic based on predetermined security rules **OR** prevent unauthorized users from accessing private networks connected to the internet.

5. c.

