

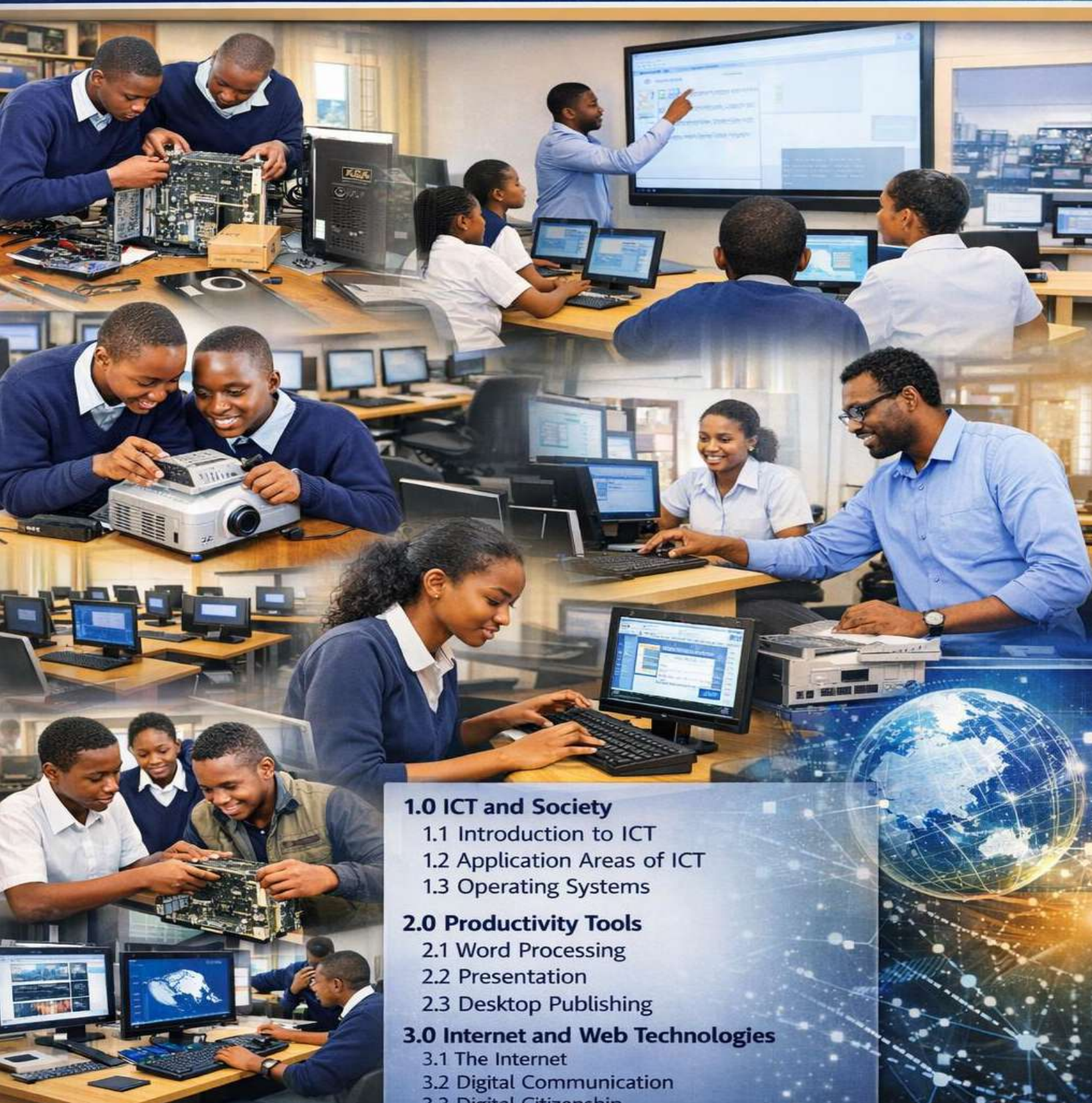
COMPETENCE BASED EDUCATION

SENIOR SCHOOL

GRADE 10

INFORMATION COMMUNICATION TECHNOLOGY

# ICT TOPICAL REVISION BOOK



## 1.0 ICT and Society

- 1.1 Introduction to ICT
- 1.2 Application Areas of ICT
- 1.3 Operating Systems

## 2.0 Productivity Tools

- 2.1 Word Processing
- 2.2 Presentation
- 2.3 Desktop Publishing

## 3.0 Internet and Web Technologies

- 3.1 The Internet
- 3.2 Digital Communication
- 3.3 Digital Citizenship

**1. (2 marks)** Define the following terms as used in ICT:

a) Information

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b) Technology

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**2. (2 marks)** List any two devices used in communication.

i. \_\_\_\_\_

ii. \_\_\_\_\_

**3. (3 marks)** State three components of ICT infrastructure in an organisation.

i. \_\_\_\_\_

ii. \_\_\_\_\_

**4. (2 marks)** Identify two ways in which ICT devices can be used to send and receive information.

i. \_\_\_\_\_

ii. \_\_\_\_\_

**5. (3 marks)** Explain three reasons why ICT is important in society.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**6. (3 marks)** Give one example each of:

a) Information technology device

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b) Communication technology device

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c) An ICT tool used for data processing

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**7. (2 marks)** Mention two examples of communication technologies available in schools.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**8. (2 marks)** Define “Information and Communication Technology (ICT)” in your own words.

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**9. (2 marks)** Identify one ICT device you can use to interact with information online.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**10. (4 marks)** Give two examples each of ICT devices used for:

a) Input

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Output

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Section B:**

**11. (5 marks)** Explain the meaning of each of the following ICT terms using examples:

a) Process

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b) Communication

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c) Technology

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**12. (4 marks)** Describe three components of ICT infrastructure in a typical organisation and explain their purpose.

	ICT infrastructure	Purpose
<b>i</b>		
<b>ii</b>		
<b>iii</b>		

**13. (5 marks)** Discuss two ways ICT can be used to access information on a topical social issue.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**14. (5 marks)** A school has installed new computers and networking equipment. Explain how each of the following ICT infrastructure components is used:

a) Hardware

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b) Software

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c) Network

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**15. (4 marks)** List and explain four technologies used in communication.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**16. (4 marks)** Explain how an ICT device can help a student interact with digital information.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**17. (5 marks)** The management of a company wants to improve communication and access to information using ICT. Suggest five ICT devices or tools that can help and explain their roles.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**18. (4 marks)** Describe how ICT has improved communication in the following areas:

a) Education

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Health

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**19. (4 marks)** A learner wants to share information with a friend using ICT. Describe the step-by-step process they can follow using a digital device.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**20. (3 marks)** Discuss three challenges society may face when using ICT and propose solutions for each.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**21. (5 marks)** A company wants to implement ICT infrastructure to improve efficiency. Explain how the following components contribute to achieving this goal:

a) Servers

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b) Networking devices

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c) Software applications

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**22. (5 marks)** You are tasked to send and receive information using ICT about climate change. Outline an activity plan that ensures proper use of ICT devices and communication technologies.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**23. (5 marks)** Outline five uses of ICT in the modern world

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**24. (5 marks)** Compare and contrast information technology and communication technology, giving examples of each and explaining how they support society.

**Differences**

<b>Information technology</b>	<b>Communication technology</b>

**Similarities**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**25. (5 marks)** Evaluate the importance of ICT in society. In your answer, include at least three ways ICT has transformed:

a) Education

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Business

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Social interaction

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

26. Write in full **ICT**. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

27. State **TWO** examples of ICT devices used at home. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

28. State **TWO** examples of ICT devices used in schools. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

29. State **TWO** examples of ICT devices used in hospitals. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

30. Mention **TWO** ICT devices used in banks. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

31. Give **TWO** ICT devices used in offices. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

32. State **TWO** uses of a smartphone. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

33. State **TWO** uses of a computer. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

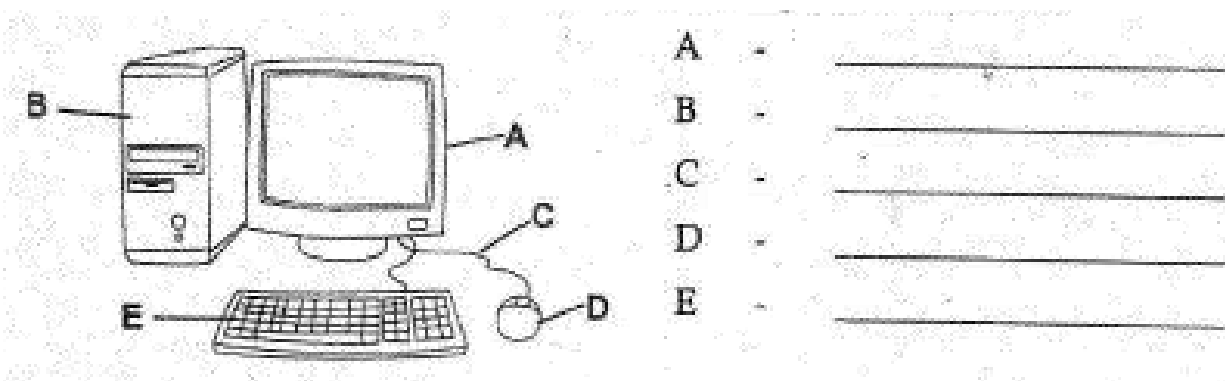
34. Mention **TWO** reasons why ICT devices are important in communication. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

35. State **TWO** ways ICT devices help in learning. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

36. The diagram below shows physical parts of a computer.



37. a) List **FOUR** ICT devices used for communication. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Explain **THREE** uses of the internet in daily life. (6 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

38. a) Identify **THREE** places where ICT devices are used. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) State **THREE limitations of** ICT devices. (6 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) State **ONE** benefit of using INTERNET. (1 mark)

\_\_\_\_\_

\_\_\_\_\_

39. a) State **THREE** ways a printer is used in an office. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

b) State **THREE** uses of a scanner. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) State **TWO** uses of a projector in a school. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

d) Mention **TWO** uses of a digital camera. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

40. a) State **TWO** dangers of misusing ICT devices. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Mention **THREE** safety rules when using ICT devices. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Explain **TWO** ways to protect a computer from viruses. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

d) State **ONE** reason why passwords should be strong. (1 mark)

\_\_\_\_\_

\_\_\_\_\_

41. Mention **FOUR** online data threats when using ict devices

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

42. Outline **FOUR** ways of protecting your online data against online attacks

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

43. Identify the names of the following ICT devices



J



K



L



M



O



P



Q



R

J: \_\_\_\_\_.

K: \_\_\_\_\_.

L: \_\_\_\_\_.

M: \_\_\_\_\_.

N: \_\_\_\_\_.

O: \_\_\_\_\_.

P: \_\_\_\_\_.

Q: \_\_\_\_\_.

R: \_\_\_\_\_.

## 1.2 APPLICATION AREAS OF ICT

### Section A:

1. Mention ONE ICT technology used in each of the following places: (4 Marks)

a) Hospital \_\_\_\_\_ (1 mark)

b) Factory \_\_\_\_\_ (1 mark)

c) School \_\_\_\_\_ (1 mark)

d) Bank \_\_\_\_\_ (1 mark)

2. (2 marks) State two places in the community where ICT is commonly used.

i. \_\_\_\_\_

ii. \_\_\_\_\_

3. (3 marks) Give THREE examples of ICT tools used in a **school administration office**.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

4. (3 marks) Identify THREE ICT devices used in **supermarkets** for business transactions.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

5. (3 marks) Mention THREE challenges faced by society when using ICT.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

6. (3 marks) List any three sectors in society that benefit from ICT.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

7. (3 marks) Give one example each of ICT application in:

a) Education

i. \_\_\_\_\_

ii. \_\_\_\_\_

b) Health

i. \_\_\_\_\_

ii. \_\_\_\_\_

c) Business

i. \_\_\_\_\_

ii. \_\_\_\_\_

**8. a)(4 marks)** Identify FOUR ICT device that can help solve community problems.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**b)** Mention how ICT devices can be used to solve unemployment in Kenya

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**Section B:**

**9. (5 marks)** Explain five ways in which ICT is used in school administration to improve efficiency.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**10. (5 marks)** Discuss how ICT is applied in accounting offices to manage financial records.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**11.(a) (4 marks)** A nearby supermarket uses ICT in customer transactions. Describe four ICT tools or devices they may use.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

(b) Match the ICT device in Column A with the community problem it helps to solve in Column B.

Column A: ICT Device	Column B: Community Problem it Solves
1. Mobile phone	A. Difficulty in tracking criminals and improving security
2. Computer	B. Slow communication between people in different places
3. Internet	C. Poor access to learning materials and research
4. Radio	D. Delays in processing office work and keeping records
5. Television	E. Lack of public awareness on news and current issues
6. Printer	F. Difficulty in sharing information quickly worldwide
7. CCTV camera	G. Lack of printed documents and reports
8. GPS	H. Difficulty in locating places and directions
9. E-learning platform	I. Limited access to education for learners at home
10. ATM machine	J. Long queues in banks when withdrawing money

**12. (4 marks)** Explain how ICT can be used to solve community problems such as:

a) Water management

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

b) Traffic control

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Improve security

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. (5 marks)** Describe three application areas of ICT in the health sector and explain how they improve service delivery.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**14. (4 marks)** Explain how ICT has transformed communication in the community.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**15. (4 marks)** Describe two ways in which ICT is used in education beyond the classroom.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**16. (4 marks)** Outline the challenges posed by ICT in society and suggest one solution for each challenge.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**17. (5 marks)** Your school wants to create a database for tracking student performance. Explain the ICT application areas involved and how they would solve the problem.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**18. (5 marks)** Visit a community area (like a bank, school office, or clinic). Describe the ICT devices observed and explain how they improve service delivery.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**Section C:**

**19. (5 marks)** Evaluate the role of ICT in solving community problems. In your answer, include examples from **education, health, and business sectors.**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**20. (5 marks)** Compare and contrast **manual methods vs ICT-based methods** in record-keeping and communication in schools and offices.

**Similarities**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Differences**

<b>Manual methods</b>	<b>ICT based methods</b>

**21.** Match the ICT device in Column A with its main limitation/challenge in Column B..

Column A: ICT Device	Column B: Main Limitation/Challenge
1. Computer	A. Needs internet connection to work well
2. Smartphone	B. Expensive to buy and maintain
3. Printer	C. Ink/toner runs out quickly and is costly
4. Television	D. Can be affected by viruses and malware
5. Radio	E. Screen is small for detailed work
6. Internet	F. Needs electricity or batteries to operate
7. Flash disk	G. Can be lost easily and data can be deleted
8. Projector	H. Needs a dark room for clear display
9. Modem/Router	I. Can be affected by poor signal/network
10. CCTV camera	J. Can be damaged by bad weather or vandalism

**22. (5 marks)** Critically assess the impact of ICT on **small-scale businesses** in your community. Include advantages and potential challenges.

**Advantages**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**Challenges**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**23. (5 marks)** Using real-life examples, discuss how ICT can contribute to **sustainable development in the community**.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

24. Match the ICT device in **Column A** with the correct function in **Column B**.

<b>Column A (ICT Device)</b>	<b>Column B (Function)</b>
1. Printer	A. Displays information on a screen
2. Monitor	B. Produces hard copy documents
3. Keyboard	C. Used to type letters and numbers
4. Mouse	D. Captures and sends live video
5. Webcam	E. Stores information permanently
6. Flash disk	F. Used to point, click and select
7. Scanner	G. Converts paper documents into soft copy
8. Speakers	H. Produces sound output
9. Modem	I. Connects a device to the internet
10. Projector	J. Displays images on a large screen

25. Mention three challenges of using the internet

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

26. Name the following ICT tools used in communication

- i. Email: \_\_\_\_\_
- ii. Teleconferencing: \_\_\_\_\_
- iii. Mobile phone: \_\_\_\_\_
- iv. Internet: \_\_\_\_\_

27. Match the place in **Column A** with the most suitable ICT device in **Column B**.

<b>Column A (Place)</b>	<b>Column B (ICT Device)</b>
1. Hospital	A. ATM machine
2. School	B. Ultrasound machine
3. Bank	C. E-learning platform
4. Home	D. Smart TV
5. Police station	E. CCTV camera
6. Airport	F. Biometric scanner
7. Office	G. Photocopier
8. Supermarket	H. Barcode scanner
9. Library	I. Computer catalogue system
10. Media station	J. Video camera

# ICT AND SOCIETY

## 1.3 Operating Systems

### Section A:

1. (2 marks) Define the term **operating system**.

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2. (2 marks) State two main functions of an operating system in a digital device.

i. \_\_\_\_\_

ii. \_\_\_\_\_

3. (3 marks) Identify any three types of operating systems used in digital devices.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

4. (3 marks) Give three examples of dedicated operating systems in digital devices other than computers and smartphones.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

5. (3 marks) List three ways an operating system helps in **file organization**.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

6. (3 marks) Mention three security features provided by operating systems to protect files and folders.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**7. (3 marks)** State the meaning of the following operating system interfaces:

a) GUI

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b) Command-line interface

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**8. (a) (4 marks)** Identify any two operating system tasks you can perform using **file explorer**.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**(b)** Identify four internet browsers commonly used in Kenya

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**Section B:**

**9. (5 marks)** Explain three ways in which an operating system improves the performance of a digital device.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**10. (5 marks)** Describe four types of operating systems used in smartphones and computers, giving one example of each.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**11. (4 marks)** Your school computer lab has Windows and Linux systems. Explain how a student can **organize files and folders** efficiently on each operating system.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**12. (4 marks)** A user wants to secure sensitive school documents on a computer. Describe four security measures they can implement using the operating system.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. (5 marks)** Explain the differences between GUI and command-line interfaces. Give one advantage of each.

Differences

GUI	Command-Line-Interface

Advantages

GUI	Command-Line-Interface

**14. (4 marks)** Describe how file permissions and user access controls help in **protecting data** in an organization.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_

**15. (4 marks)** Explain how the operating system allows **interaction with digital devices** and controls hardware resources.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**16. (4 marks)** A student wants to **backup and restore files** on a laptop. Describe the steps they can take using an operating system.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_

**17. (5 marks)** Explain the importance of **organizing files in folders** for a school ICT project. Include at least two practical examples.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**18. (5 marks)** Your teacher asks you to **rename, copy, move, and delete files** in a project folder. Explain how these tasks are performed and why they are important in file management.

Rename

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

Copy

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

Move

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

Delete

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Section C:**

**19. (5 marks)** Critically evaluate the role of operating systems in securing sensitive data in digital devices. Include real-life examples.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**20. (5 marks)** Compare and contrast **Windows, Linux, and Android operating systems** in terms of interface, security, and user-friendliness.

**DIFFERENCES**

<b>OS</b>	<i>Windows</i>	<i>Linux</i>	<i>Android</i>
Interface			
Security			
User friendliness			

**SIMILARITIES**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**21. (5 marks)** explain the procedure followed when creating a folder in desktop.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**22. (5 marks)** Outline five factors to consider when choosing an operating system.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**23. (5 marks)** Using a real-life scenario in a school or office, explain how the operating system helps in:

a) File organization

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

b) Security control

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Hardware interaction

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

d) Efficient use of applications

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

e) Data backup and recovery

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

24. Give **TWO** examples of operating systems used in computers. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

25. Give **TWO** examples of operating systems used in smartphones. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

26. State **TWO** advantages of using a GUI. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

27. State **TWO** advantages of using a CLI. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

28. Mention **TWO** ways of keeping files safe in an operating system. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

29. State **TWO** reasons why passwords are important in ICT devices. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

30. State **TWO** examples of files that can be backed up. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

31. a) Name the operating system mostly used in the following devices: (5 marks)

i) Most desktop computers in offices \_\_\_\_\_

ii) Apple laptops and desktops \_\_\_\_\_

iii) Most smartphones \_\_\_\_\_

iv) iPhones and iPads \_\_\_\_\_

v) Many servers and programmers' computers \_\_\_\_\_

b) State **ONE** reason why different devices use different operating systems. (1 mark)

\_\_\_\_\_  
\_\_\_\_\_

32. a) State the **THREE** main components of a computer system. (3 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

b) Explain the role of each component in (a). (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

33. a) Give **TWO** tasks that can be done using a GUI. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Give **TWO** tasks that can be done using a CLI. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) State **TWO** disadvantages of using CLI for beginners. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

34. a) What is meant by **user access control** in an operating system? (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

b) State **TWO** reasons why file permissions are used in an operating system. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Mention **TWO** examples of users who may have different access levels in a school computer lab. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

35. a) Explain what is meant by a **file backup**. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

b) State **TWO** ways of backing up files. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Mention **TWO** qualities of a strong password. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

d) Outline the procedure for putting a password in a word document file

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

36. Match the operating system in **Column A** with the device it is mainly used on in **Column B**.

<b>Column A: Operating System</b>	<b>Column B: Device Type</b>
1. Windows	A. Apple iPhones and iPads
2. Linux	B. Smartphones and tablets (many brands)
3. macOS	C. Personal computers (common in offices)
4. Android	D. Servers and programming computers
5. iOS	E. Apple laptops and desktops

37. Match the feature in **Column A** with its correct use in **Column B**.

<b>Column A: OS Feature</b>	<b>Column B: Use</b>
1. Password	A. Helps to restore data after loss
2. File permissions	B. Prevents unauthorized access to the system
3. User accounts	C. Allows different users to log in separately
4. File backup	D. Controls who can read, write, or delete a file
5. Access control	E. Restricts what a user can do in the computer

38. Fill in the blanks using the correct ICT terms.

- a. The operating system that is mainly used in iPhones is called \_\_\_\_\_. (1 mark)
- b. A user interface that uses icons and windows is called \_\_\_\_\_. (1 mark)
- c. A user interface that uses typed commands is called \_\_\_\_\_. (1 mark)
- d. Windows, Linux and macOS are examples of \_\_\_\_\_ operating systems. (1 mark)
- e. Android and iOS are examples of \_\_\_\_\_ operating systems. (1 mark)
- f. A strong password should include letters, numbers and \_\_\_\_\_. (1 mark)
- g. A copy of data stored for future recovery is called a \_\_\_\_\_. (1 mark)
- h. The part of the computer that manages hardware and software is the \_\_\_\_\_. (1 mark)
- i. The feature that controls who can access a file is called file \_\_\_\_\_. (1 mark)
- j. The process of logging into a computer using a username and password is called \_\_\_\_\_. (1 mark)
- k. The person with full control in a computer system is called an \_\_\_\_\_. (1 mark)
- l. Files can be backed up using cloud storage or an external \_\_\_\_\_. (1 mark)
- m. The command line interface is mostly used by \_\_\_\_\_ and technicians. (1 mark)

n. The main purpose of access control is to prevent \_\_\_\_\_ access. (1 mark)

o. In a GUI, a user clicks icons using a \_\_\_\_\_. (1 mark)

39. Complete each sentence correctly.

a. A GUI is easier to use than CLI because

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

b. Linux is preferred by many programmers because

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

c. File permissions are important in a school computer lab because

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

d. A backup is necessary because

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

e. A weak password can lead to

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

f. User accounts help in managing computers by

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

g. Windows is commonly used in offices because

\_\_\_\_\_  
\_\_\_\_\_. (3 marks)

40. Name one example of a virus that can attack your computer if the OS is not properly configured

i. \_\_\_\_\_

ii. \_\_\_\_\_

# PRODUCTIVITY TOOLS

## 2.1 WORD PROCESSING

### Section A:

1. (2 marks) Define the term **word processing**.

---

---

2. (2 marks) State two advantages of using word processing in document production.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

3. (2 marks) Identify any three word processing productivity tools used in schools.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

(3 marks) Mention three formatting tools available in a word processor that help improve document appearance.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

5. (3 marks) List three ways in which a word processing document can be shared.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

6. (3 marks) State three features of a word processor that assist in editing a text document.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

7. (3 marks) Identify two examples of page layout adjustments that can be made in a word processor.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**8. (5 marks)** Define the following terms:

a) Header

---

---

b) Footer

---

---

c) Page break

---

---

d) Tool bar

---

---

e) Task bar

---

---

**Section B:**

**9. (5 marks)** Explain three reasons why word processing is important in professional document production.

- i. 

---
- ii. 

---
- iii. 

---
- iv. 

---

**10. (5 marks)** Describe four steps in saving text document using Microsoft Word or LibreOffice

- i. 

---
- ii. 

---
- iii. 

---
- iv. 

---

**11. (4 marks)** A student wants to format a school report professionally. Explain how they can format:

a) Paragraphs

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Columns

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

c) Text alignment

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

d) Styles

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**12. (4 marks)** Explain how spell checker, grammar checker, and thesaurus improve the quality of a word-processed document.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. (5 marks)** Describe how tables and graphics (images, symbols, shapes) can be inserted and formatted in a word processing document to improve readability.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**14. (4 marks)** A teacher wants students to submit assignments using Google Docs. Explain how students can **collaborate** on the document using track changes and comments.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**15. (4 marks)** Explain how section breaks and page breaks can be used when creating a multi-section school project document.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**16. (4 marks)** A student is required to create a report with a table of content and table of figures. Explain the steps they would follow to insert and format these elements.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_

**17. (5 marks) Explain how a student can share a document:**

a) As a hard copy

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) As a PDF

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

c) Through email

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

d) By uploading online

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

e) By cloud sharing

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**18. (4 marks)** Describe the steps a student would follow to format a document for professional presentation, including font, style, spacing, and margins.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**Section C:**

**19. (5 marks)** Analyze the importance of using **word processing tools** in solving administrative challenges in schools or offices.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**20. (5 marks)** Compare and contrast Microsoft Word, Google Docs, and LibreOffice

Differences

	Ms word	Google Docs	LibreOffice
Document creation			
Collaborative features			
File sharing			

**Similarities**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

## ACTIVITIES

### PROJECT/PRACTICAL

21.

a. Design a well-formatted school project report using a word processor. Include:

- i. Title page
- ii. Table of content
- iii. Section headers
- iv. Page numbering
- v. Graphics and tables

Justify your design choices.

- ❖ *Type/Write your name and admission number at the top right hand corner of each printout.*
- ❖ *Answer all questions. They carry equal marks.*
- ❖ *Save your work in folder on desktop. Save the folder using your name and adm.no*
- ❖ *Hand in all the **printout** and ensure the teacher have noted your folder on the desktop*

b.

1. a) Type the following passage as it appears and save it as CFSK (36 marks)

## Computer for Schools Kenya

Computers for Schools Kenya (CFSK), is a non-profit organization established in October 2002 with the vision of establishing an information-rich Kenyan society actively contributing to sustainable national development. CFSK seeks to empower youths and communities for life in a knowledge-based society by facilitating the development of ICT infrastructure and capacity.

CFSK believes in the power of education and that it is possible to teach, train, feed and ensure sustainable development for the nation through application of technology and the innovations it ensures.

The CFSK program thus creates a forum for community development that is led by community members and sustained by a multiplier effect. In the nine years of existence, CFSK has sourced over 45,000 personal computers that have been deployed in nearly 2,000 learning institutions. CFSK organizational and operational model has also been recognized as an exemplar, with ongoing efforts to replicate the same in other African countries. CFSK won the 2007 and 2008 African ICT Achievers Award in the category of top civil society organization to bridge the digital divide in Africa.

**T**he annual awards for leadership in ICT in Africa were handed out in November 2007 and 2008 at a televised gala in Johannesburg, South Africa. During this period of time, we have also carried out training for over 12,000 heads of schools and Education Officers, teachers/tutors, and members of Schools' Boards of Governors and Parents/Teachers Associations. We have successfully developed digital multimedia teaching/ learning resources specifically intended for our national secondary school curriculum – providing both teachers and students with an invaluable modern tool that makes learning interesting and stimulating. We have also developed software tools for school administration and management.

The incorporation of e learning into the CFSK curriculum will be prime in increasing its capacity in encouraging sustainable practices to growing the curriculum in ICT even to rural Schools thus cutting out a new niche in the Information Technology Sector.

**Website**

<http://www.cfsk.org>

**Year established**

2002

Partnership types

- Doing business with the poor (1029)
- Project funding (4182)
- Provision of goods (1707)
- Get inspired
- Q & A
- Standards / guidelines / toolkits
- Country / territory
- Global issues
- Business sectors
- Yellow pages
- Stories
- CSR / Sustainable development
- Fair trade
- Social entrepreneurship
- Partnering options
- Requests
- Offers
- News
- Disasters

- b) Apply 1.5 line spacing to the entire document (3marks)
- c) Spell check the document to remove all the errors (2 marks)
- d) Page number the document as follows
- i) Page number position: Bottom centre (2 marks)
- ii) Number format: Capital roman numbers (2 marks)
- e) Apply justify alignment to the entire document (2 marks)
- f) Save the document as CFSK1 (2 marks)
- h) Print the documents CSFK, and CSFK1 (1 mark)

2. The following table shows **Kipevu Cargo Handlers** Company annual collection of containers from different storage yards, on behalf of Kenya Ports Authority, in Mombasa. Assuming you are working for the company as a data analyst, study it and answer the questions that follow.

- a) Using a Spreadsheet package, enter the above data exactly as it appears into a workbook and save it as CARGO DETAILS. Rename the worksheet as KIPEVU CARGO (15mks)
- b) Calculate the Transport cost for each Transporter (2mks)
- c) Each Transporter is awarded Royalty Bonus of Kshs 80 per Container. Type the value 80 in cell B15 then use it in a function to calculate each Transporter's Royalties (2mks)
- d) Copy the data above in Sheet 2 and Rename it as **Transporter Payment** (2mks)
- e) Each transporter is given a Gross pay depending on the zone they are working in as follows:

Zone	Gross pay (Kshs)
A	45,000
B	55,000
C	60,000

- (i) Add the following data in the Transporter Payment sheet (5mks)
- (ii) Each Transporter gets a 10% deduction from their gross pay. Use a formula to compute deductions for each Transporter (2mks)
- (iii) Given that Net pay = Gross pay + Bonus - Deductions, use a formula to compute the Net pay for each Transporter (2mks)
- f) Rank the Transporters in descending order of the Net pay (4mks)
- g) Use Subtotals function to compute Total Net pay for each zone (6mks)
- h) Use a pie chart to represent the Subtotals above as percentages of the Grand Net pay (6mks)
- i) Print the following: (4mks)
  - i) The chart
  - ii) Kipevu Cargo sheet
  - iii) Transporter Payment Sheet
  - iv) All the formulas/functions used

**KIPEVU CARGO HANDLERS**

ZONE	TRANSPORT NUMBER	TRANSPORT NAME	CONTAINERS DELIVERED	TRANSPORT AMOUNT PER CONTAINER (KSHS)	TOTAL TRANSPORT COST PER TRANSPORTER	TOTAL ROYALTY BONUS PER TRANSPOTER	DE
A	142	William Ole Tumbo	123	2000			
B	143	Justus Boyen	870	2500			
B	144	Mary Mutua	1130	2500			
B	145	Benjamin Seth	982	2500			
A	146	Nelly Onyango	679	2000			
C	147	Hamisi Timu	560	3000			
A	148	Mike Rudisha	786	2000			
C	149	Faith Wanjala	598	3000			
A	150	Tim Bwire	740	2000			
C	151	Newton Mageto	944	3000			

c

1. GOLDEN School intends to carry out mathematics contest in their school for the year 2026. The following is a standard letter inviting other schools to the event.

- (a) (i) Create a folder; name it as your name and admission number. (2 marks)  
(ii) Using word processor, create the document as it appears. Give the filename **CONTEST** in the folder created (a)(i) above. (19 marks)



THE PRINCIPAL

March 4<sup>TH</sup> 2026

Dear Sir/Madam,

**RE: GOLDEN SCHOOL ANNUAL NATIONAL MATHEMATICS CONTEST**

We have the pleasure to invite your school for the National Mathematics Contest sponsored by the Worldwide Tech Ltd and Brooklyn University to be held at KOMPYUTA School on **Saturday 2<sup>nd</sup> October 2026 starting at 8.00am.**

The objective of the contest is to demystify the perception and fear that students have towards mathematics as being difficult in order to improve the performance of the subject in the country. All participating students will receive Certificates of Participation and those who excel will receive trophies and certificates of merit. Top students i.e. position 1 & 2 per form and in each category (Junior and Senior); boys, girls and mixed, will receive trophies. **Brooklyn University shall award a one-year full scholarship fees to the Best Form Three Boy and Best Form Three Girl.**

The mathematics department that produces the top boy and girl at the grand finale will win a cash prize of **Ksh 150,000 for the department.**

Please confirm your participation by calling the school through **+254720202020** before 27<sup>th</sup> Feb 2026 to facilitate for logistical preparations.

Yours faithfully

**MR. TOMASO K. NOAH**

**MRS. KATE WINSLEY**

**PRINCIPAL**

**HOD MATHEMATICS**

**Value Proposition: Exemplary Excellence in Academic Endeavours**

**b)** Set the page settings as follows: (4 marks)

- Paper Size: A4
- Top margins: 0.4" 1.016)( cm
- Bottom margins: 0.4" 1.016)( cm
- Gutter: 0.22" (048)cm.5

**(c)** Format the subject heading which starts with “**RE: KOMPYUTA SCHOOL....**” as follows: (3 marks)

- Alignment: Centre
- Font size: 18
- Font type: Britannic Bold

**(d)** Insert header “Your name and include and line object admission under number. (1mark)

**(e)** Apply the following to the paragraph starting with “*The objective of the contest .....*”

- Hanging indent By 0.6” (1 mark)
- Line spacing to 1.3 (1 mark)

**(f)** Format the text containing **Value Proposition**” as follows: (2 marks)

- White font color
- Dark red background

**(g)** Create a copy of the document save As **CONTEST\_2** and proofread your work. (2 marks)

**(h)** Insert page numbering at the bottom right of each page. (1 mark)

**(i)** Group all objects in the school logo. (1mark)

**(j)** Apply the following character spacing formats to the second paragraph. (2 marks)

- Condensed by 0.9pts
- Kerning for fonts at 8 points & above.

**(k)** Convert all the last paragraphs into three columns of the same width and height. A line between should separate the columns. (3 marks)

(i) Convert the names and designations at the bottom of the letter to one column and five rows. (3 marks)

(ii) Merge the empty rows inside the table to one cell. (1 mark)

(iii) Put a strikethrough to the names of the designations. (1 mark)

**(m)** Insert a watermark with any picture from your computer gallery to authenticate your document. (1 mark)

**(n)** Print the two documents. (2 marks)

## QUESTION TWO

1. a) The following information was extracted from a mark book maintained by a class teacher of a certain school. Using a spreadsheet, create a worksheet that contains the information and save as Test 1.

(11 marks)

NAME	MATH	ENG	KISW	BIO	PHY	CHEM
Muigai K.	85	81	60	92	90	74
Wakhisi N.	81	50	48	56	68	52
Otieno J.	62	71	44	55	60	60
Nasimiyu C.	70	42	51	48	62	88
Wamaitha D.	21	44	30	72	22	40
Kimeli F.	48	55	31	45	60	50
Chepchumba G.	98	54	65	30	40	45
Nasong'o	48	52	28	47	50	54
Saidi A.	49	56	65	58	50	55
Okiya S.	65	74	45	80	42	50

- b) Create four new columns and label them as TOTAL, MEAN, GRADE and REMARK respectively. (2 marks)
- c) i) Using formulas compute the total and mean for Muigai K. and copy it to other cells to generate values for the other students. (4 marks)
- ii) Use an appropriate function to determine a grade and a remark for Muigai K. Use the following grading system to determine the student's grade: (8marks)

<u>MEAN</u>	<u>GRADE</u>	<u>REMARK</u>
80 to 100	A	Excellent
70 to 79	A-	Very Good
60 to 69	B	Good
40 to 59	C	Fair
Below 40	F	Fail

- ii) Copy the formulas to other cells in order to generate total, mean, grades and remarks for all the students. Save your work as Test 2. (3marks)

- iii) Format the mean marks to one decimal place. (1 mark)

- d) The class teacher wishes to determine those students who are likely to qualify for a course in medicine. For a student to qualify, he/she must have scored:

- 70 marks and above in Biology,
- 60 and above in either Chemistry or Physics,
- 50 and above in either English or Kiswahili.

Create a new column labeled MEDICINE and use an appropriate function to determine those students who qualify. If a student qualifies should return "UNQUALIFIED". (5 marks)

e) Create a new column and label it as POSITION. Enter a function in cell L2 and copy it to other cells to determine the position of each student. (4 marks)

f) Apply borders to your worksheet as follows:

i) Double outline border. (1 mark)

ii) Single line for inside vertical and horizontal borders. (1 mark)

g) Copy the data on sheet1 to sheet2 and rename the sheet2 as QUALIFY. Filter the worksheet to

display the records of the students who qualify. (4 marks)

h) Create a bar graph on a separate sheet to compare the performance of the first four students in the six subjects. Label the bar graph appropriately. (4 marks)

i) Print test 1, test 2 and graph. (2marks)



25. . identify the following features used in a word document



J



K



L

**B**

M

*I*

N

U

O

~~ab~~

P

J: \_\_\_\_\_

K: \_\_\_\_\_

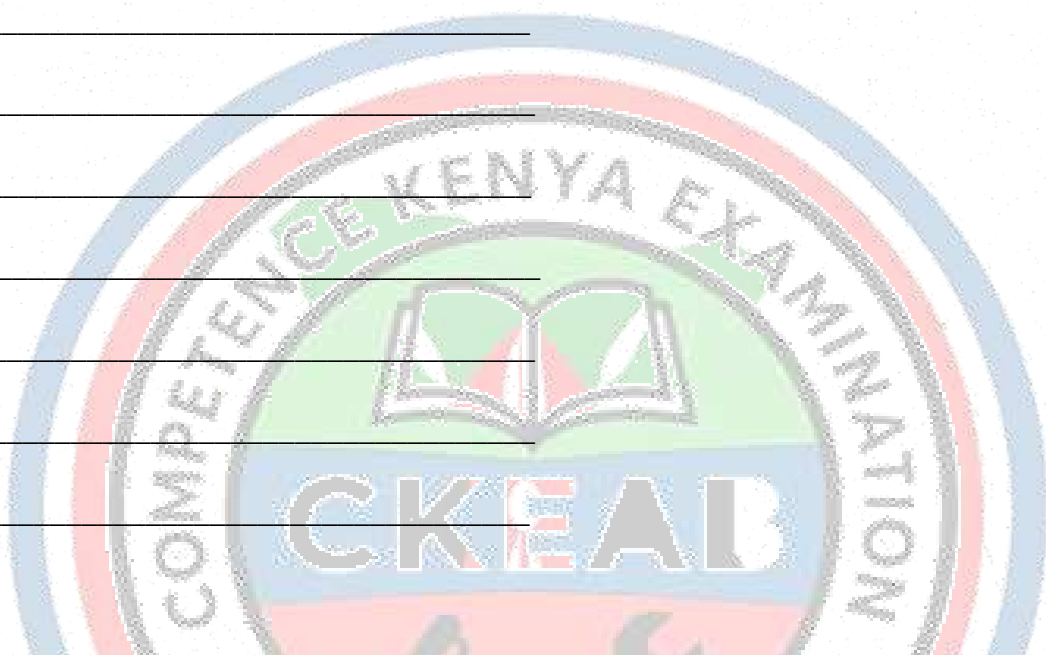
L: \_\_\_\_\_

M: \_\_\_\_\_

N: \_\_\_\_\_

O: \_\_\_\_\_

P: \_\_\_\_\_



Q

R

S

T

U

Q: \_\_\_\_\_

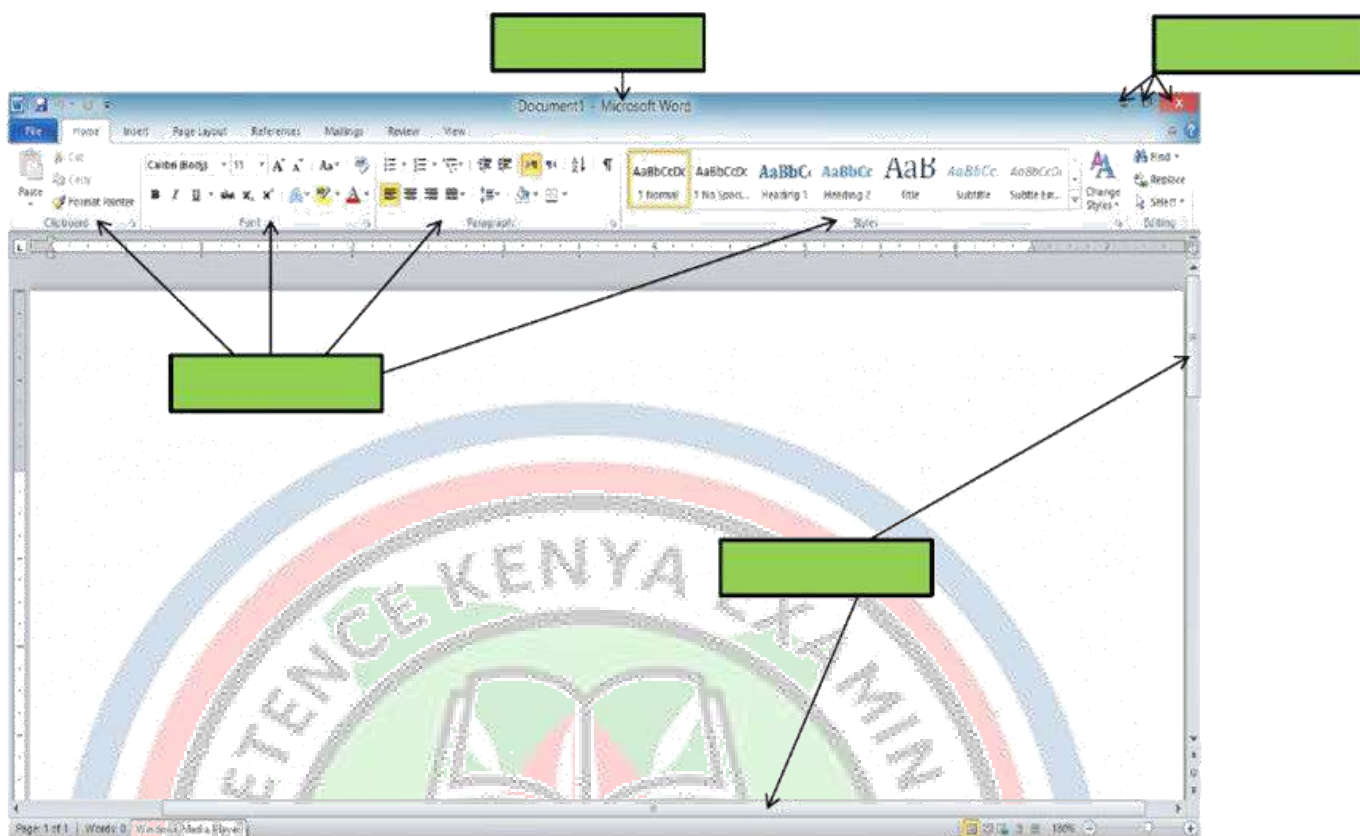
R: \_\_\_\_\_

S: \_\_\_\_\_

T: \_\_\_\_\_

U: \_\_\_\_\_

26. Identify the name of the following parts in a word document



**SET 2**

1. State **TWO** uses of word processing software. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

2. List **FOUR** examples of word processing applications. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

3. State **TWO** advantages of using a word processor instead of handwriting. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

4. Mention **TWO** features found in a word processing document. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

5. State **TWO** types of documents that can be created using a word processor. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

6. State **TWO** ways of saving a word document. (2 marks)

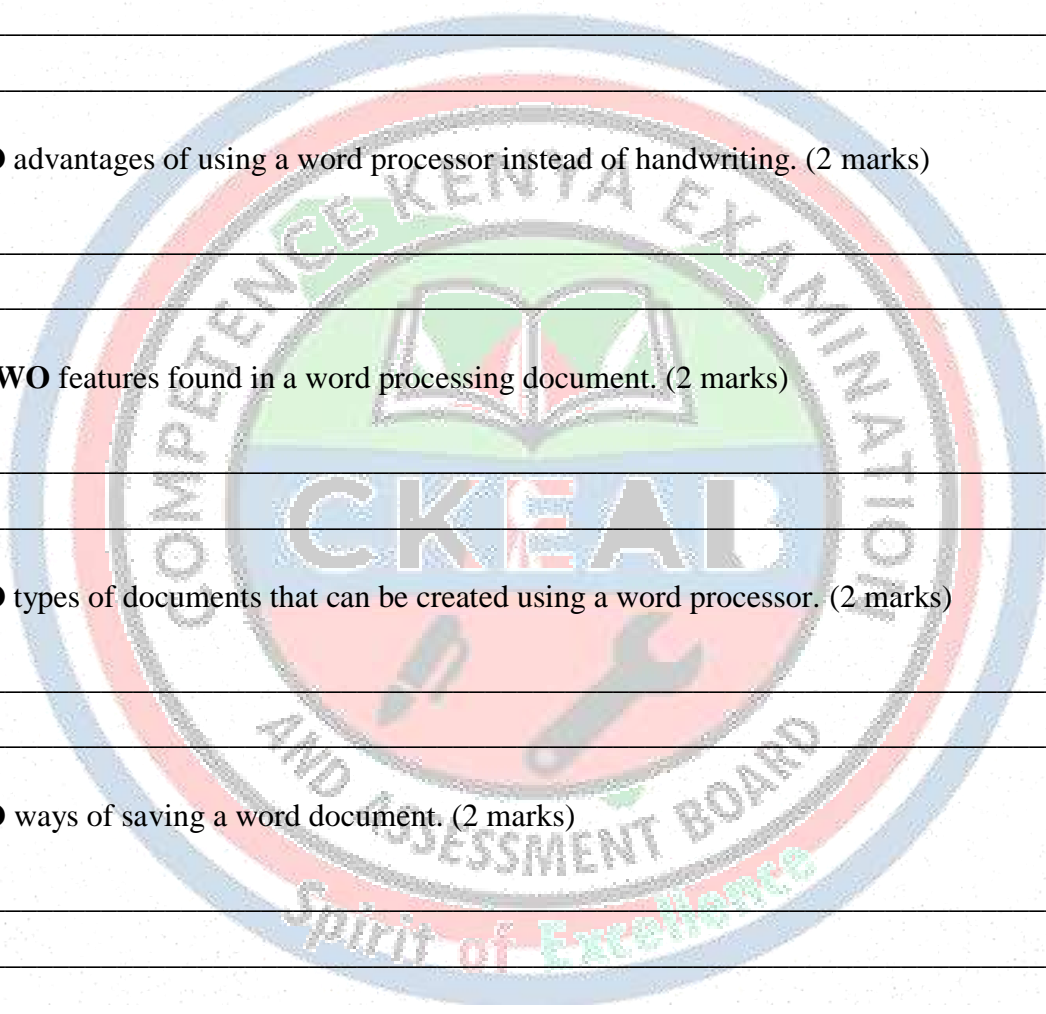
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

7. Mention **TWO** ways of editing a document. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

8. State **TWO** formatting tools used to change the appearance of text. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



**SECTION B: Structured Questions (30 Marks)**

**10. Word Document Features (6 Marks)**

a) State **THREE** features of a word processing document. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

b) Explain how each feature helps a user when creating documents. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**11. File Management in Word Processing (8 Marks)**

a) Outline the steps used to **create a new document** in a word processor. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

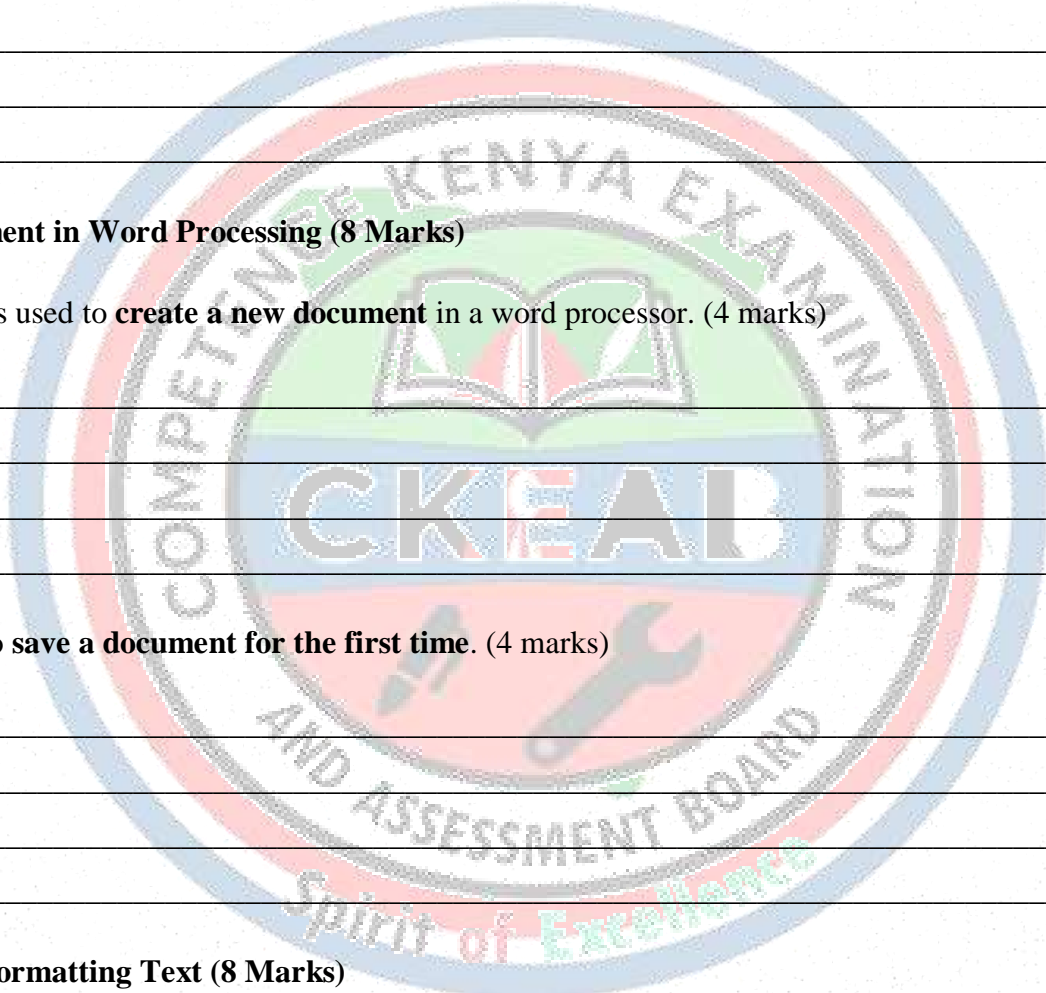
b) Describe how to **save a document for the first time**. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**12. Editing and Formatting Text (8 Marks)**

a) Explain how to **change the font type and font size** in a word document. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



b) Describe **TWO** ways of editing text in a word processor. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

13. a) Describe the steps used to **rename a saved document**. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

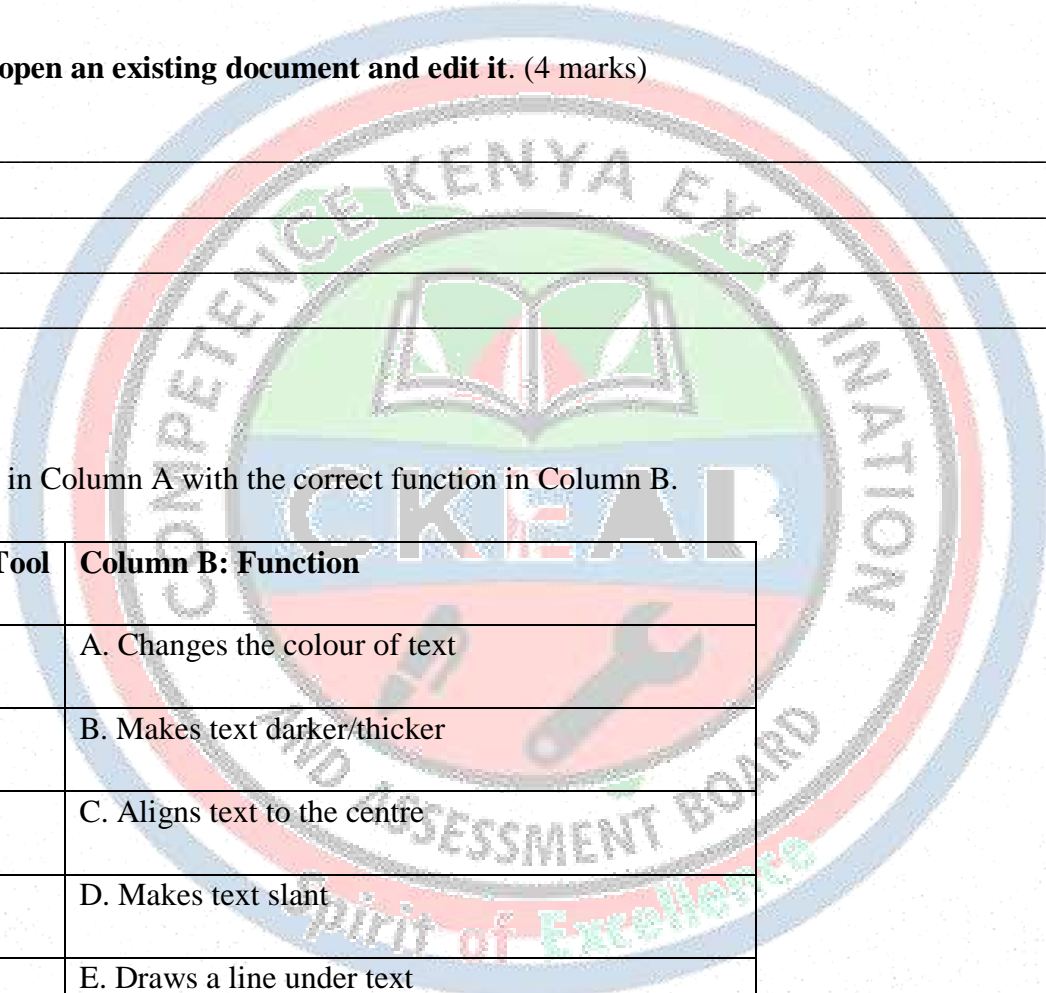
b) Explain how to **open an existing document and edit it**. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**SECTION C:**

14. Match the icon in Column A with the correct function in Column B.

Column A: Icon/Tool	Column B: Function
1. Bold (B)	A. Changes the colour of text
2. Italic (I)	B. Makes text darker/thicker
3. Underline (U)	C. Aligns text to the centre
4. Font Colour	D. Makes text slant
5. Font Size	E. Draws a line under text
6. Save	F. Stores the document in a storage location
7. Print	G. Produces a hard copy
8. Cut	H. Removes selected text and places it on clipboard
9. Copy	I. Duplicates selected text without removing it
10. Centre Align	J. Changes how big or small text appears



15. Match the tool in Column A with the best use in Column B.

Column A: Tool	Column B: Use
1. Bullets	A. Used to correct spelling mistakes
2. Numbering	B. Used to add pictures into a document
3. Insert Picture	C. Used to create a list using dots
4. Spelling & Grammar	D. Used to create a list using numbers
5. Justify	E. Makes text aligned evenly on both sides

**SECTION D:**

Fill in the blanks with the correct word.

16. A word processor is used to create and edit \_\_\_\_\_ documents. (1 mark)
17. The tool used to make text darker is called \_\_\_\_\_. (1 mark)
18. The icon used to slant text is called \_\_\_\_\_. (1 mark)
19. The icon used to draw a line under text is called \_\_\_\_\_. (1 mark)
20. The tool used to save a document is called \_\_\_\_\_. (1 mark)
21. The process of correcting mistakes in a document is called \_\_\_\_\_. (1 mark)
22. The icon used to add pictures is found under the \_\_\_\_\_ menu. (1 mark)
23. The feature that checks spelling mistakes is called \_\_\_\_\_. (1 mark)
24. A document can be saved in a folder on the computer or on a \_\_\_\_\_ drive. (1 mark)
25. The shortcut for saving a document is \_\_\_\_\_. (1 mark)
26. The shortcut for copying text is \_\_\_\_\_. (1 mark)
27. The shortcut for cutting text is \_\_\_\_\_. (1 mark)
28. The shortcut for pasting text is \_\_\_\_\_. (1 mark)
29. Microsoft Word, LibreOffice Writer and Google Docs are examples of \_\_\_\_\_ software. (1 mark)
30. The top part of a document where the title of the file appears is called the \_\_\_\_\_ bar. (1 mark)

**SECTION E:** Complete the sentences correctly.

31. A word processor is important in offices because

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

32. A document should be saved regularly so that

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

33. Bold formatting is used when

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

34. The spell check tool is useful because

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

35. A person can change the font size in a document by

\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

36. A file can be renamed by

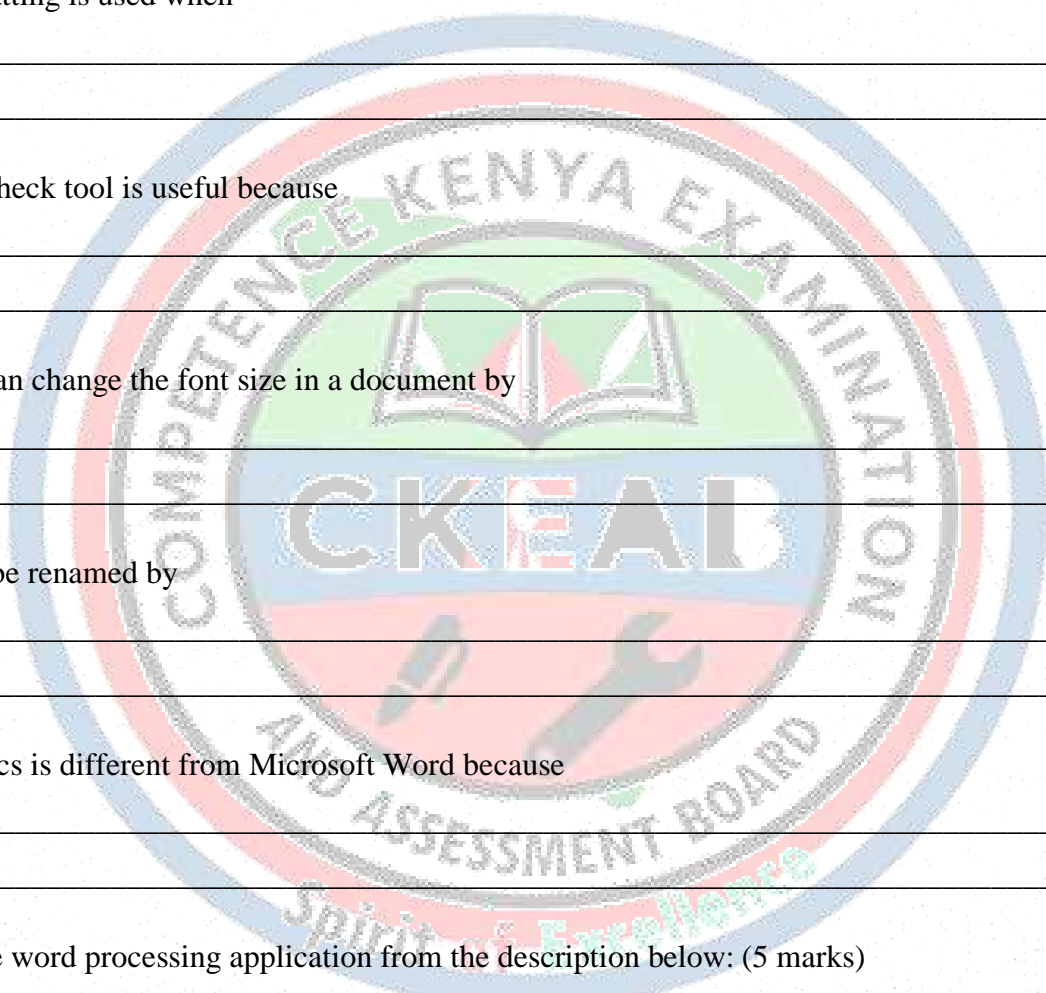
\_\_\_\_\_  
\_\_\_\_\_. (2 marks)

37. Google Docs is different from Microsoft Word because

\_\_\_\_\_  
\_\_\_\_\_. (3 marks)

38. Identify the word processing application from the description below: (5 marks)

- a) A word processor that is part of Microsoft Office suite. \_\_\_\_\_ (1 mark)
- b) A free word processor found in LibreOffice suite. \_\_\_\_\_ (1 mark)
- c) A web-based word processor used online through a Google account. \_\_\_\_\_ (1 mark)
- d) A word processor found in WPS Office suite. \_\_\_\_\_ (1 mark)
- e) A word processor found in Apache OpenOffice suite. \_\_\_\_\_ (1 mark)



## 2.2 PRESENTATION

### Section A:

1. (2 marks) name the application used to make presentatios.

---

---

2. (2 marks) State two purposes of using presentation productivity tools.

i. \_\_\_\_\_

ii. \_\_\_\_\_

3. (2 marks) Identify any three presentation software tools commonly used in schools.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

4. (3 marks) List three features of a slide in a presentation.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

5. (3 marks) Mention two ways to deliver a presentation to an audience.

i. \_\_\_\_\_

ii. \_\_\_\_\_

6. (3 marks) State two elements that can be added to a slide to enhance visual appeal.

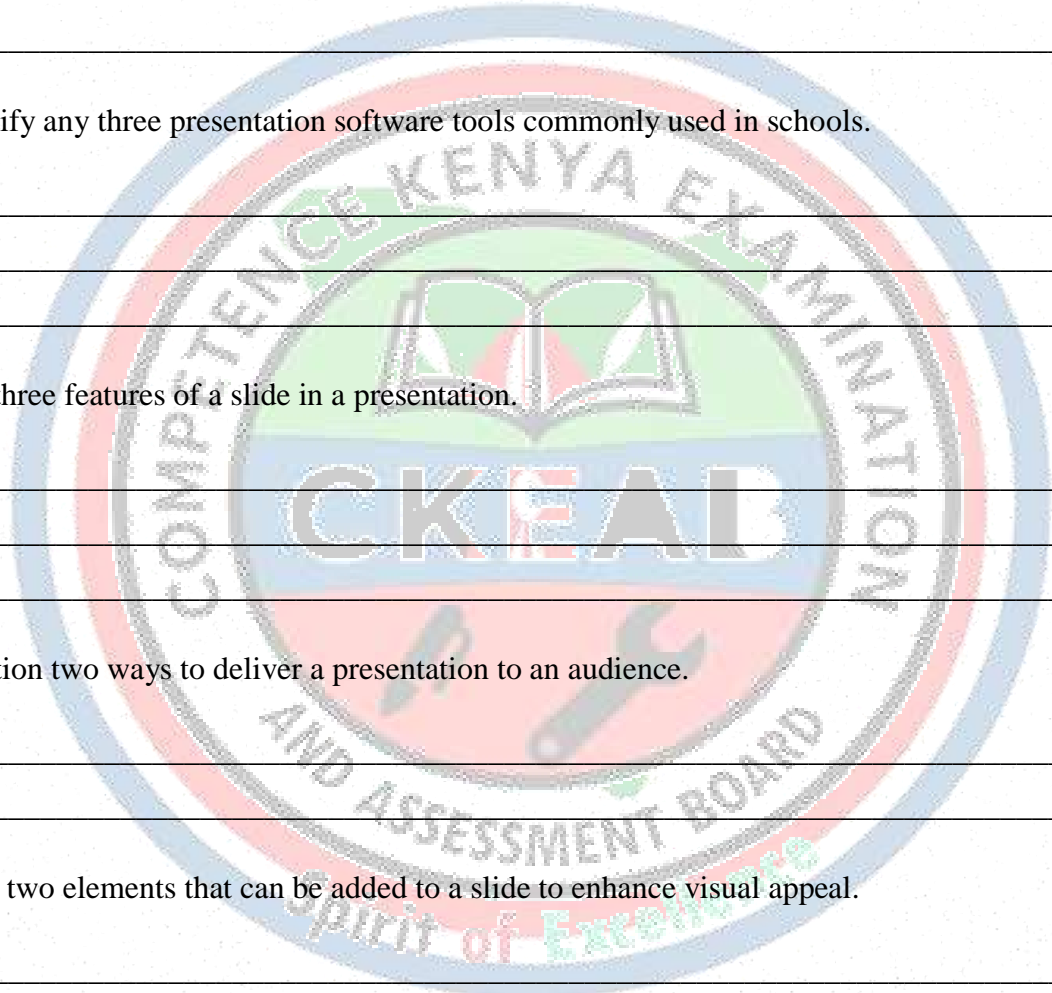
i. \_\_\_\_\_

ii. \_\_\_\_\_

7. (3 marks) Identify two types of slide transitions available in presentation software.

i. \_\_\_\_\_

ii. \_\_\_\_\_



8. (5 marks) Define the following terms in relation to presentations:

a) Slide master

---

---

b) Speaker notes

---

---

c) Animation

---

---

d) Hyperlink

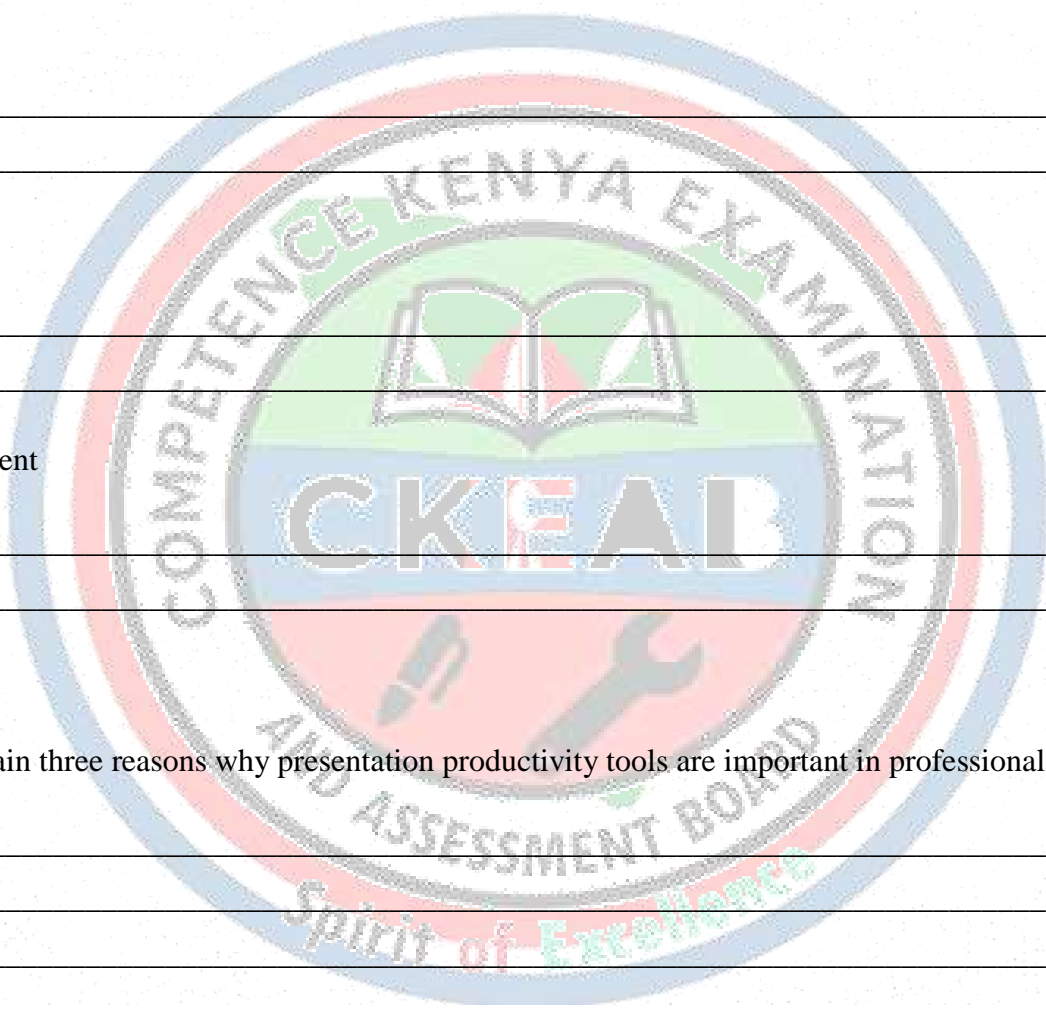
---

---

e) Interactive element

---

---



**Section B:**

9. (5 marks) Explain three reasons why presentation productivity tools are important in professional communication.

- i. 

---
- ii. 

---
- iii. 

---

10. (5 marks) Describe four steps a student would follow to create a simple presentation using PowerPoint or Google Slides.

- i. 

---
- ii. 

---
- iii. 

---
- iv. 

---

**11. (4 marks)** A teacher wants a presentation to engage students. Explain how they can use:

a) Animations

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Transitions

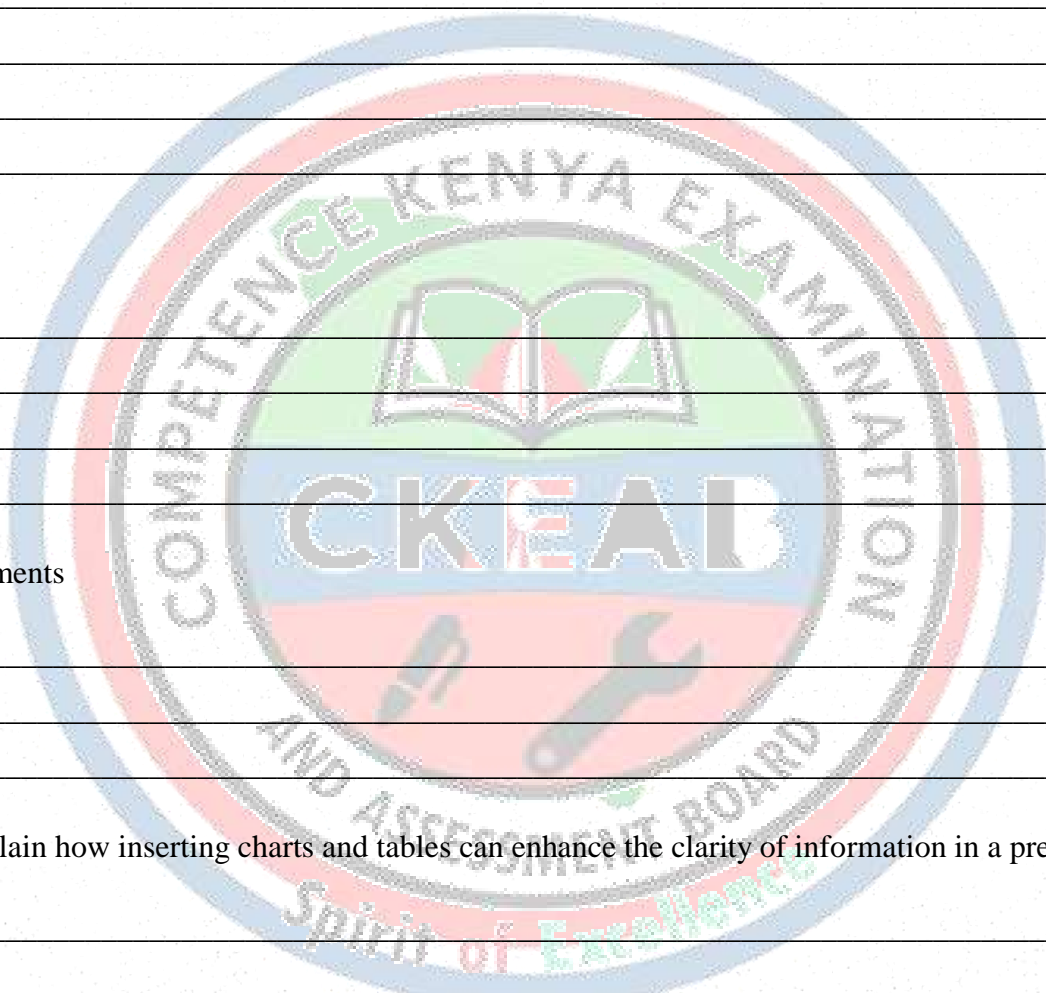
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

c) Hyperlinks

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

d) Multimedia elements

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_



**12. (4 marks)** Explain how inserting charts and tables can enhance the clarity of information in a presentation.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. (5 marks)** Describe the steps involved in applying slide styles and templates to ensure a professional look.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**14. (4 marks)** A student wants to present on **community health awareness**. Explain how they can use speaker notes and presenter view to deliver an effective presentation.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**15. (4 marks)** Explain how interactive elements (buttons, clickable images, links) improve audience engagement in a presentation.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**16. (4 marks)** Describe how to adjust slide timing and transitions to improve the flow of a presentation.

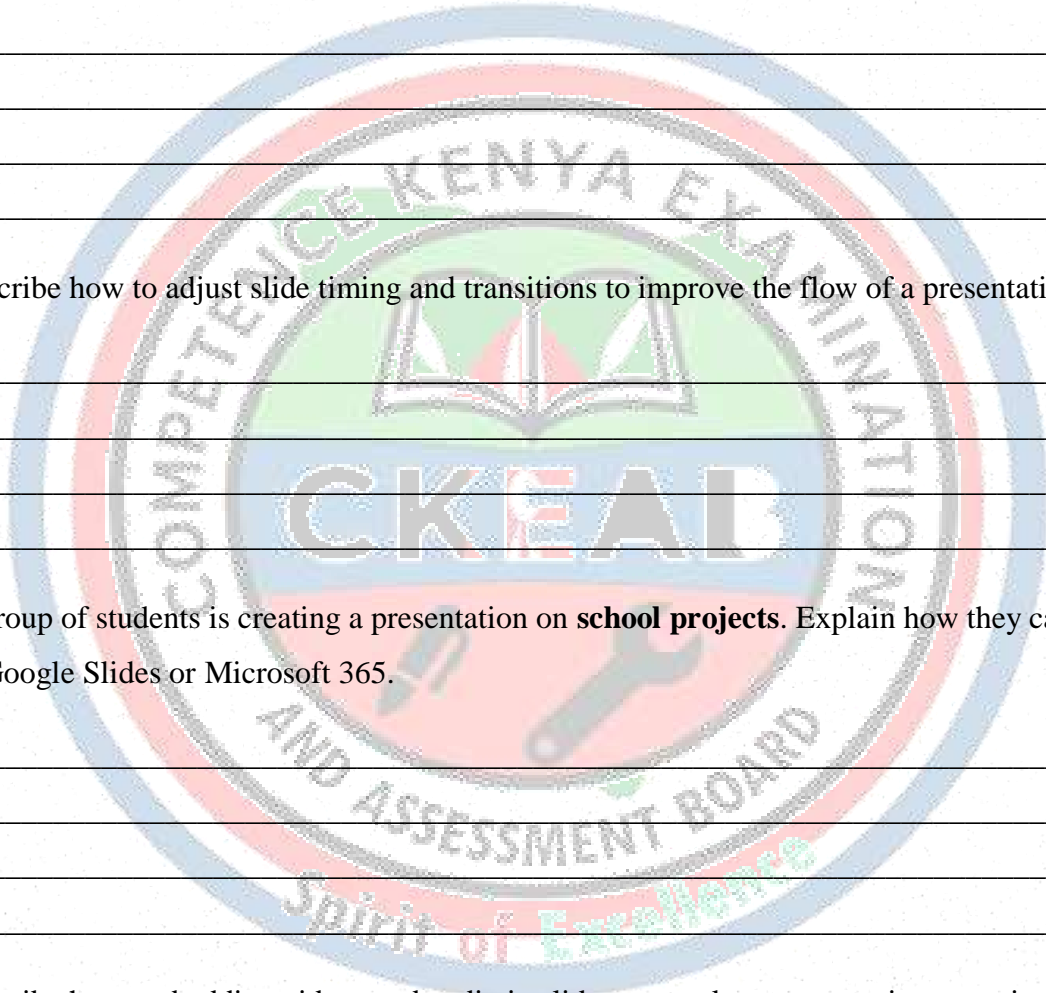
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**17. (5 marks)** A group of students is creating a presentation on **school projects**. Explain how they can collaborate effectively using Google Slides or Microsoft 365.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**18. (4 marks)** Describe how embedding videos and audio in slides can make a presentation more impactful.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**Section C:**

**19. (5 marks)** Critically analyze the benefits of using advanced presentation tools (like Canva, Prezi, or Google Slides) over traditional static slides in a classroom setting.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**20. (5 marks)** Compare and contrast Microsoft PowerPoint and Google Slides in terms of:

a) Interactivity

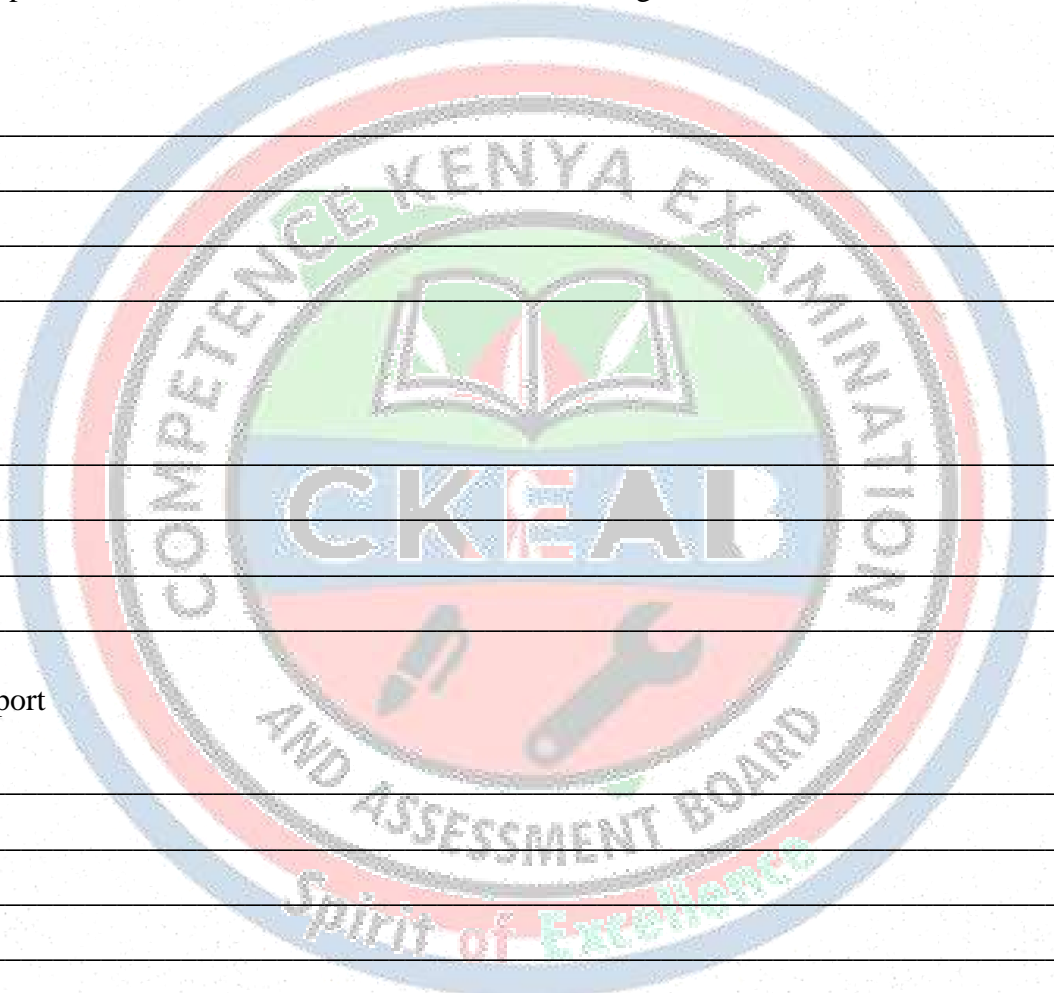
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Collaboration

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

c) Multimedia support

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**21. (5 marks)** Design a 5-slide interactive presentation on **environmental conservation**. Include text, images, animations, hyperlinks, and speaker notes. Explain the design choices you made.

**22. (5 marks)** Evaluate the effectiveness of using interactive presentations in **community awareness campaigns** compared to printed posters or leaflets.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

23. (5 marks) Using a real-life scenario in your school, explain how you would create, format, and deliver a **presentation on cyber safety** that is engaging, informative, and interactive for your peers.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**Set 2**

**SECTION A: (20 Marks)**

Answer ALL questions.

1. Define the term **presentation software**. (2 marks)

---

---

2. State **TWO** uses of presentation software. (2 marks)

i. 

---

ii. 

---

3. List **FOUR** examples of presentation applications. (4 marks)

i. 

---

ii. 

---

iii. 

---

iv. 

---

4. State **TWO** advantages of using presentations in teaching and learning. (2 marks)

i. 

---

ii. 

---

5. Mention **TWO** features of a good presentation. (2 marks)

i. 

---

ii. 

---

6. State **TWO** components of a PowerPoint slide. (2 marks)

i. 

---

ii. 

---

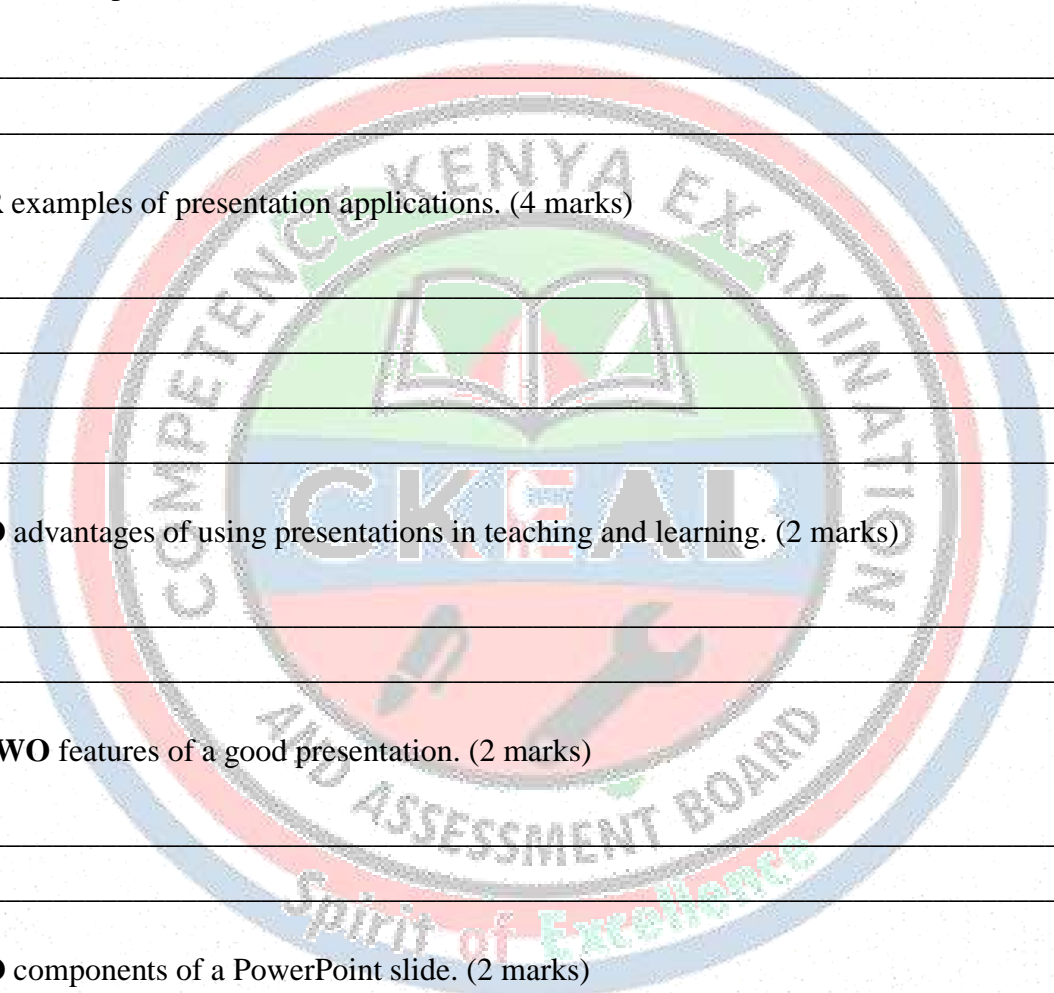
7. Give **TWO** examples of multimedia elements used in presentations. (2 marks)

i. 

---

ii. 

---



8. State **TWO** reasons why templates are used in presentations. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

9. Mention **TWO** ways of saving a presentation file. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

10. State **TWO** benefits of using speaker notes. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**SECTION B: Structured Questions (30 Marks)**

**11. Components and Features of a Presentation (8 Marks)**

a) State **FOUR** components found in a PowerPoint window. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Explain **TWO** features that make a presentation attractive to an audience. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**12. Creating and Saving a Presentation (8 Marks)**

a) Outline the steps used to **create a new presentation**. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Describe how to **save a presentation for the first time**. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. Editing Slides Using Different Elements (8 Marks)**

A student is asked to create a presentation on “Environmental Conservation”.

a) State **THREE** slide elements the learner should include to make the presentation effective. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

b) Explain how to insert:

i) an image (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

ii) a chart (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

c) Mention **ONE** reason why shapes are used in slides. (1 mark)

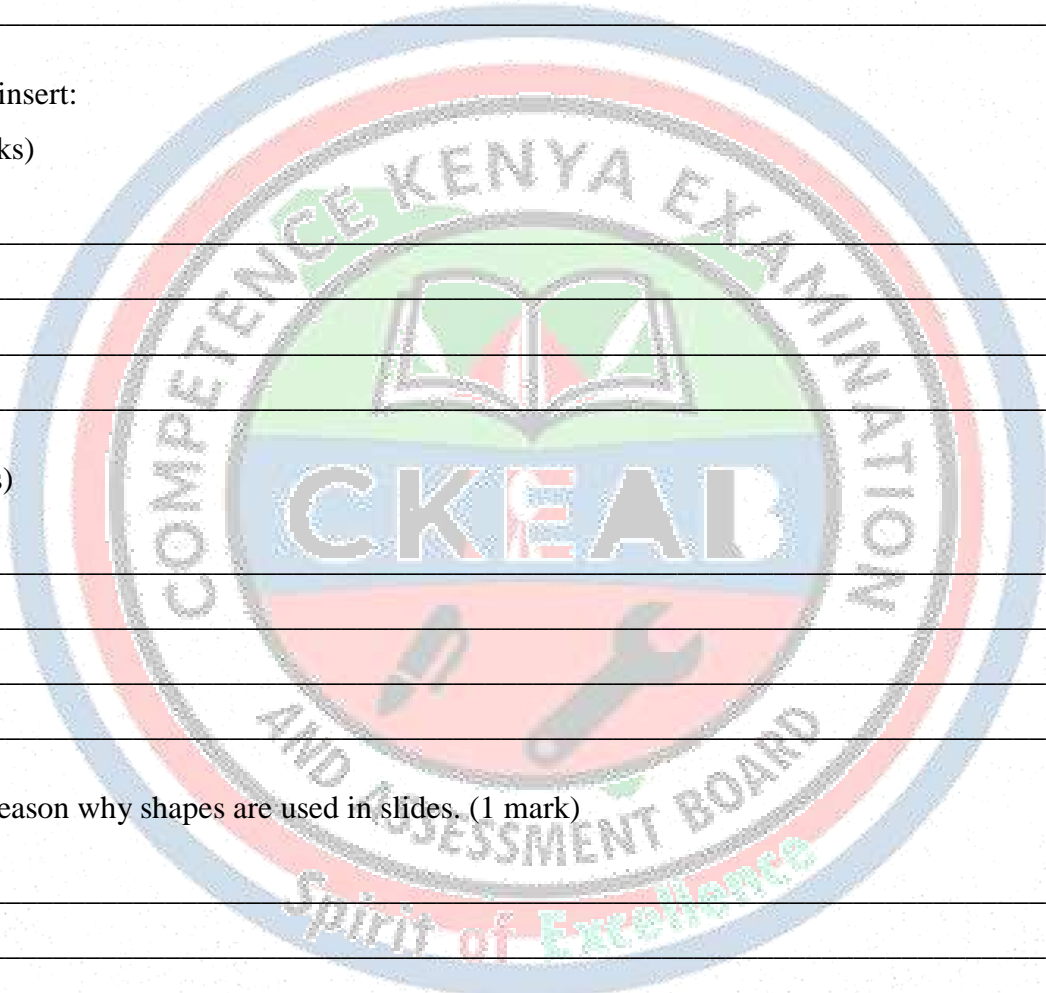
\_\_\_\_\_  
\_\_\_\_\_

**14. a)** Define the term **master slide**. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

b) State **TWO** uses of master slides. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



c) State **TWO** advantages of using templates. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

**SECTION C:**

**15.** Match the icon/tool in Column A with its function in Column B.

<b>Column A: Icon/Tool</b>	<b>Column B: Function</b>
1. New Slide	A. Adds movement effects to objects
2. Save	B. Stores the presentation file
3. Insert Picture	C. Creates an additional slide
4. Insert Chart	D. Adds a table of numbers/graphs
5. Insert Shape	E. Adds shapes like arrows and rectangles
6. Transitions	F. Adds effects between slides
7. Animations	G. Inserts an image into a slide
8. Slide Show	H. Starts presenting the slides
9. Speaker Notes	I. Adds notes for the presenter
10. Design/Theme	J. Changes the appearance of slides

**16.** Match the presentation application in Column A with the correct description in Column B.

<b>Column A: Application</b>	<b>Column B: Description</b>
1. Microsoft PowerPoint	A. Apple presentation software for Mac
2. LibreOffice Impress	B. Cloud-based Google presentation tool
3. Keynote	C. Desktop presentation tool in Microsoft Office
4. Google Slides	D. Free presentation software in LibreOffice suite
5. Canva	E. Online design tool used to create presentations

## SECTION D:

Fill in the blanks using correct ICT terms.

17. A PowerPoint file is called a \_\_\_\_\_. (1 mark)
18. The effect that controls how one slide changes to another is called \_\_\_\_\_. (1 mark)
19. The feature used to add movement to text and pictures is called \_\_\_\_\_. (1 mark)
20. A prepared design used in presentations is called a \_\_\_\_\_. (1 mark)
21. Notes written for the presenter are called \_\_\_\_\_. (2 marks)
22. The area that shows small slide previews is called the \_\_\_\_\_ pane. (1 mark)
23. The view used to edit all slides at once is called \_\_\_\_\_ view. (1 mark)
24. The tool used to insert video and sound is called \_\_\_\_\_. (1 mark)
25. A chart is used to represent information in a \_\_\_\_\_ form. (1 mark)
26. A slide that controls the design of all slides is called a \_\_\_\_\_ slide. (1 mark)
27. A slide layout controls where \_\_\_\_\_ boxes and images are placed. (1 mark)
28. A presentation can be printed as \_\_\_\_\_ for the audience. (1 mark)
29. The shortcut for saving a file is \_\_\_\_\_. (1 mark)
30. Canva is mainly used for \_\_\_\_\_ and presentation design. (1 mark)
31. The slide show starts when the user clicks \_\_\_\_\_. (1 mark)

## SECTION E:

Complete each sentence correctly.

32. A presentation should have few words per slide because \_\_\_\_\_. (2 marks)
33. Speaker notes are important because \_\_\_\_\_. (2 marks)
34. A master slide is useful because \_\_\_\_\_. (2 marks)
35. Charts are included in presentations to \_\_\_\_\_. (2 marks)
36. Transitions should be used carefully because \_\_\_\_\_. (2 marks)

37. A learner can insert an image in a slide by \_\_\_\_\_ . (2 marks)

38. Using templates helps a presenter because \_\_\_\_\_ . (3 marks)

39. A learner is asked to create a **5-slide presentation** on **“Healthy Living”**.

a) State the titles for **FIVE** slides you would include. (5 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

b) Mention **THREE** multimedia elements you would include. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) State **TWO** formatting features you would use to make the slides attractive. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

40. Name the following parts of a presentation



**2.3 DESKTOP PUBLISHING (DTP)**

**Section A:**

**1. (2 marks)** Define **desktop publishing** in ICT.

---

---

**2. (2 marks)** State two purposes of desktop publishing tools in document publication.

i. \_\_\_\_\_

ii. \_\_\_\_\_

**3. (3 marks)** Identify three desktop publishing software, including at least one open-source and one non-open-source tool.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**4. (3 marks)** List three types of publications that can be created using desktop publishing tools.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**5. (2 marks)** Mention two features of a desktop publishing interface.

i. \_\_\_\_\_

ii. \_\_\_\_\_

**6. (3 marks)** Explain the difference between **page layout** and **text formatting** in DTP.

i. \_\_\_\_\_

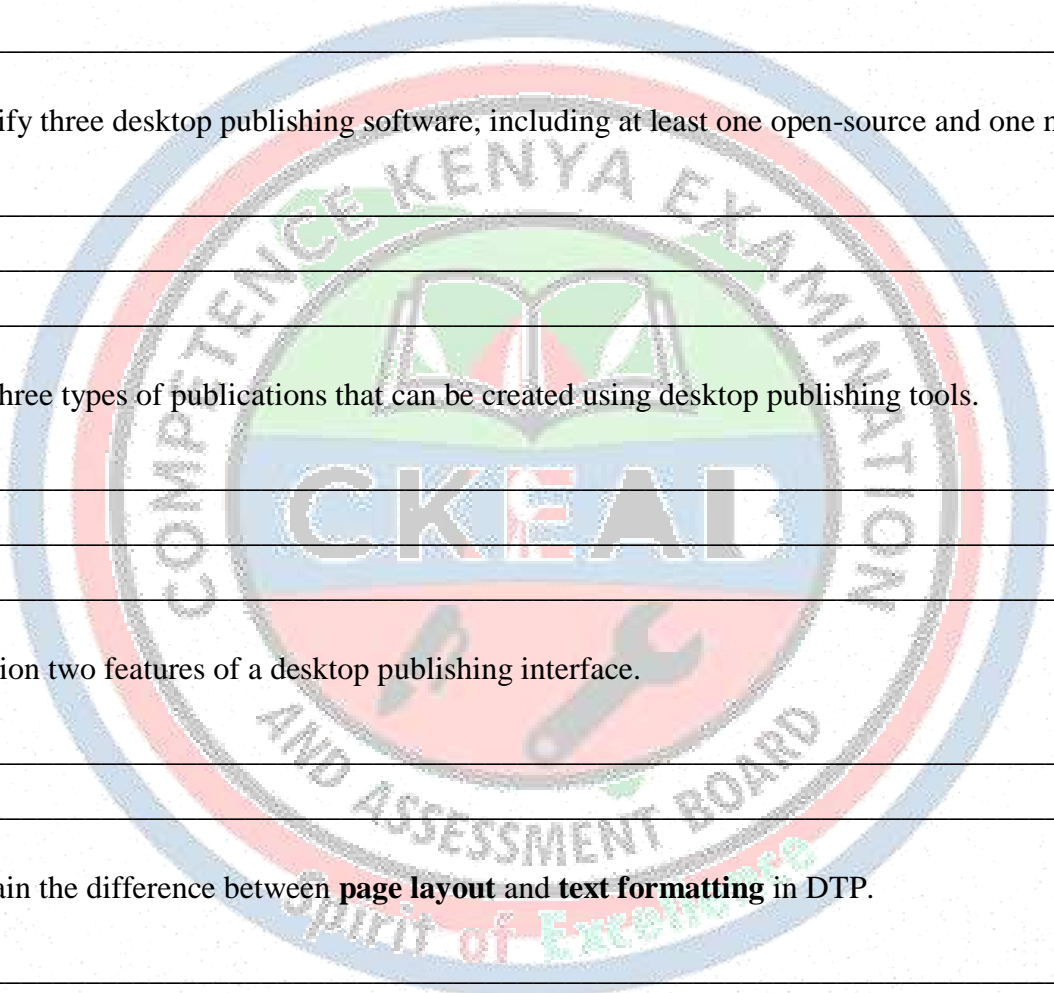
ii. \_\_\_\_\_

iii. \_\_\_\_\_

**7. (3 marks)** Identify two ways to share a publication created using desktop publishing software.

i. \_\_\_\_\_

ii. \_\_\_\_\_



8. (5 marks) Define the following terms as used in desktop publishing:

a) Master page

---

---

b) Frames

---

---

c) Guides

---

---

d) Styles

---

---

e) Mail merge

---

---



**Section B:**

9. (5 marks) Explain three ways in which desktop publishing tools improve the professional appearance of publications.

- i. 

---
- ii. 

---
- iii. 

---

10. (5 marks) Describe the steps involved in creating a simple **newsletter** using a DTP tool.

- i. 

---
- ii. 

---
- iii. 

---
- iv. 

---
- v. 

---

**11. (4 marks)** A student is designing a **school magazine**. Explain how they can use:

a) Text frames

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Image frames

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Guides and grids

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

d) Styles

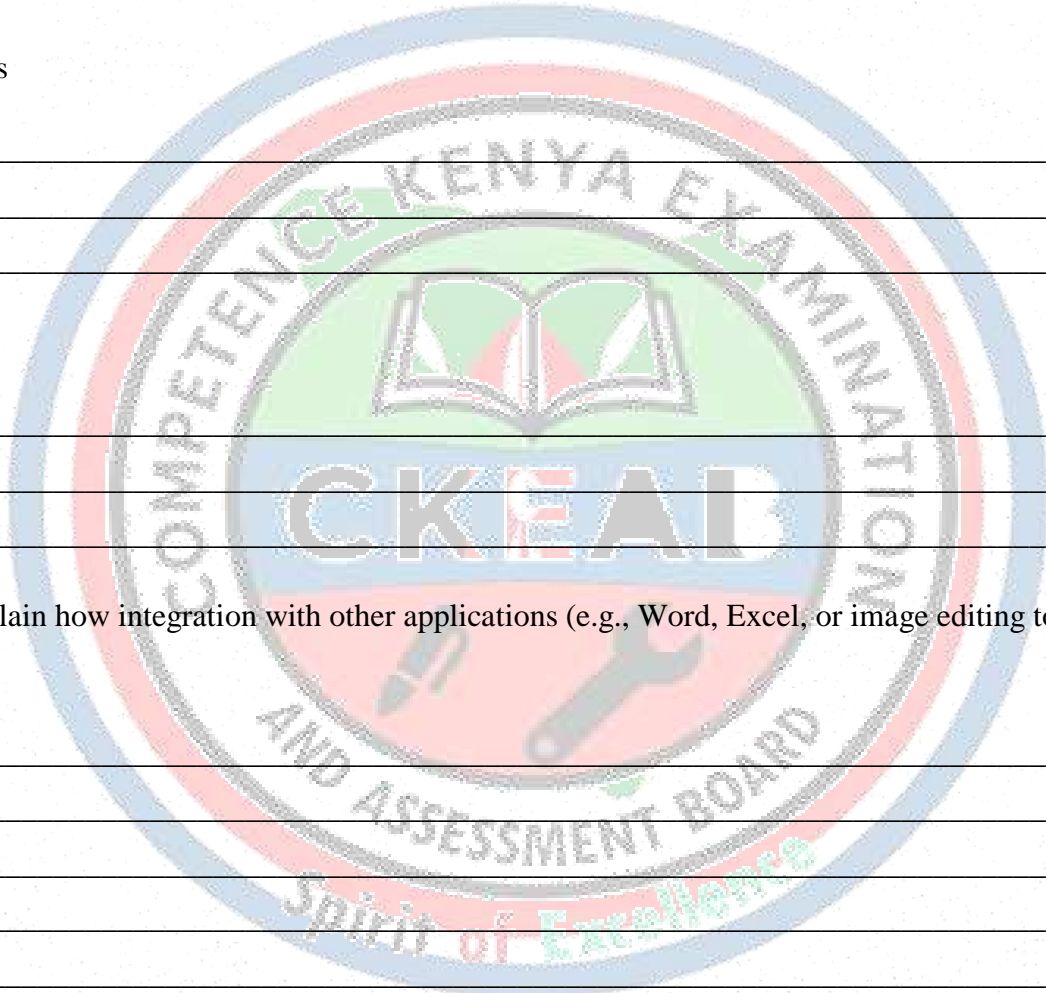
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**12. (4 marks)** Explain how integration with other applications (e.g., Word, Excel, or image editing tools) can enhance a publication.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**13. (5 marks)** Describe the process of applying mail merge in desktop publishing to create personalized invitations for an event.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_



14. (4 marks) A student wants to create a **flyer for a science fair**. Explain how they can adjust page layout, insert images, and format text for professional appearance.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

15. (4 marks) Explain three ways to save, retrieve, and navigate a publication in a DTP tool.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

16. (4 marks) Describe how adding **tables, charts, or graphics** in a DTP publication can improve the clarity of information.

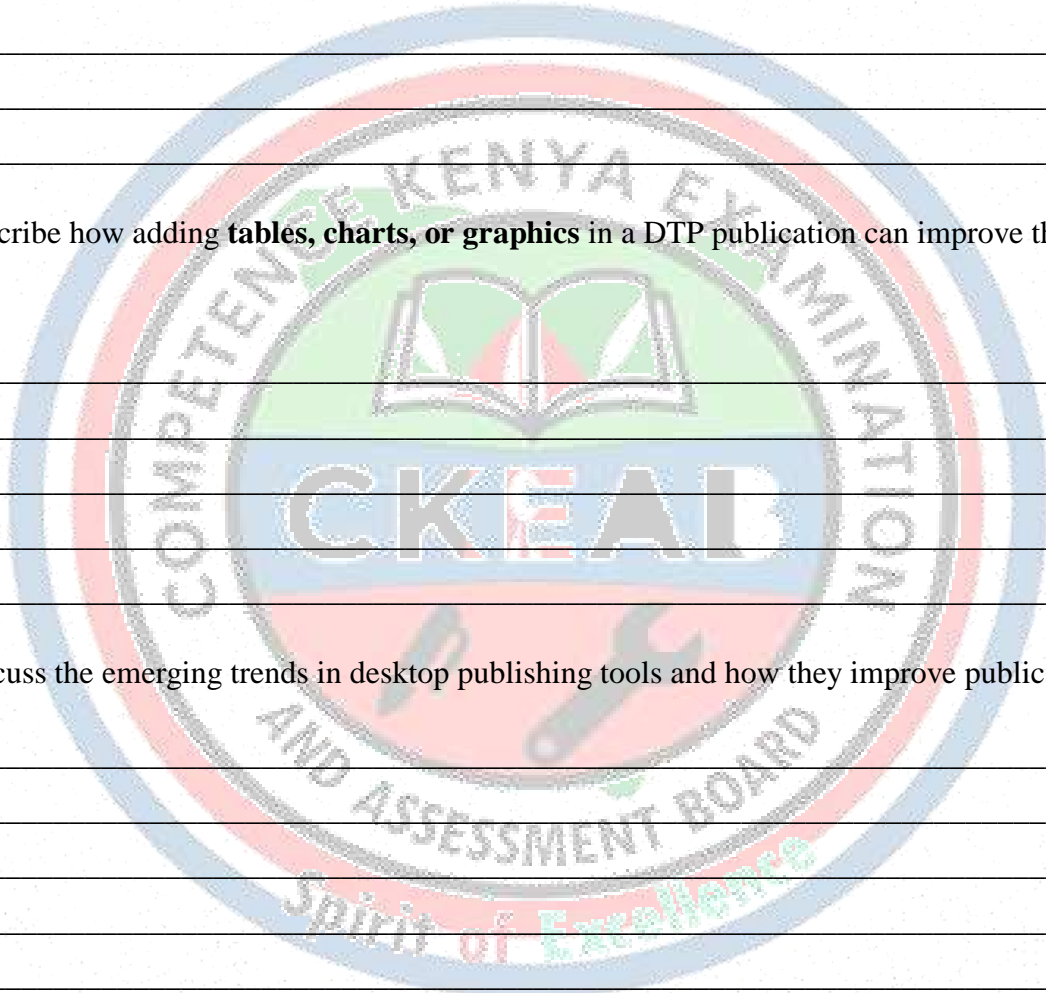
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

17. (5 marks) Discuss the emerging trends in desktop publishing tools and how they improve publication productivity.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

18. (4 marks) Explain how **open-source DTP tools** differ from **non-open-source DTP tools** in terms of features and accessibility.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_



**Section C:**

**19. (5 marks)** State the advantages of using desktop publishing tools over traditional word processors for creating a professional brochure.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**20. (5 marks)** Compare and contrast **Adobe InDesign** and **Scribus** in terms of:

- a) Usability
- b) Features for professional publications
- c) Collaboration and sharing options

**DIFFERENCES**

	<b>Adobe InDesign</b>	<b>Scribus</b>
Usability		
Features for professional publications		
Collaboration and sharing options		

**SIMILARITIES**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

**21. (5 marks)** Design a **3-page school newsletter** using desktop publishing principles. Include text, images, tables, and styles. Explain your design choices and how each element improves readability.

22. (5 marks) Evaluate the importance of **master pages, guides, and frames** in maintaining consistency across a multi-page publication.

Master pages

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Guides**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Frames**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

23. (5 marks) Using a real-life scenario, explain how you would create and distribute a **personalized certificate of participation** for a school event using DTP tools and mail merge.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_



**SECTION A:**

Answer ALL questions.

1. Define the term **Desktop Publishing (DTP)**. (2 marks)

---

---

2. State **TWO** uses of desktop publishing. (2 marks)

i. 

---

ii. 

---

3. Mention **FOUR** examples of publications created using DTP. (4 marks)

i. 

---

ii. 

---

iii. 

---

iv. 

---

4. State **TWO** features of a good publication. (2 marks)

i. 

---

ii. 

---

5. List **THREE** DTP tools used for designing publications. (3 marks)

i. 

---

ii. 

---

iii. 

---

iv. 

---

6. Give **TWO** examples of DTP applications. (2 marks)

i. 

---

ii. 

---

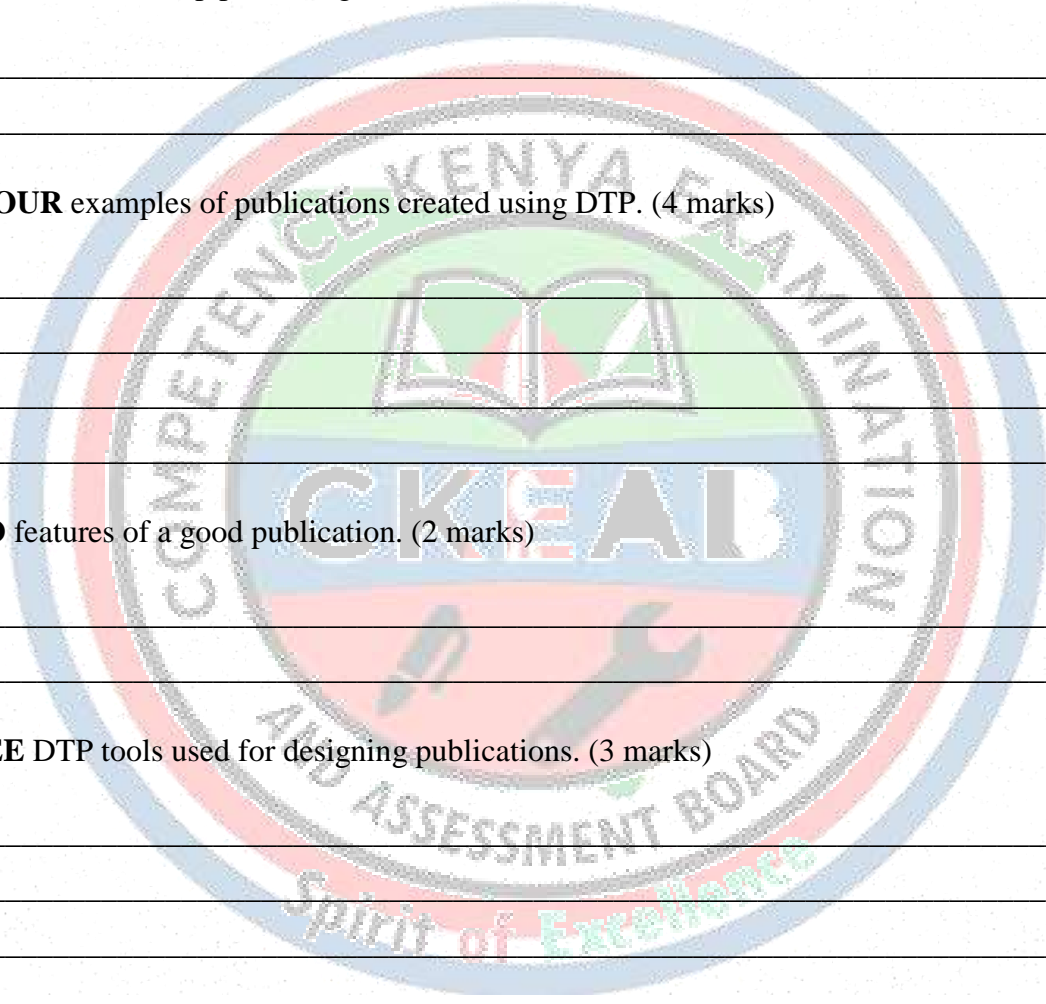
7. State **TWO** advantages of using DTP software in designing publications. (2 marks)

i. 

---

ii. 

---



8. Mention **TWO** ways of improving the appearance of a publication. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

9. State **TWO** common file formats used in DTP. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

10. Mention **ONE** reason why DTP is important in business. (1 mark)

- \_\_\_\_\_
- \_\_\_\_\_

**SECTION B:**

**11. DTP Publications and Features (8 Marks)**

a) State **FOUR** examples of publications created using DTP software. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) Explain **TWO** features that make a publication attractive and readable. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**12. DTP Tools and Their Uses (8 Marks)**

a) Name **FOUR** tools/icons used in DTP applications. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) For each tool in (a), state its function. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

13. A learner is asked to create a **poster** on “Stop Drug Abuse”.

a) Mention **FOUR** items the learner should include in the poster. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

b) State **TWO** formatting features the learner should apply to improve the poster. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Mention **TWO** reasons why images are important in a poster. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

14.

a) Differentiate between **Open Source** and **Non-Open Source** DTP applications. (2 marks)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

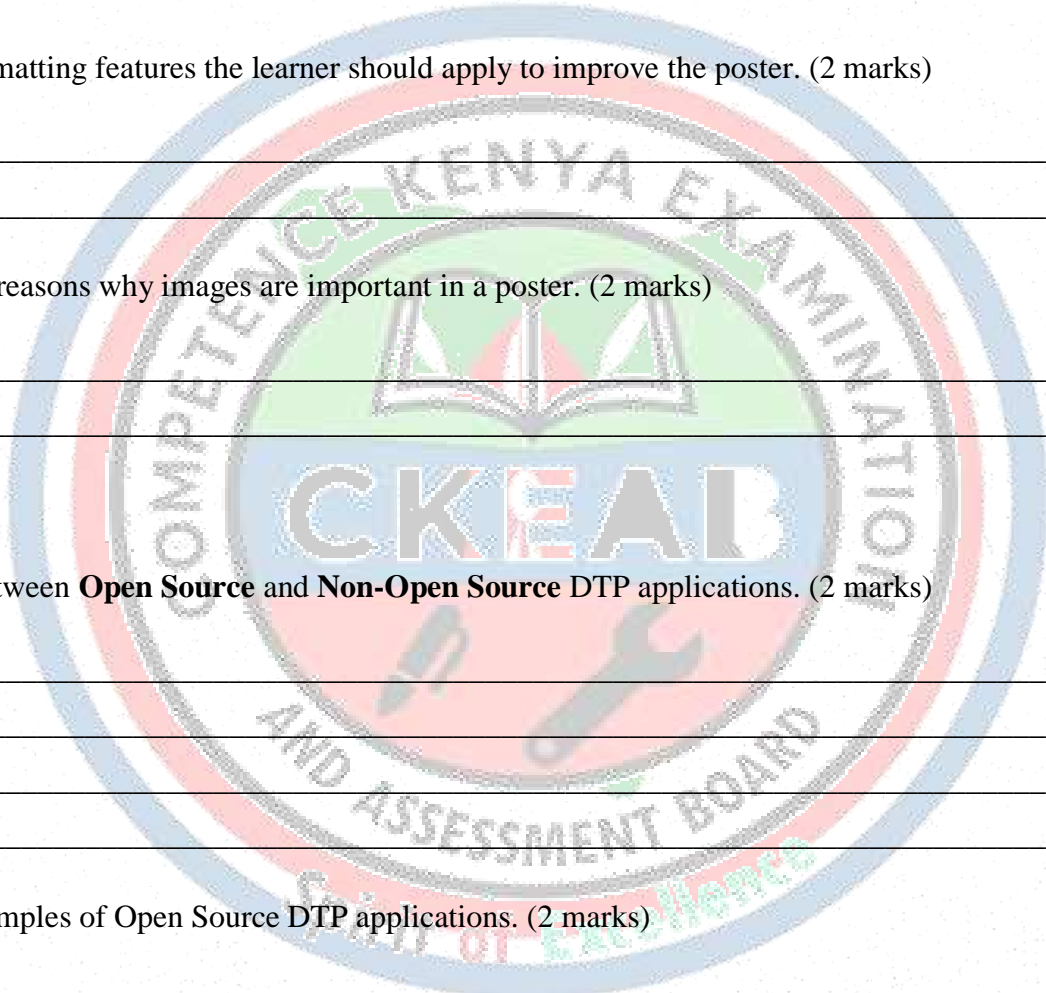
\_\_\_\_\_

b) Give **TWO** examples of Open Source DTP applications. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Give **TWO** examples of Non-Open Source DTP applications. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



**SECTION C:**

15. Match the tool/icon in Column A with its correct function in Column B.

Column A: DTP Tool/Icon	Column B: Function
1. Text tool	A. Used to draw straight lines
2. Picture/Image tool	B. Used to insert and edit images
3. Shape tool	C. Used to create text boxes and type text
4. Line tool	D. Used to draw shapes like circles and rectangles
5. Zoom tool	E. Used to enlarge or reduce the view of the page
6. Fill colour tool	F. Used to apply colour inside shapes
7. Font size tool	G. Used to change the size of text
8. Align tool	H. Used to arrange objects evenly
9. Crop tool	I. Used to cut unwanted parts of an image
10. Save tool	J. Used to store the publication file

16. Match the DTP application in Column A with its correct category in Column B.

Column A: DTP Application	Column B: Category
1. Scribus	A. Non-Open Source
2. Adobe InDesign	B. Open Source
3. LibreOffice Draw	C. Open Source
4. QuarkXPress	D. Non-Open Source
5. Microsoft Publisher	E. Non-Open Source
6. Scribble	F. Open Source
7. Affinity Publisher	G. Non-Open Source

**SECTION D:**

Fill in the blanks with the correct words.

- 17. DTP stands for \_\_\_\_\_ . (3 marks)
- 18. A publication that is folded into three parts is called a \_\_\_\_\_ . (1 mark)
- 19. The tool used to type text in a publication is called the \_\_\_\_\_ tool. (1 mark)
- 20. The tool used to insert pictures is called the \_\_\_\_\_ tool. (1 mark)
- 21. The feature used to change the style of text is called \_\_\_\_\_ . (1 mark)
- 22. The tool used to arrange objects evenly is called the \_\_\_\_\_ tool. (1 mark)
- 23. Scribus is an example of an \_\_\_\_\_ source DTP application. (1 mark)
- 24. Adobe InDesign is an example of a \_\_\_\_\_ open source DTP application. (1 mark)
- 25. The process of arranging text and images on a page is called \_\_\_\_\_ . (1 mark)
- 26. A DTP document can be saved in PDF format for \_\_\_\_\_ purposes. (1 mark)
- 27. The tool used to enlarge the view of the page is called \_\_\_\_\_ . (1 mark)
- 28. A poster should contain a clear \_\_\_\_\_ and readable text. (1 mark)
- 29. A newsletter is an example of a \_\_\_\_\_ . (1 mark)

**SECTION E:**

Complete each sentence correctly.

30. Desktop publishing is important because. (2 marks)

\_\_\_\_\_

\_\_\_\_\_

31. A good publication should be attractive and. (2 marks)

\_\_\_\_\_

\_\_\_\_\_

32. Open source DTP software is preferred by some users because. (2 marks)

---

---

33. A poster is used to. (2 marks)

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34. Cropping an image is done when. (2 marks)

---

---

35. Alignment is important in a publication because (2 marks)

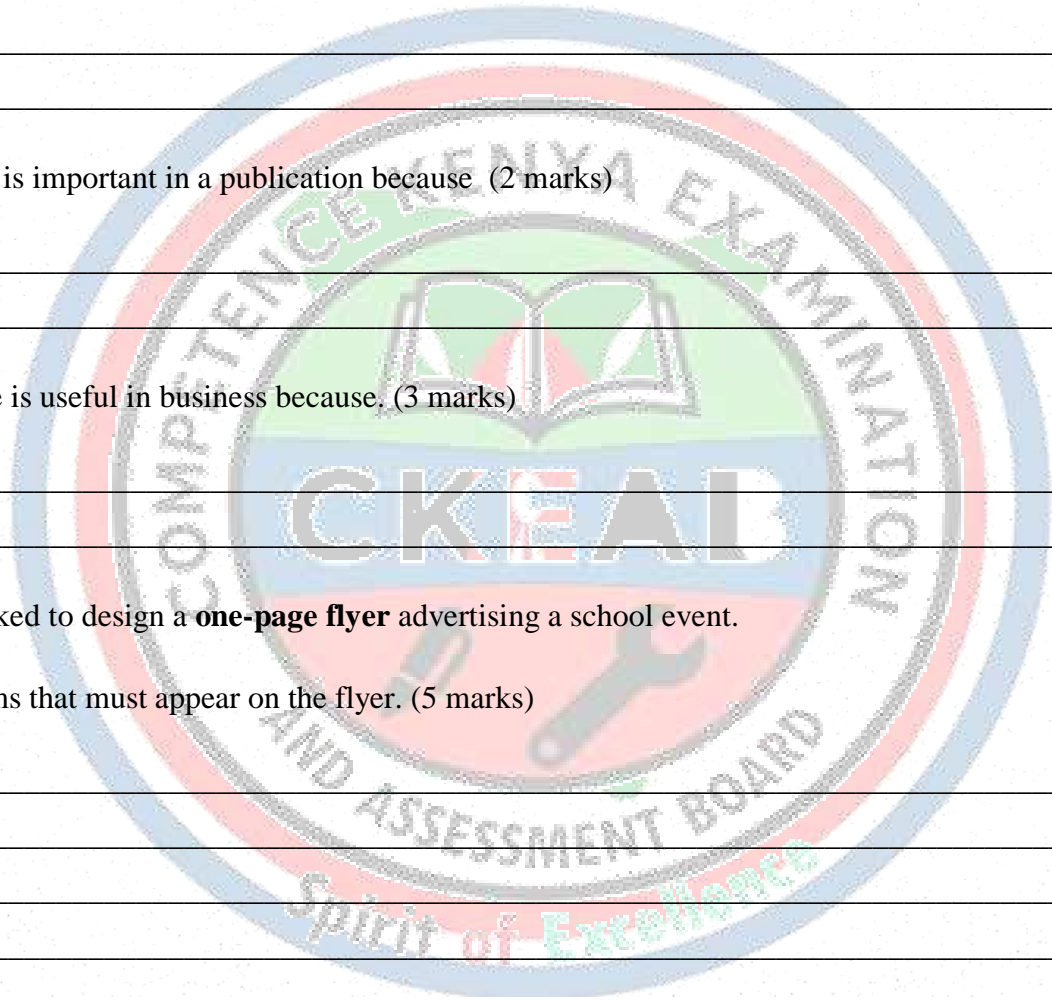
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36. A brochure is useful in business because. (3 marks)

---

---



37. A learner is asked to design a **one-page flyer** advertising a school event.

a) State **FIVE** items that must appear on the flyer. (5 marks)

- i. 

---
- ii. 

---
- iii. 

---
- iv. 

---

b) Mention **THREE** DTP tools the learner will use to design the flyer. (3 marks)

- i. 

---
- ii. 

---
- iii. 

---

c) State **TWO** ways the learner can make the flyer attractive. (2 marks)

- i. 

---
- ii. 

---

3.1 THE INTERNET

Section A:

1. (2 marks) Define the term **Internet**.

---

---

2. (2 marks) List two purposes of the internet in society.

i. 

---

ii. 

---

3. (3 marks) State three common internet services used in:

a) Education

i. 

---

ii. 

---

iii. 

---

b) Communication

i. 

---

ii. 

---

iii. 

---

c) E-commerce

i. 

---

ii. 

---

iii. 

---

4. (3 marks) Identify three fundamental components required to set up an internet connection.

i. 

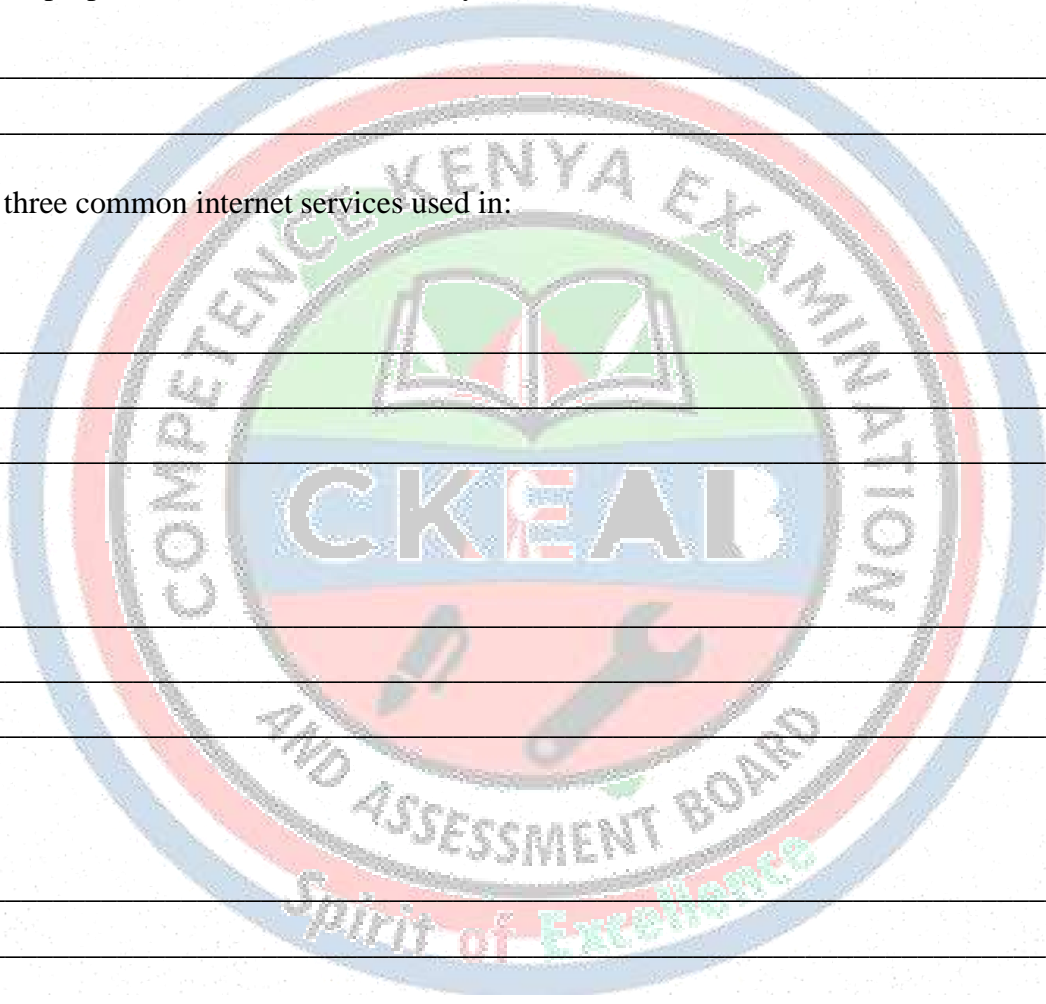
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ii. 

---

iii. 

---



5. (3 marks) Explain the meaning of the following terms:

a) URL

---

---

b) Web browser

---

---

c) Server

---

---

6. (2 marks) Mention two positive impacts of the internet on society.

- i. 

---
- ii. 

---

7. (3 marks) Differentiate between **intranet** and **extranet**.

---

---

---

8. (5 marks) Identify two types of web content for each of the following:

a) Websites

- i. 

---
- ii. 

---

b) Web applications

- i. 

---
- ii. 

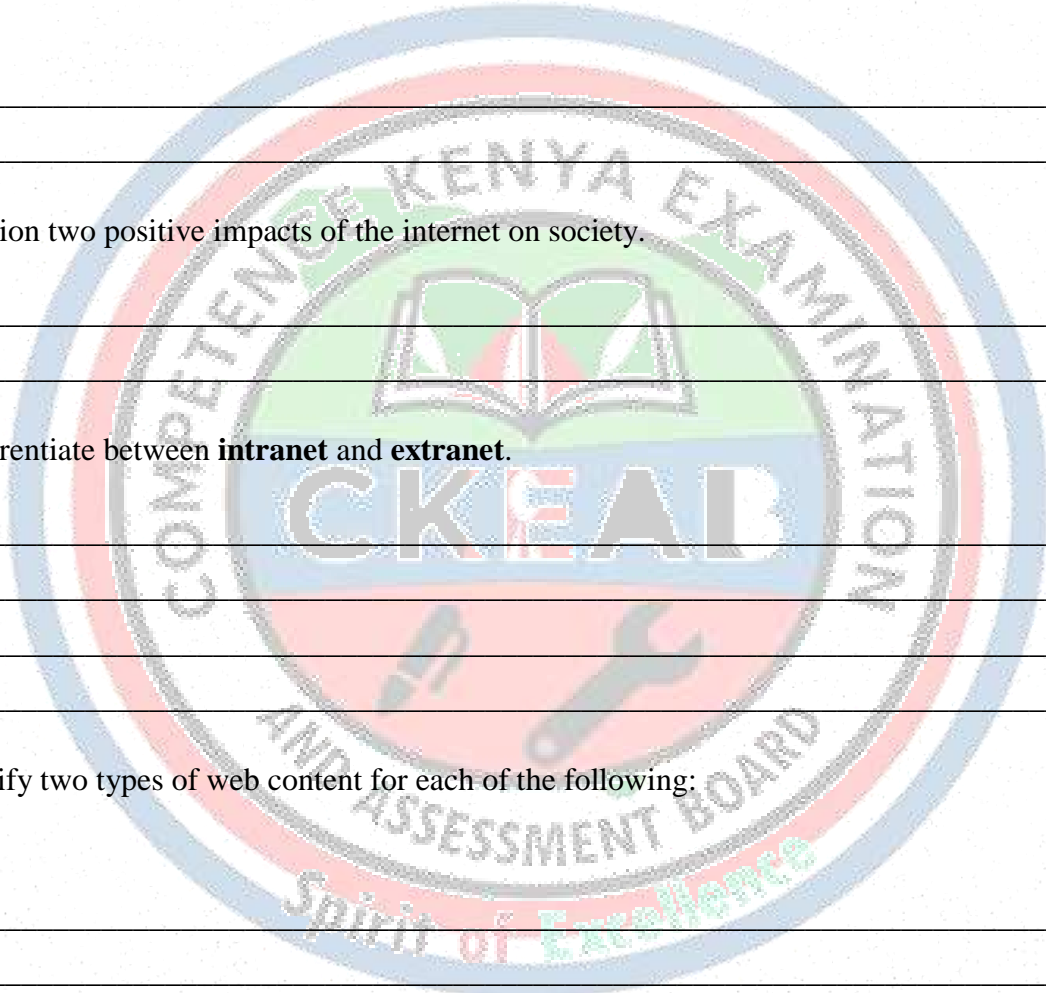
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c) Social media platforms

- i. 

---
- ii. 

---



d) Online gaming platforms

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

e) Financial services

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Section B:**

**9. (5 marks)** Explain how the internet can be used to:

a) Communicate with peers

---



---

b) Access educational resources

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c) Carry out online financial transactions

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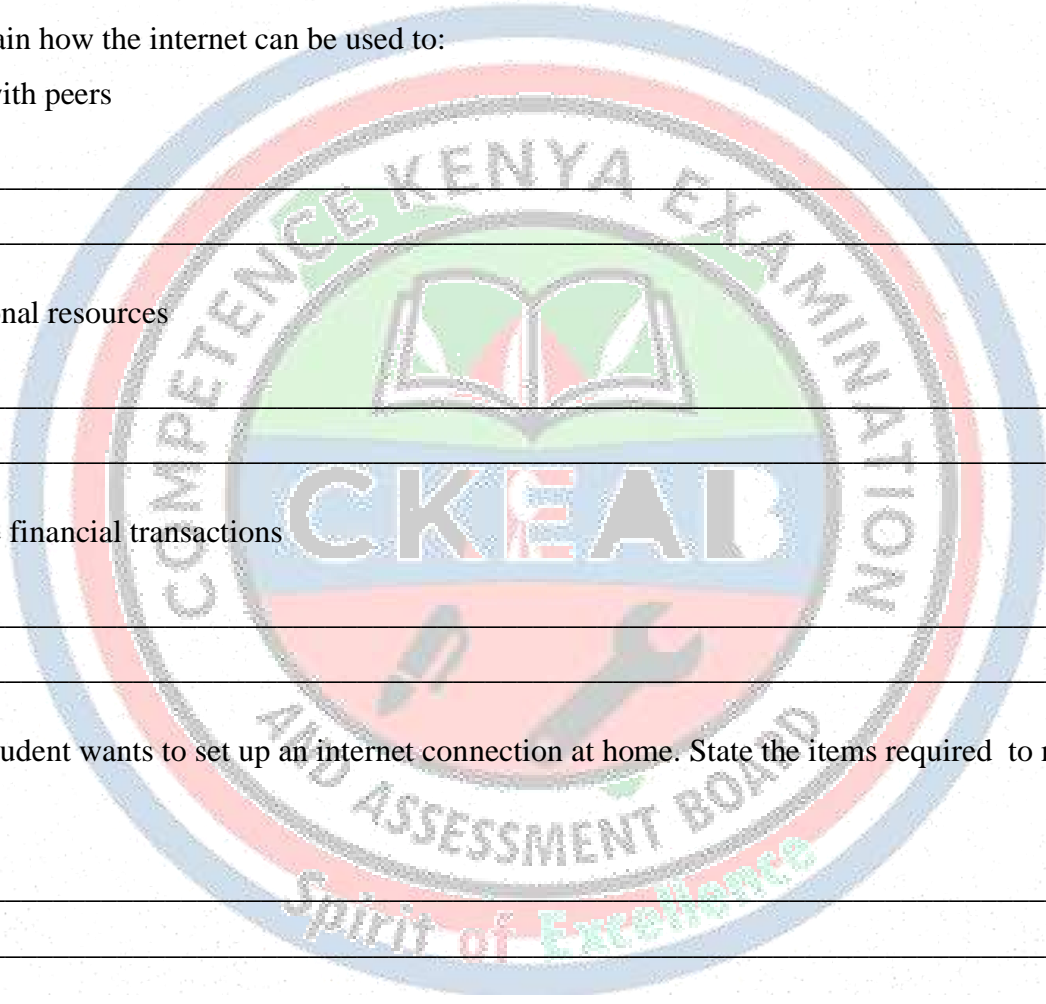
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**10. (5 marks)** A student wants to set up an internet connection at home. State the items required to make the set up complete.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**11. (4 marks)** Explain how **search engines** help users access information effectively. Include at least two search techniques.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



12. (4 marks) A teacher wants students to find information online about climate change. Suggest ways to **refine searches using Boolean operators and filters**.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

13. (5 marks) Explain how **email applications** can be customized to manage emails efficiently. Mention at least three features.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

14. (4 marks) A student needs to send a group email to classmates about an assignment. Outline the steps to compose, attach a file, and send the email.

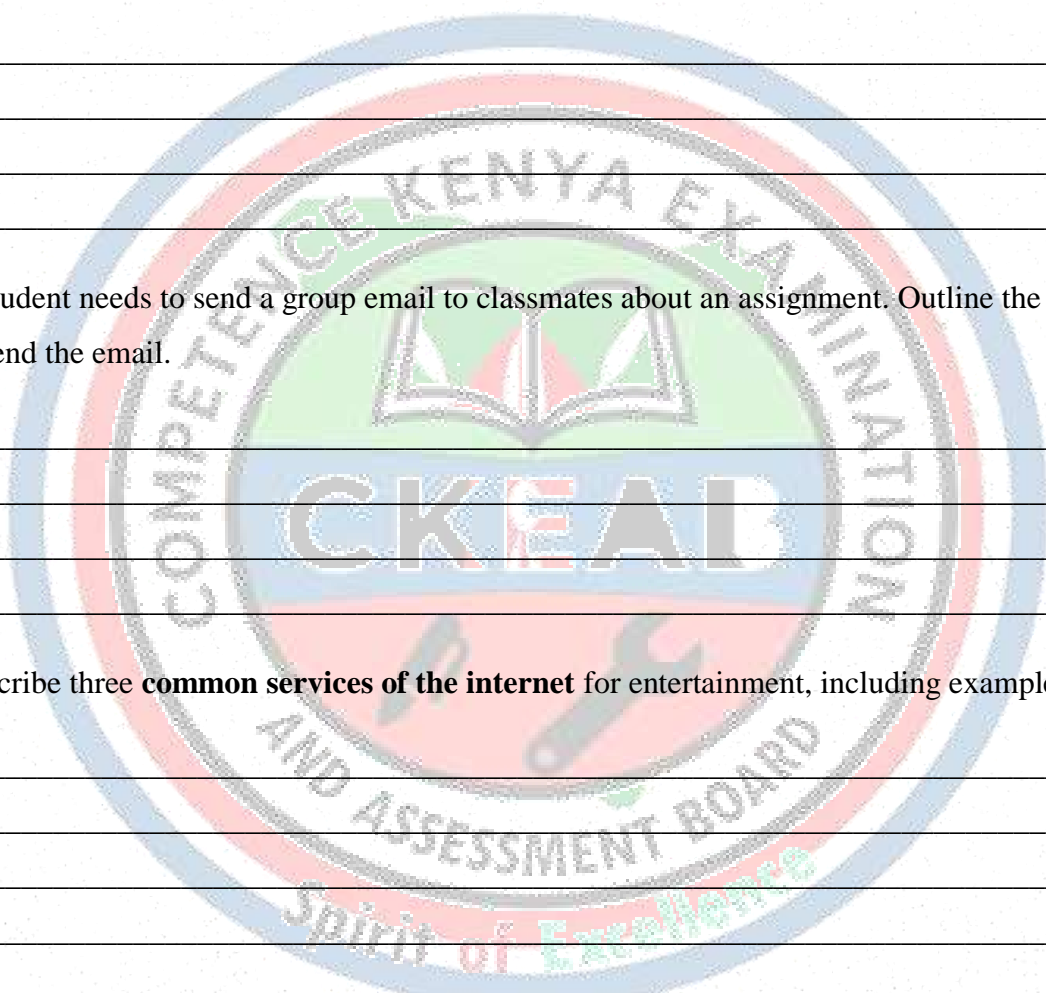
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

15. (4 marks) Describe three **common services of the internet** for entertainment, including examples.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

16. (4 marks) Explain the role of an **Internet Service Provider (ISP)** in connecting users to the internet.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



17. (5 marks) A student is researching for a science project. Explain the steps to **evaluate the reliability of online sources**.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

18. (4 marks) Describe the advantages of using a **wireless hotspot** compared to a **wired Ethernet connection**.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**Section C:**

19. (5 marks) Critically analyze how the internet has **transformed education and remote learning**. Give real-life examples.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

20. (5 marks) Compare and contrast **social media platforms** and **web applications** in terms of:

- a) Purpose
- b) User interaction
- c) Content creation

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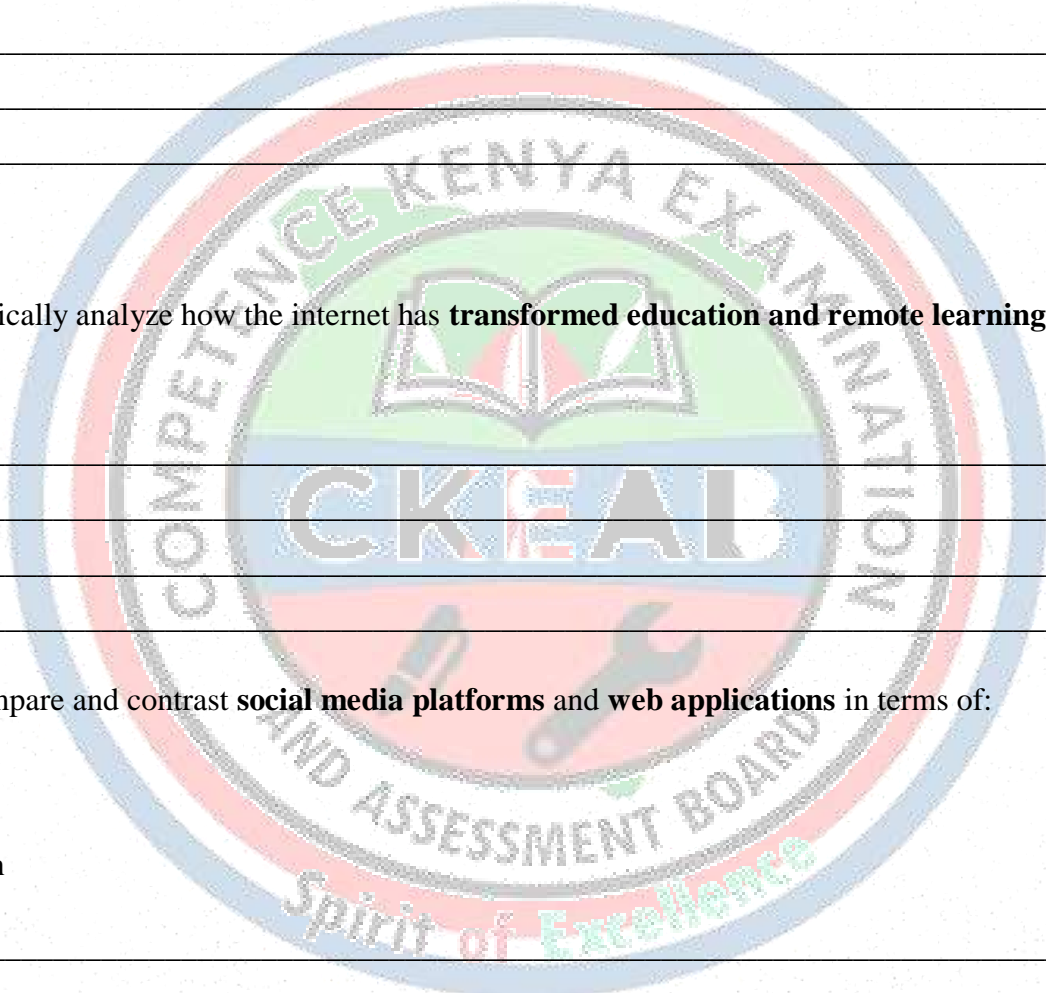
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21. (5 marks) Design a **step-by-step guide** to set up an internet connection in a school ICT lab. Include diagrams of the connections using routers, Ethernet cables, and hotspot devices.

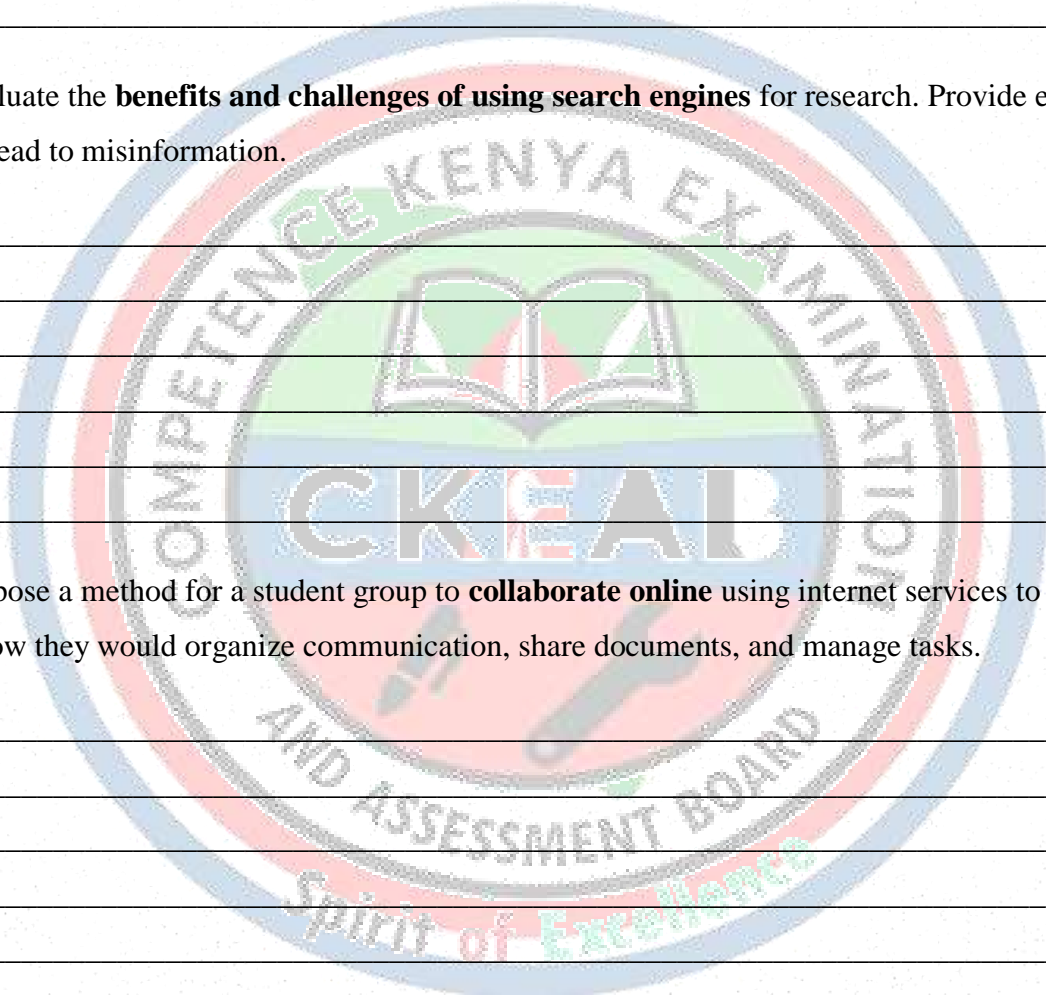
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_

22. (5 marks) Evaluate the **benefits and challenges of using search engines** for research. Provide examples of how improper use can lead to misinformation.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_

23. (5 marks) Propose a method for a student group to **collaborate online** using internet services to complete a community project. Explain how they would organize communication, share documents, and manage tasks.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_
- vi. \_\_\_\_\_



**SECTION A:**

Answer ALL questions.

**1. Meaning and Basics of the Internet (6 Marks)**

a) Define the term **Internet**. (2 marks)

---

---

b) State **TWO** uses of the internet in daily life. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Differentiate between the **Internet** and an **Intranet**. (2 marks)

---

---

---

---

**2. Advantages and Disadvantages (6 Marks)**

a) State **TWO** advantages of using the internet in learning. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) State **TWO** advantages of using the internet in business. (2 marks)

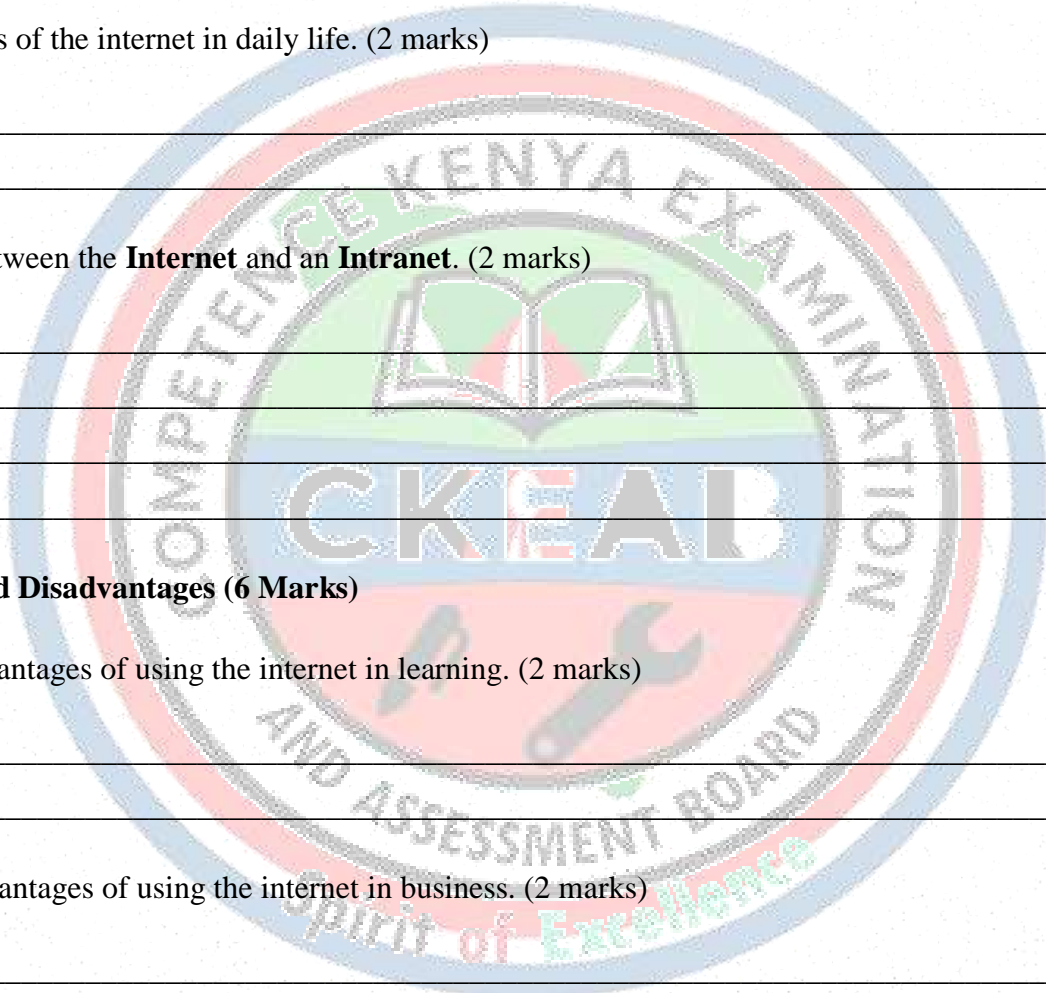
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) State **TWO** disadvantages of internet use in the community. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**3. URL, HTTPS and IP Address (6 Marks)**

a) Write the meaning of **URL** in full. (1 mark)



---

---

b) State **ONE** importance of a URL in browsing. (1 mark)

---

---

c) Write the meaning of **WiFi** in full. (1 mark)

---

---

d) State **ONE** reason why HTTPS is important when visiting websites. (1 mark)

---

---

e) Define the term **IP address**. (2 marks)

---

---

**4. Search Engines and Their Advantages (6 Marks)**

A student is researching about “Climate Change in Kenya”.

a) Name **THREE** commonly used search engines. (3 marks)

- i. 

---
- ii. 

---
- iii. 

---

b) State **ONE** advantage of using search engines. (1 mark)

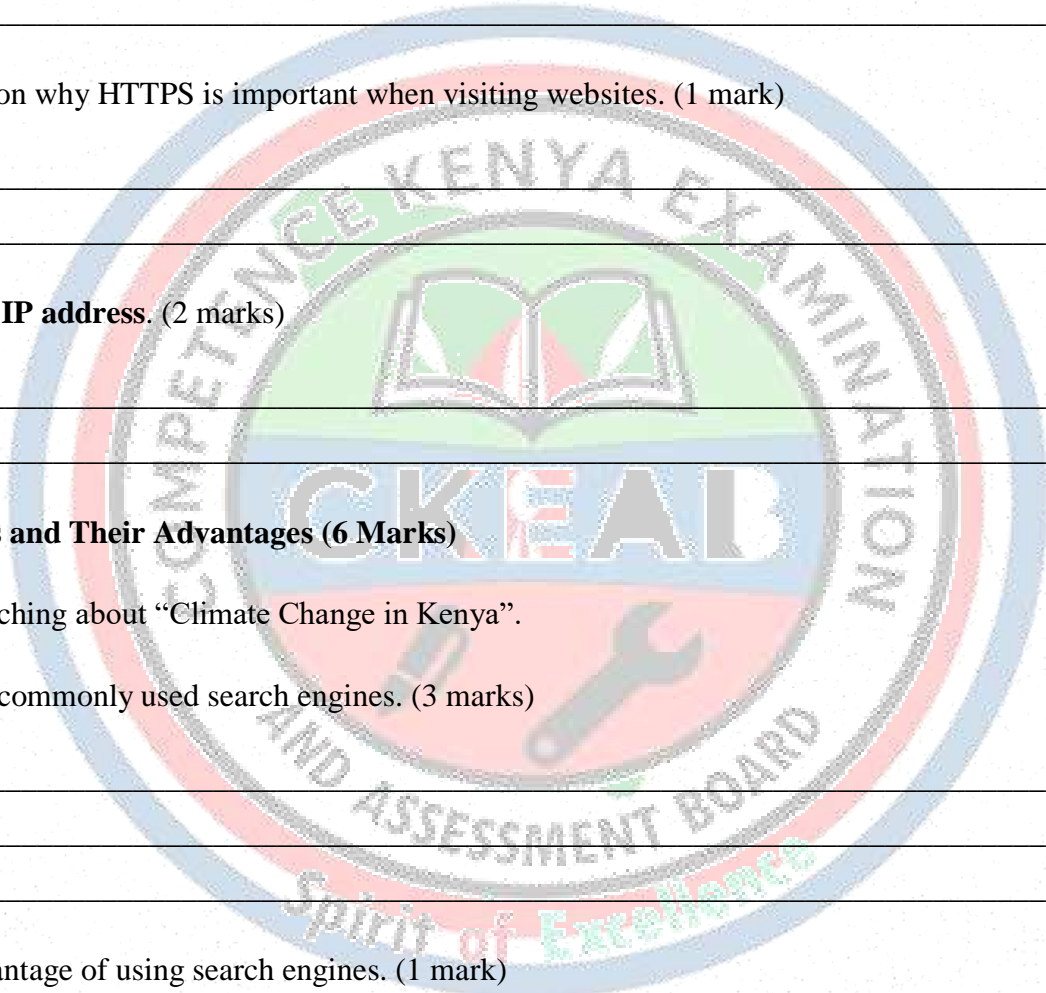
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c) Mention **TWO** ways a search engine helps students in research work. (2 marks)

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---



**5. Internet Service Providers in Kenya (6 Marks)**

a) Define the term **Internet Service Provider (ISP)**. (2 marks)

---

---

b) State **THREE** internet service providers in Kenya. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Mention **ONE** factor to consider when choosing an ISP. (1 mark)

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---

**SECTION B:**

**6. Common Services Offered Through the Internet (10 Marks)**

The internet supports many needs and interests.

a) State **TWO** services offered through the internet for communication. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) State **TWO** services offered through the internet for education. (2 marks)

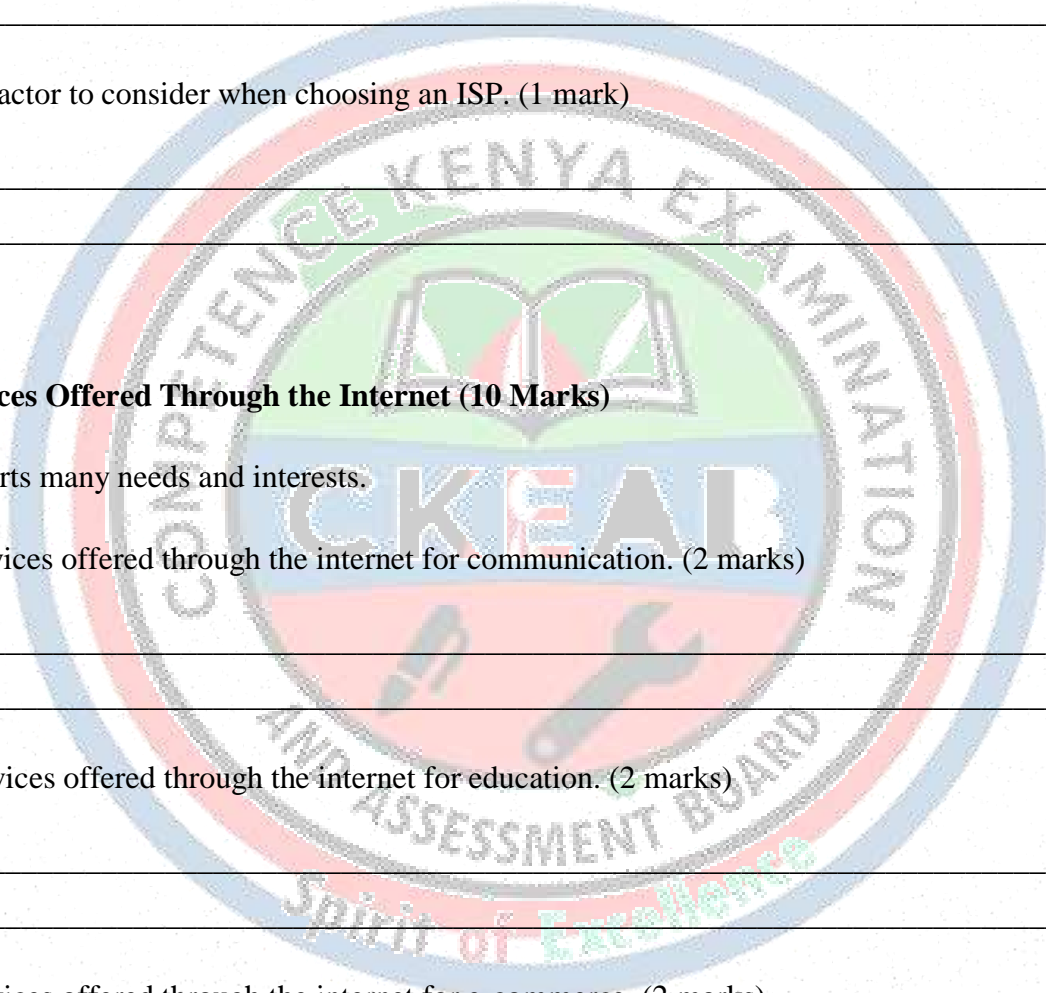
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) State **TWO** services offered through the internet for e-commerce. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

d) State **TWO** services offered through the internet for financial services. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



e) State **TWO** services offered through the internet for social media. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

7. A teacher asks learners to submit assignments online.

a) Define the term **web application**. (2 marks)

---



---

b) State **THREE** examples of web applications. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Explain **TWO** benefits of using web applications in schools. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

d) State **ONE** limitation of web applications. (1 mark)

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**SECTION C:**

8. A learner wants to find accurate information about “Effects of drug abuse in teenagers”.

a) State **TWO** keywords the learner can type in a search engine. (2 marks)

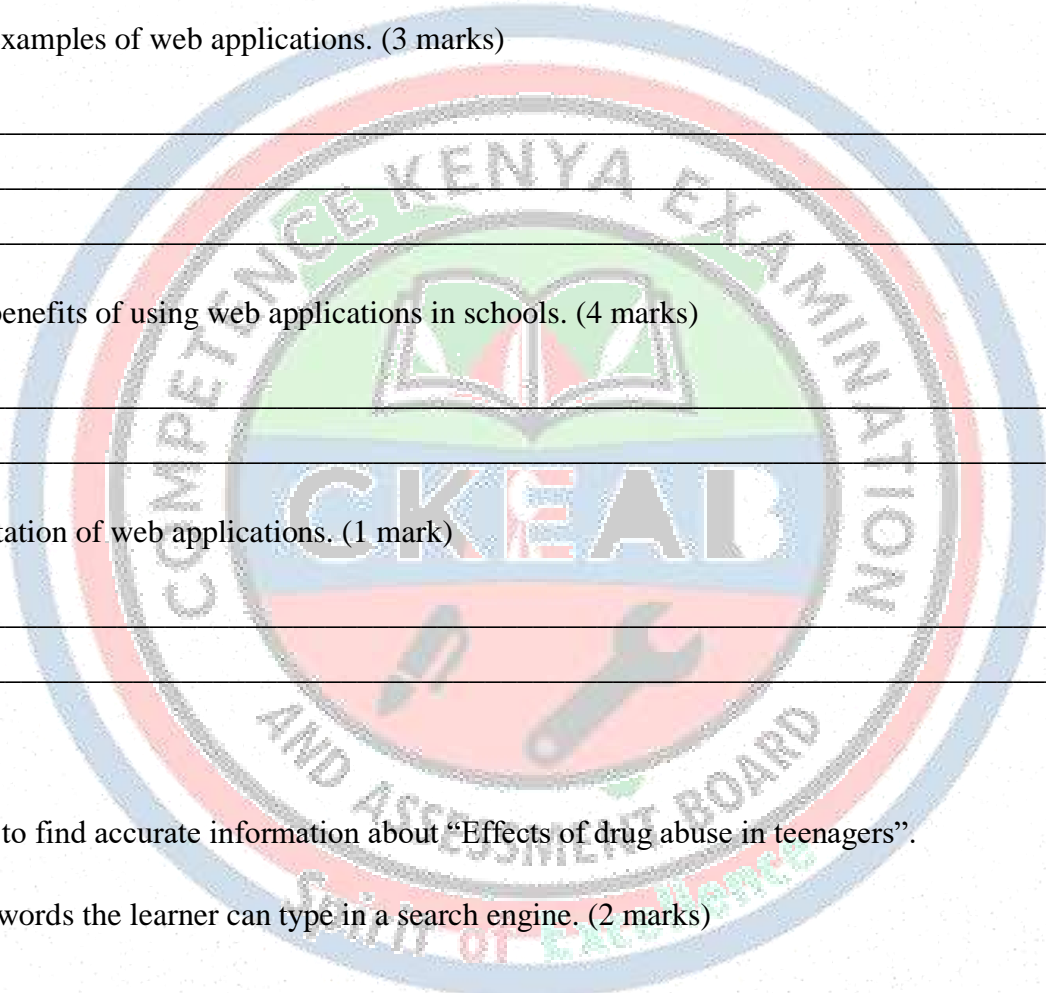
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) State **TWO** ways the learner can improve search results using filters. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Mention **TWO** features that help in faster searching on Google or other search engines. (2 marks)

- i. \_\_\_\_\_



ii. \_\_\_\_\_

**9. Internet Dangers, Challenges and Solutions (4 Marks)**

a) State **TWO** dangers of surfing the internet. (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

b) Give **TWO** solutions to reduce the dangers in (a). (2 marks)

i. \_\_\_\_\_

ii. \_\_\_\_\_

**SECTION D:**

**10.** Match the term in Column A with its correct meaning in Column B.

Column A	Column B
1. Browser	A. A unique address used to identify a device on a network
2. IP Address	B. A tool used to access websites
3. URL	C. A system used to find information online
4. Search engine	D. A web address of a page
5. HTTPS	E. A secure way of sending data on a website

**11.** Match the search tool in Column A with the correct use in Column B.

Column A: Search Tool	Column B: Use
1. Keyword search	A. Helps to search for an exact phrase
2. Boolean operators (AND/OR/NOT)	B. Suggests words while typing
3. Filters	C. Narrows results by date, type, or region
4. Autocomplete	D. Uses important words related to a topic
5. Quotation marks (“ ”)	E. Helps combine or remove search terms

12. Write the correct ICT term for each description.

a) A private network used within an organization such as a school or company. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

b) A program used to access websites such as Chrome or Firefox. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

c) A secure website protocol shown by a padlock on the browser. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

d) A company that provides internet connection services to users. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

e) A set of numbers that identifies a computer on the internet. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

13. Write the Following Abbreviations in Full (10 Marks)

a) URL \_\_\_\_\_ (1 mark)

b) ISP \_\_\_\_\_ (1 mark)

c) WWW \_\_\_\_\_ (1 mark)

d) IP \_\_\_\_\_ (1 mark)

e) HTTP \_\_\_\_\_ (1 mark)

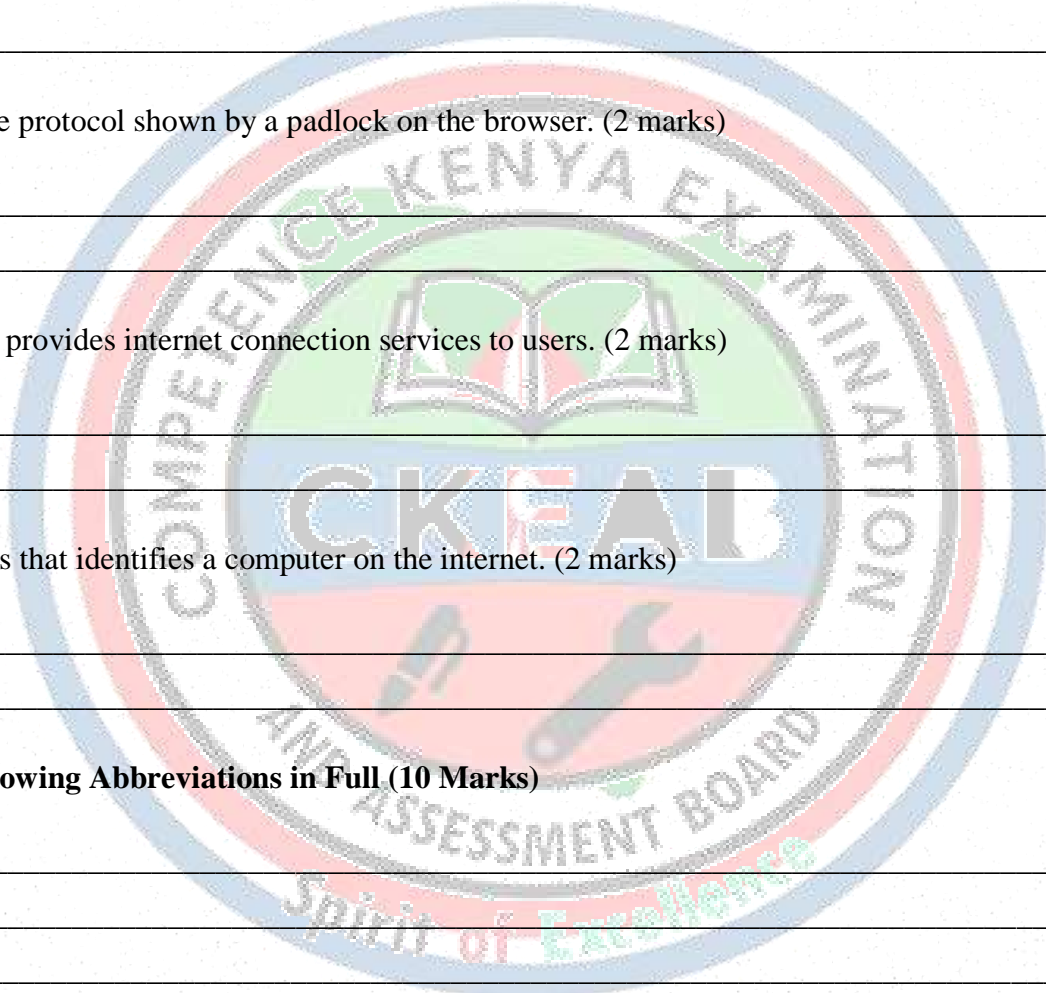
f) HTTPS \_\_\_\_\_ (1 mark)

g) Wi-Fi \_\_\_\_\_ (1 mark)

h) VPN \_\_\_\_\_ (1 mark)

i) PDF \_\_\_\_\_ (1 mark)

j) FAQ \_\_\_\_\_ (1 mark)



**TOPIC: 3.2 DIGITAL COMMUNICATION**

**Section A:**

**1. (2 marks)** Define the term **digital communication**.

---

---

**2. (2 marks)** List **three online platforms** used for digital communication.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**3. (3 marks)** Identify **two differences** between personal and professional digital communication platforms.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**4. (3 marks)** Mention **two benefits** of using discussion forums for communication among learners.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. (3 marks)** State two ways **Artificial Intelligence (AI)** is applied in digital communication platforms.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**6. (3 marks)** Define the following terms:

a) Instant Messaging (IM)

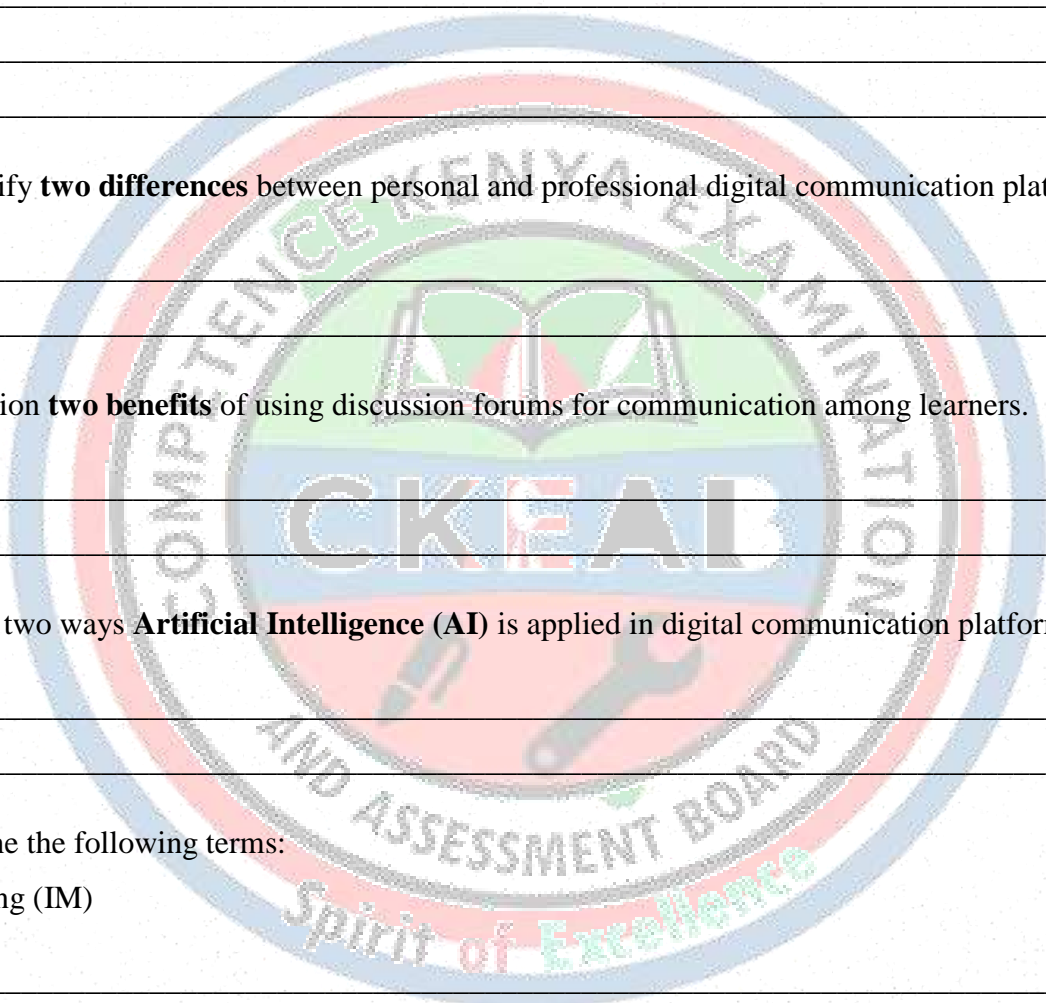
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b) Video Conferencing

---

---



c) Collaboration platform

---

---

7. (3 marks) List three features of **online platforms** that enhance digital communication.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

8. (4 marks) Give **two examples** of audio streaming platforms and **two examples** of video streaming platforms.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Section B:**

9. (5 marks) Explain the importance of digital communication in the following contexts:

a) Education

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Business

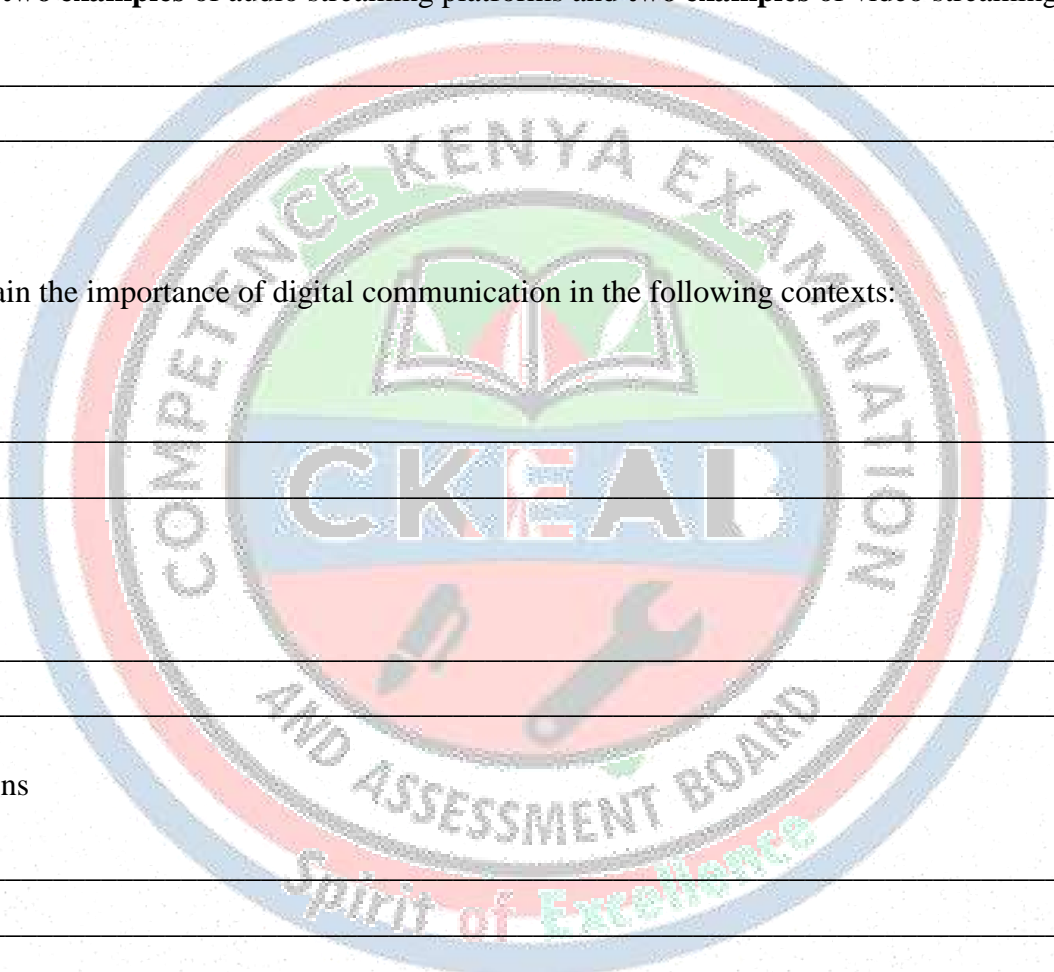
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Social interactions

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

10. (5 marks) Describe **three online collaboration tools** and explain how each can be used to share resources in a school project.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**11. (4 marks)** A student wants to send a group message using a digital platform. Explain the steps they would take to:

a) Create the group

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Add participants

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Send a message

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**12. (4 marks)** Explain how **cloud-based document platforms** (e.g., Google Docs, Zoho Docs) enhance collaborative learning.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. (5 marks)** A team of students wants to manage a project using an online platform. Explain how **project management platforms** like Asana or Jira help in:

a) Task assignment

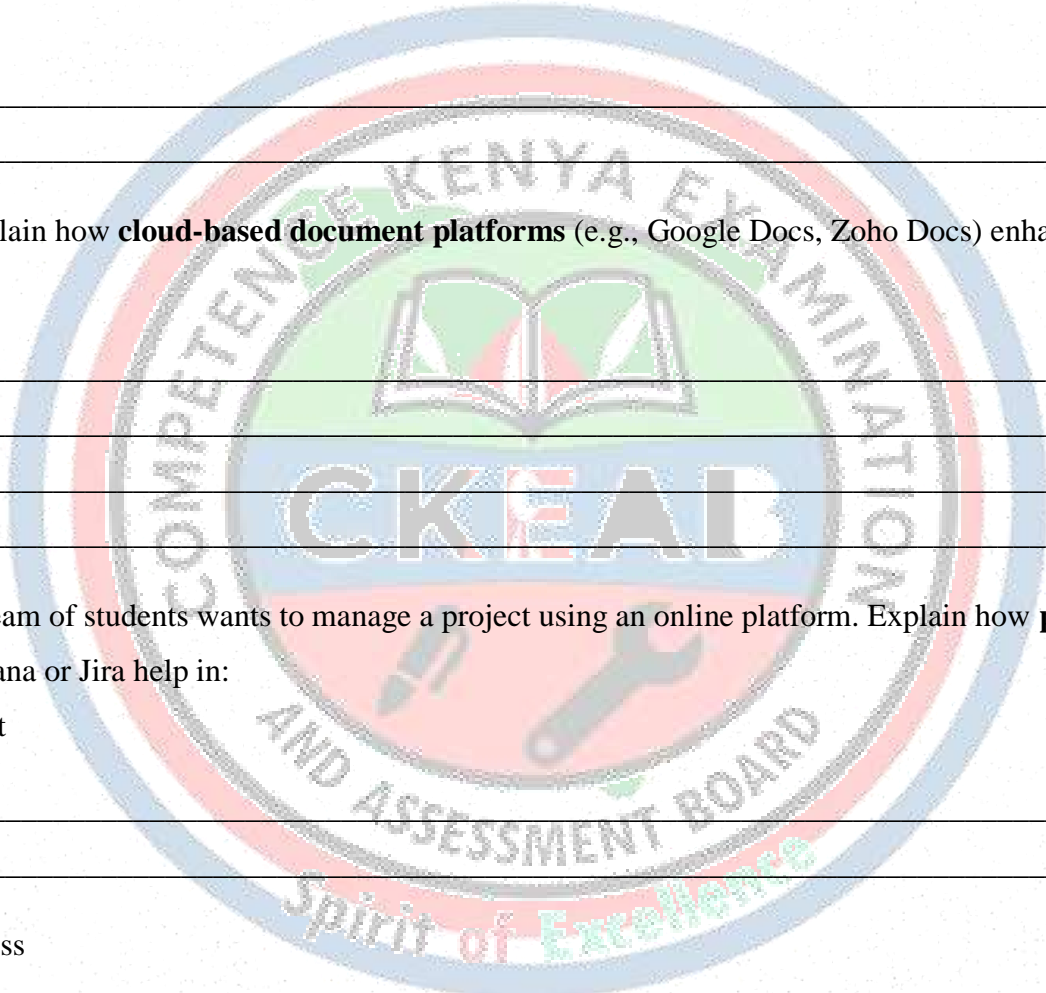
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Tracking progress

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Meeting deadlines

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



14. (4 marks) Discuss three **key features of digital communication platforms** that ensure privacy and security.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

15. (5 marks) A teacher wants students to submit assignments online. Explain how **file-sharing platforms** (Dropbox, Google Drive, OneDrive) can be used effectively.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

16. (4 marks) Explain how **video and audio streaming platforms** (YouTube, Spotify) can be used for educational purposes.

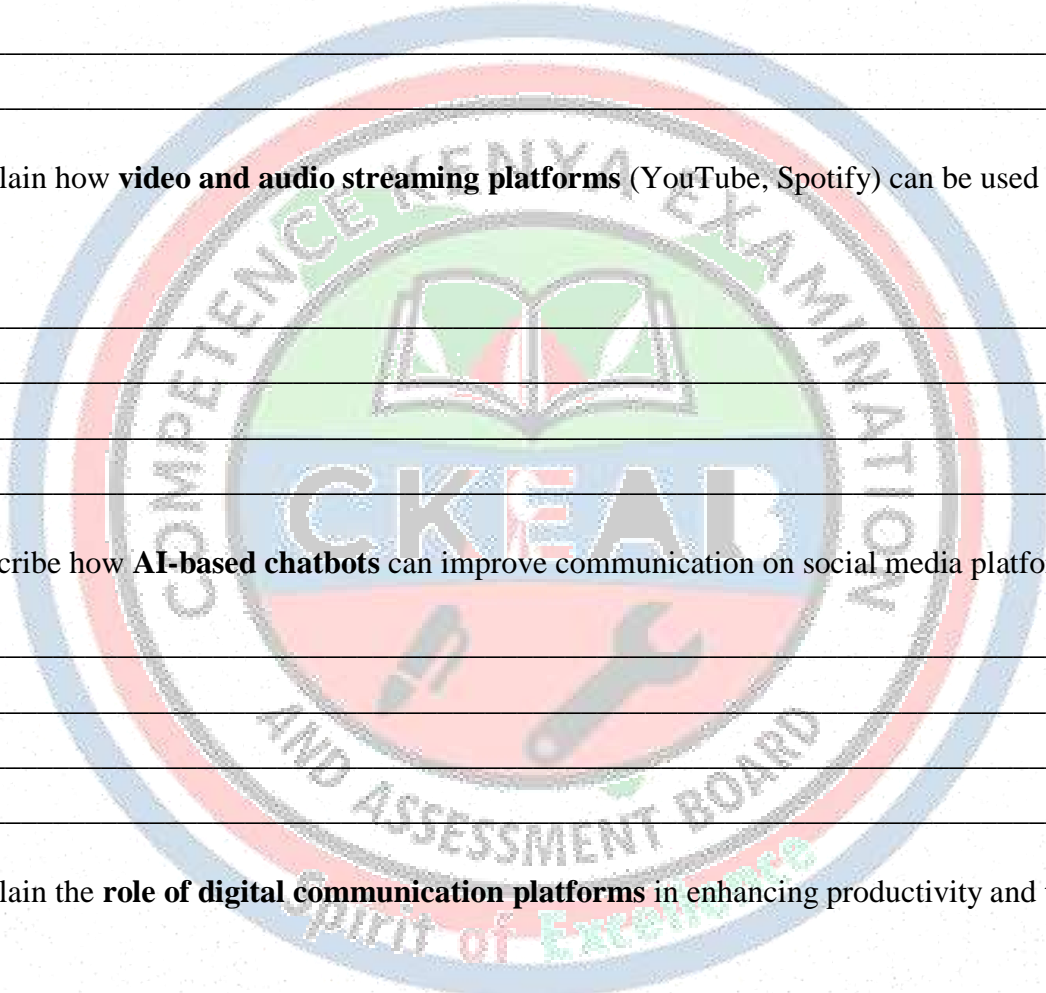
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

17. (5 marks) Describe how **AI-based chatbots** can improve communication on social media platforms.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

18. (4 marks) Explain the **role of digital communication platforms** in enhancing productivity and teamwork among students.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**Section C:**

**19. (5 marks)** Evaluate the positive and negative impacts of **digital communication** on society. Provide real-life examples.

Positive impacts

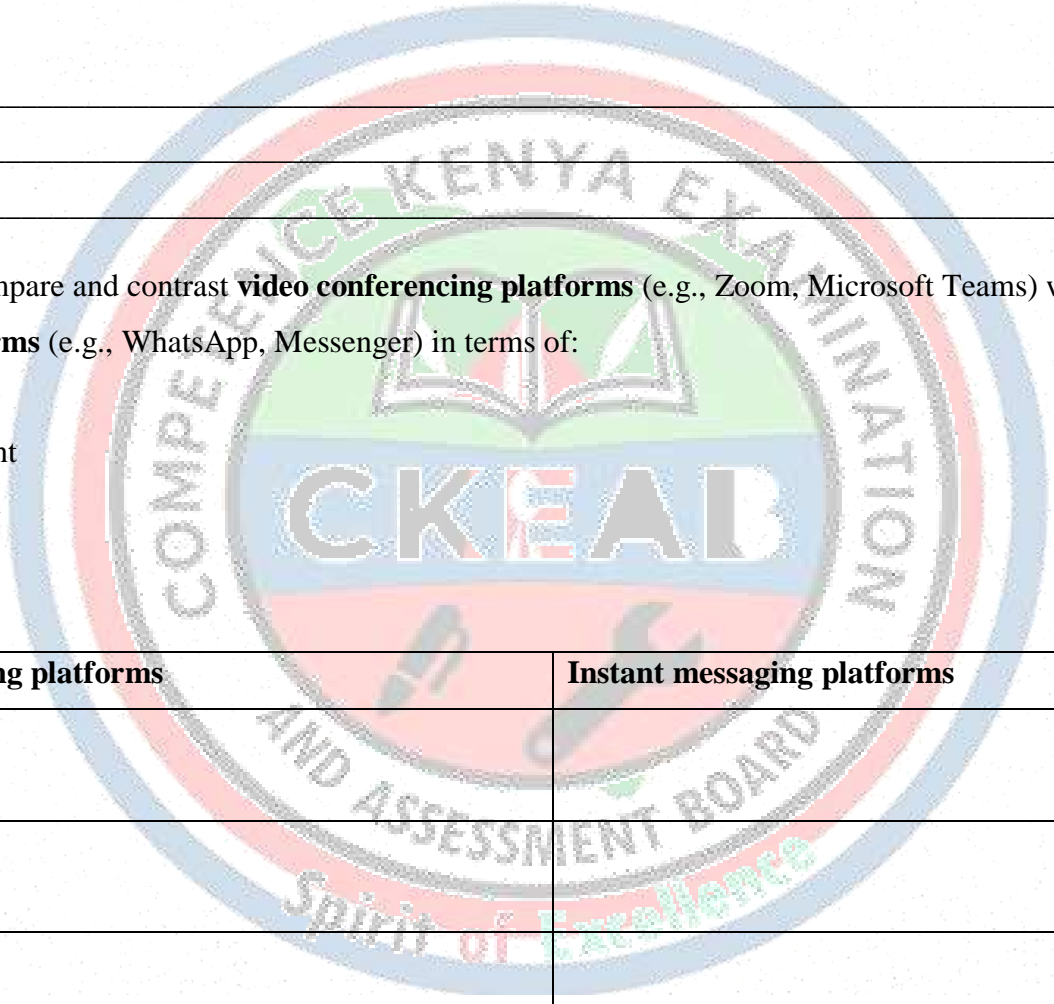
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

Negative impacts

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**20. (5 marks)** Compare and contrast **video conferencing platforms** (e.g., Zoom, Microsoft Teams) with **instant messaging platforms** (e.g., WhatsApp, Messenger) in terms of:

- a) Interaction type
- b) User engagement
- c) Professional use



Video conferencing platforms	Instant messaging platforms

**21. (5 marks)** A group of students wants to create a **podcast** on environmental conservation. Outline the steps using audio/video streaming platforms and digital collaboration tools.

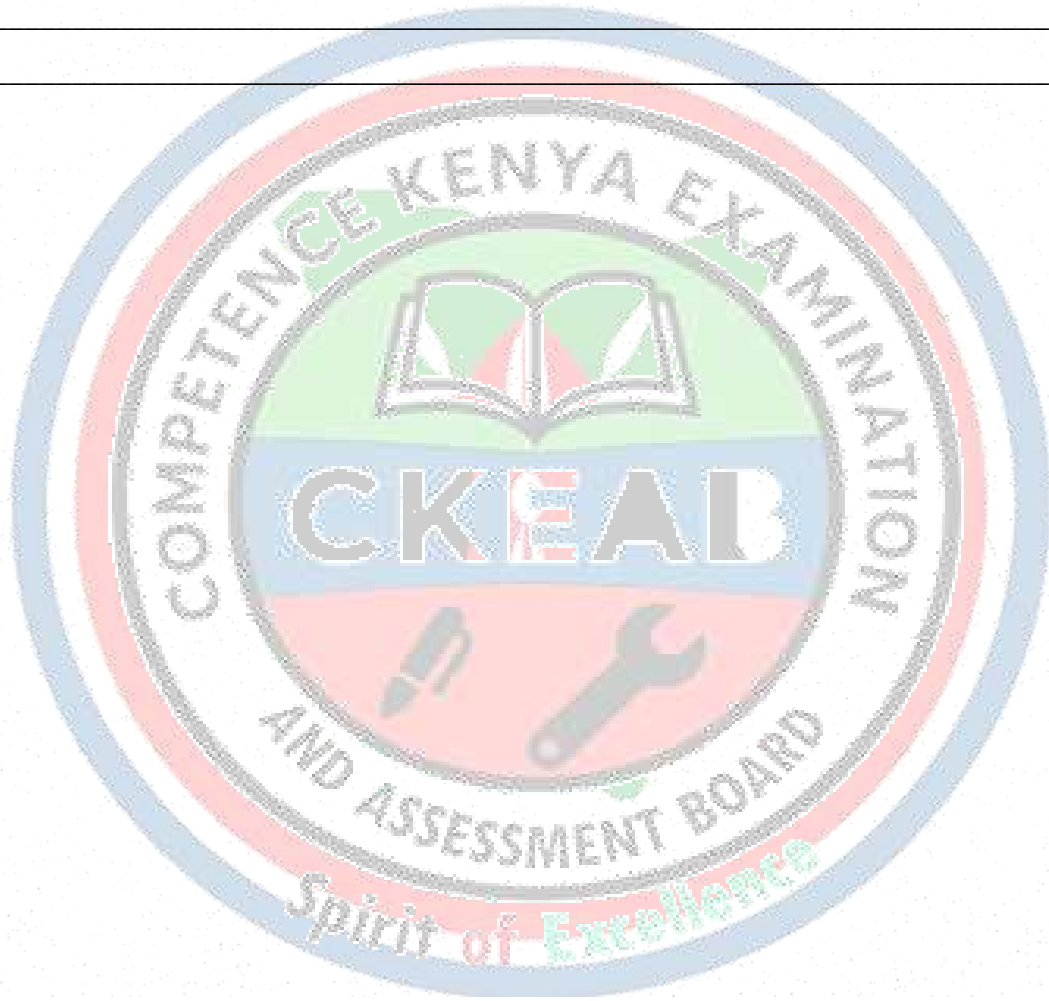
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

22. (5 marks) Design a **digital communication plan** for a school club that wants to:

- a) Share information with members
- b) Collaborate on events
- c) Receive feedback from participants

23. (5 marks) Analyze how **AI integration in digital communication platforms** (e.g., predictive text, recommendation systems) can enhance or hinder effective communication.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**SECTION A: Short Structured Questions (30 Marks)**

Answer ALL questions.

**1. Meaning and Basics of the Internet (6 Marks)**

a) Define the term **Internet**. (2 marks)

---

---

b) State **TWO** uses of the internet in daily life. (2 marks)

- i. 

---
- ii. 

---

c) Differentiate between the **Internet** and an **Intranet**. (2 marks)

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**2. Advantages and Disadvantages (6 Marks)**

a) State **TWO** advantages of using the internet in learning. (2 marks)

- i. 

---
- ii. 

---

b) State **TWO** advantages of using the internet in business. (2 marks)

- i. 

---
- ii. 

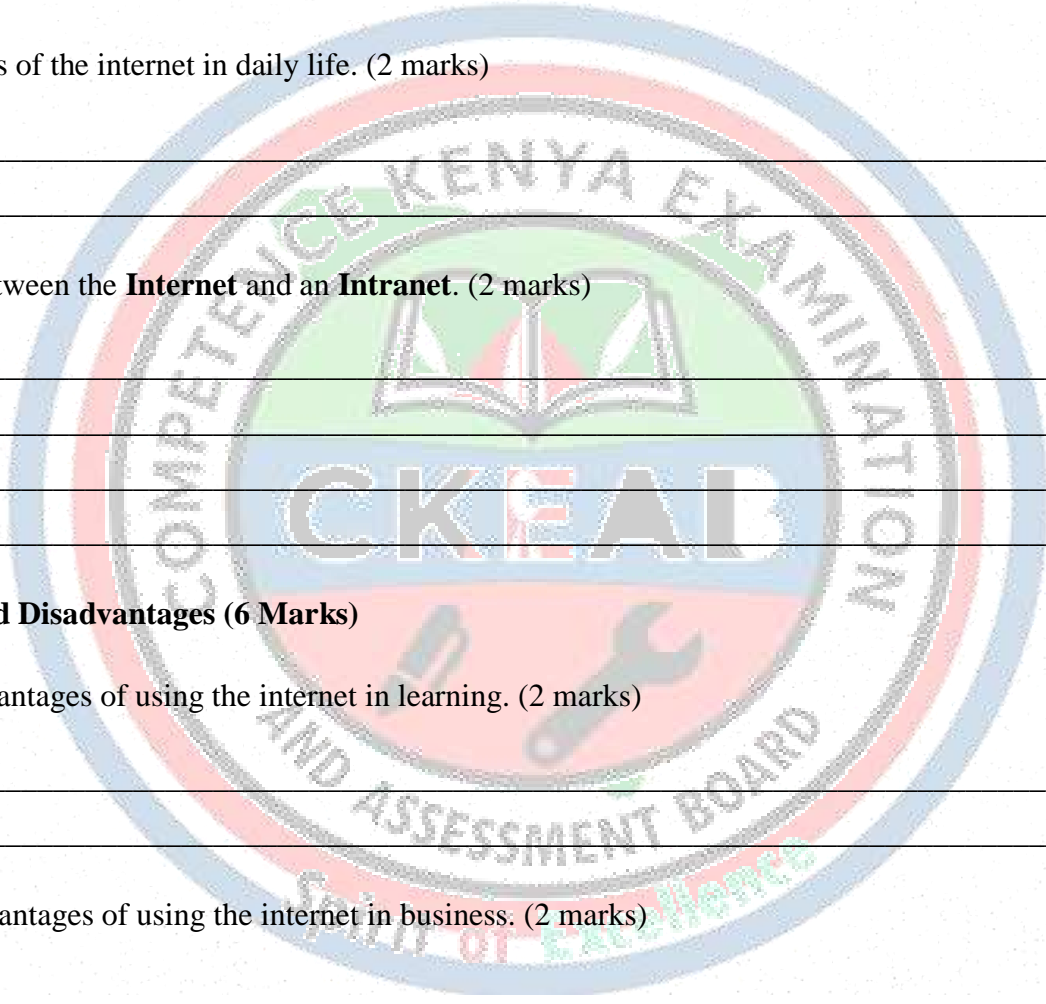
---

c) State **TWO** disadvantages of internet use in the community. (2 marks)

- i. 

---
- ii. 

---



**3. URL, HTTPS and IP Address (6 Marks)**

a) Write the meaning of **URL** in full. (1 mark)

---

---

b) State **ONE** importance of a URL in browsing. (1 mark)

---

---

c) Write the meaning of **HTTPS** in full. (1 mark)

---

---

d) State **ONE** reason why HTTPS is important when visiting websites. (1 mark)

---

---

e) Define the term **IP address**. (2 marks)

---

---

**4. A student is researching about “Climate Change in Kenya”.**

a) Name **THREE** commonly used search engines. (3 marks)

- i. 

---
- ii. 

---
- iii. 

---

b) State **ONE** advantage of using search engines. (1 mark)

---

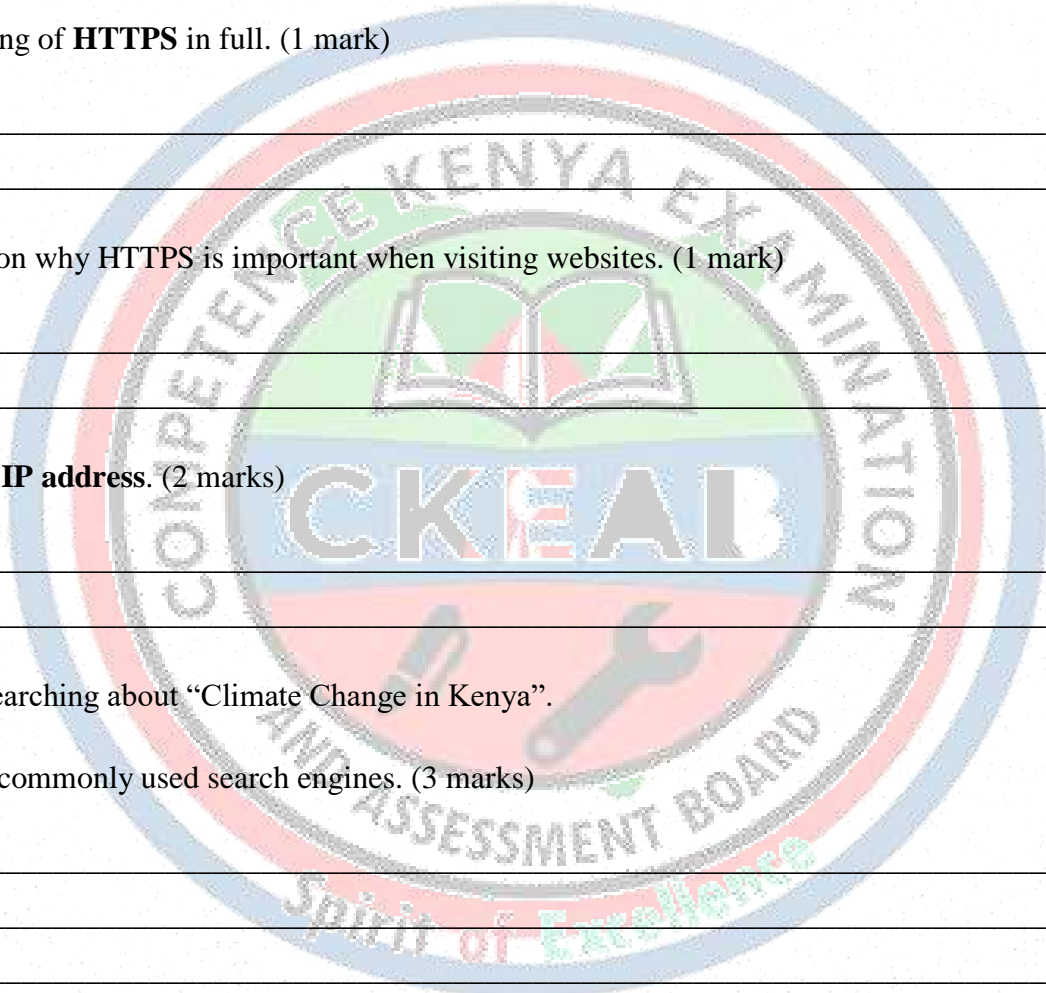
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c) Mention **TWO** ways a search engine helps students in research work. (2 marks)

- i. 

---
- ii. 

---



**5. Internet Service Providers in Kenya (6 Marks)**

a) Define the term **Internet Service Provider (ISP)**. (2 marks)

---

---

b) State **THREE** internet service providers in Kenya. (3 marks)

i. 

---

ii. 

---

iii. 

---

c) Mention **ONE** factor to consider when choosing an ISP. (1 mark)

---

---

**SECTION B: Internet Services and Web Applications (20 Marks)**

**6. Common Services Offered Through the Internet (10 Marks)**

The internet supports many needs and interests.

a) State **TWO** services offered through the internet for communication. (2 marks)

i. 

---

ii. 

---

b) State **TWO** services offered through the internet for education. (2 marks)

i. 

---

ii. 

---

c) State **TWO** services offered through the internet for e-commerce. (2 marks)

i. 

---

ii. 

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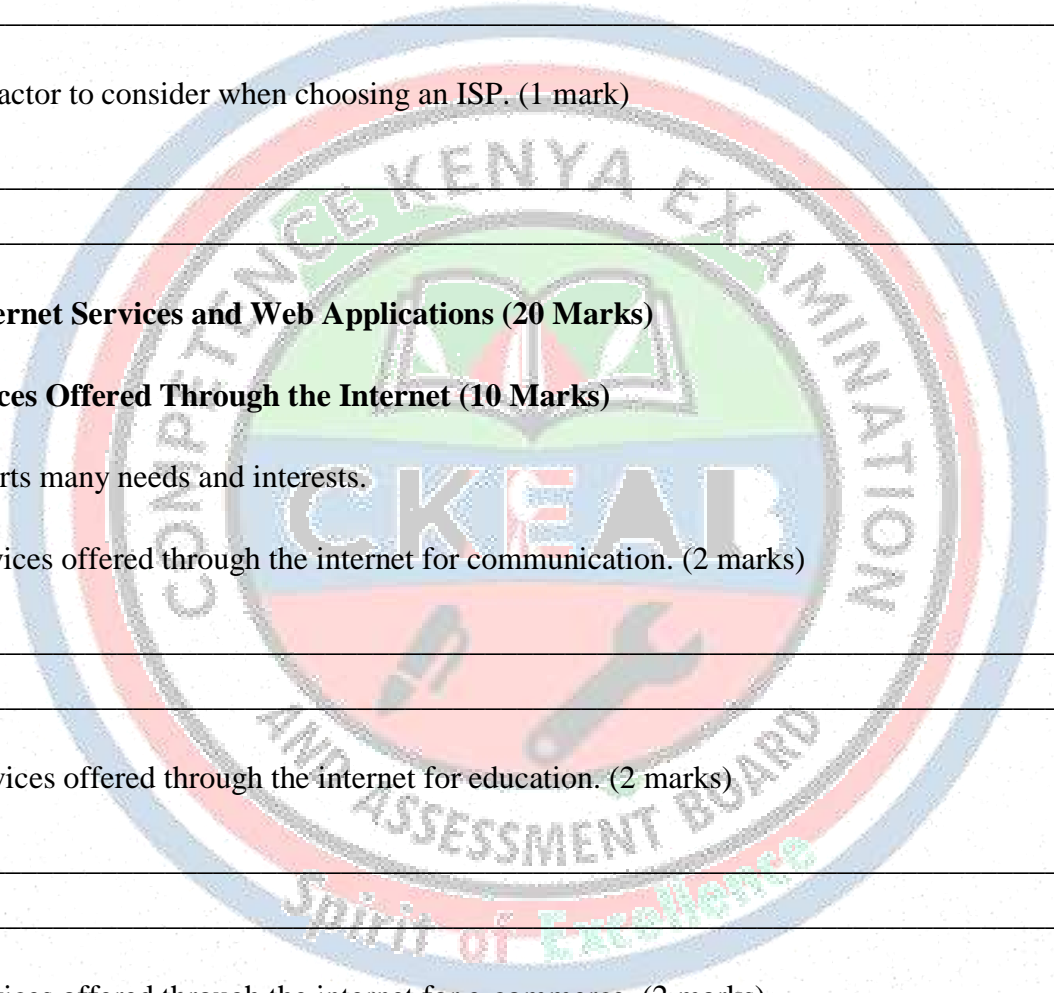
d) State **TWO** services offered through the internet for financial services. (2 marks)

i. 

---

ii. 

---



e) State **TWO** services offered through the internet for social media. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**7. Web Applications (10 Marks)**

A teacher asks learners to submit assignments online.

a) Define the term **web application**. (2 marks)

---



---

b) State **THREE** examples of web applications. (3 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

c) Explain **TWO** benefits of using web applications in schools. (4 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

d) State **ONE** limitation of web applications. (1 mark)

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**SECTION C: Search Skills and Safe Surfing (10 Marks)**

**8. Keyword Search and Search Tools (6 Marks)**

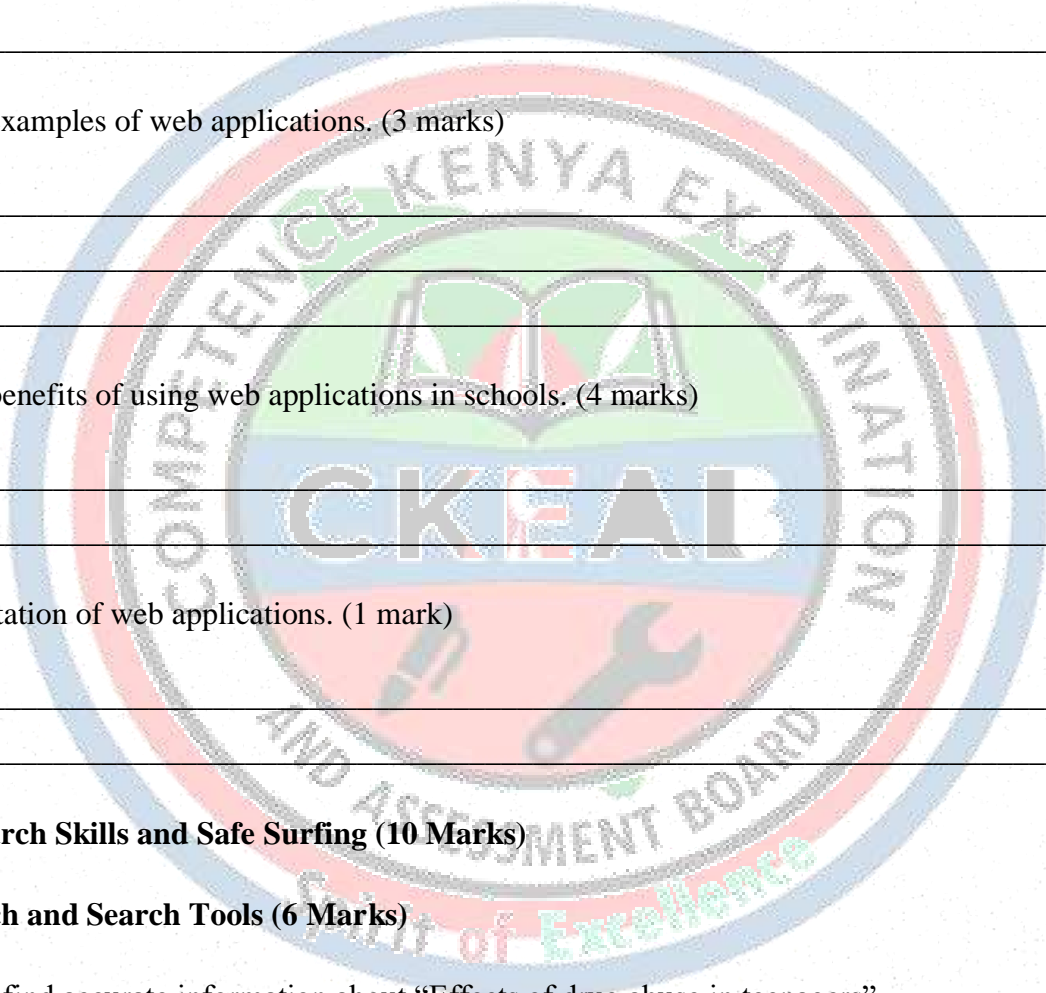
A learner wants to find accurate information about “Effects of drug abuse in teenagers”.

a) State **TWO** keywords the learner can type in a search engine. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) State **TWO** ways the learner can improve search results using filters. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_



c) Mention **TWO** features that help in faster searching on Google or other search engines. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**9. Internet Dangers, Challenges and Solutions (4 Marks)**

a) State **TWO** dangers of surfing the internet. (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Give **TWO** solutions to reduce the dangers in (a). (2 marks)

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**SECTION D: Matching (20 Marks)**

Answer ALL questions.

**10.** Match the term in Column A with its correct meaning in Column B.

Column A	Column B
1. Browser	A. A unique address used to identify a device on a network
2. IP Address	B. A tool used to access websites
3. URL	C. A system used to find information online
4. Search engine	D. A web address of a page
5. HTTPS	E. A secure way of sending data on a website

11. Match the search tool in Column A with the correct use in Column B.

Column A: Search Tool	Column B: Use
1. Keyword search	A. Helps to search for an exact phrase
2. Boolean operators (AND/OR/NOT)	B. Suggests words while typing
3. Filters	C. Narrows results by date, type, or region
4. Autocomplete	D. Uses important words related to a topic
5. Quotation marks (“ ”)	E. Helps combine or remove search terms

12. Identify the Term from the Description (10 Marks)

Write the correct ICT term for each description.

a) A private network used within an organization such as a school or company. (2 marks)

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---

b) A program used to access websites such as Chrome or Firefox. (2 marks)

---

---

c) A secure website protocol shown by a padlock on the browser. (2 marks)

---

---

d) A company that provides internet connection services to users. (2 marks)

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---

e) A set of numbers that identifies a computer on the internet. (2 marks)

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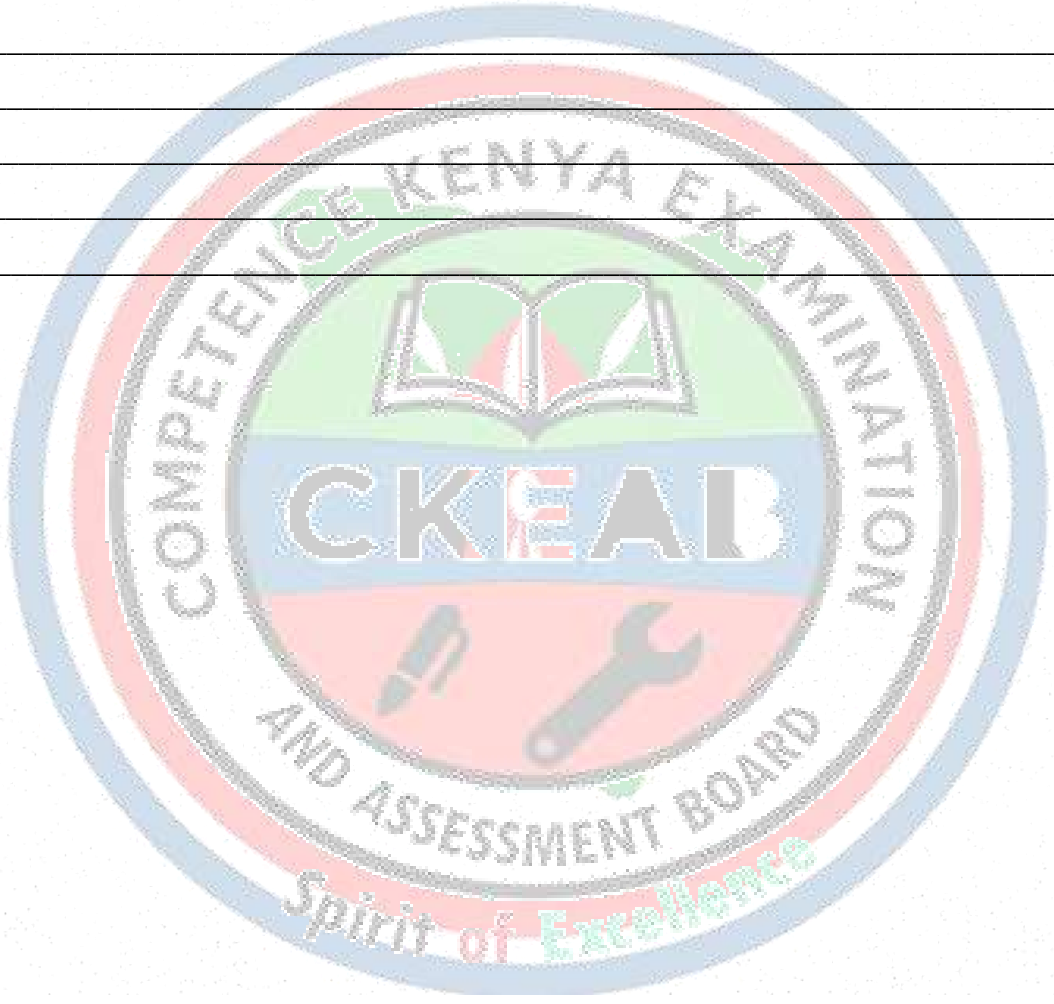
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**INTERNET ABBREVIATIONS**

**SECTION F: Internet Abbreviations (10 Marks)**

**13. Write the Following Abbreviations in Full (10 Marks)**

- a) URL: \_\_\_\_\_ (1 mark)
- b) ISP : \_\_\_\_\_ (1 mark)
- c) WWW : \_\_\_\_\_ (1 mark)
- d) IP : \_\_\_\_\_ (1 mark)
- e) HTTP : \_\_\_\_\_ (1 mark)
- f) HTTPS: \_\_\_\_\_ (1 mark)
- g) Wi-Fi: \_\_\_\_\_ (1 mark)
- h) VPN : \_\_\_\_\_ (1 mark)
- i) PDF : \_\_\_\_\_ (1 mark)
- j) FAQ : \_\_\_\_\_ (1 mark)



### 3.3 Digital Citizenship

#### Section A:

1. (2 marks) Define the term **digital citizenship**.

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---

2. (2 marks) List **three netiquette behaviours** that should be observed when sending emails.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

3. (3 marks) Mention **two ways** to protect personal information on social media.

i. \_\_\_\_\_

ii. \_\_\_\_\_

4. (3 marks) Identify **two unhealthy practices** when using digital devices.

i. \_\_\_\_\_

ii. \_\_\_\_\_

5. (3 marks) State **two benefits** of observing netiquette in online forums.

i. \_\_\_\_\_

ii. \_\_\_\_\_

6. (3 marks) Define the following terms:

a) Digital footprint

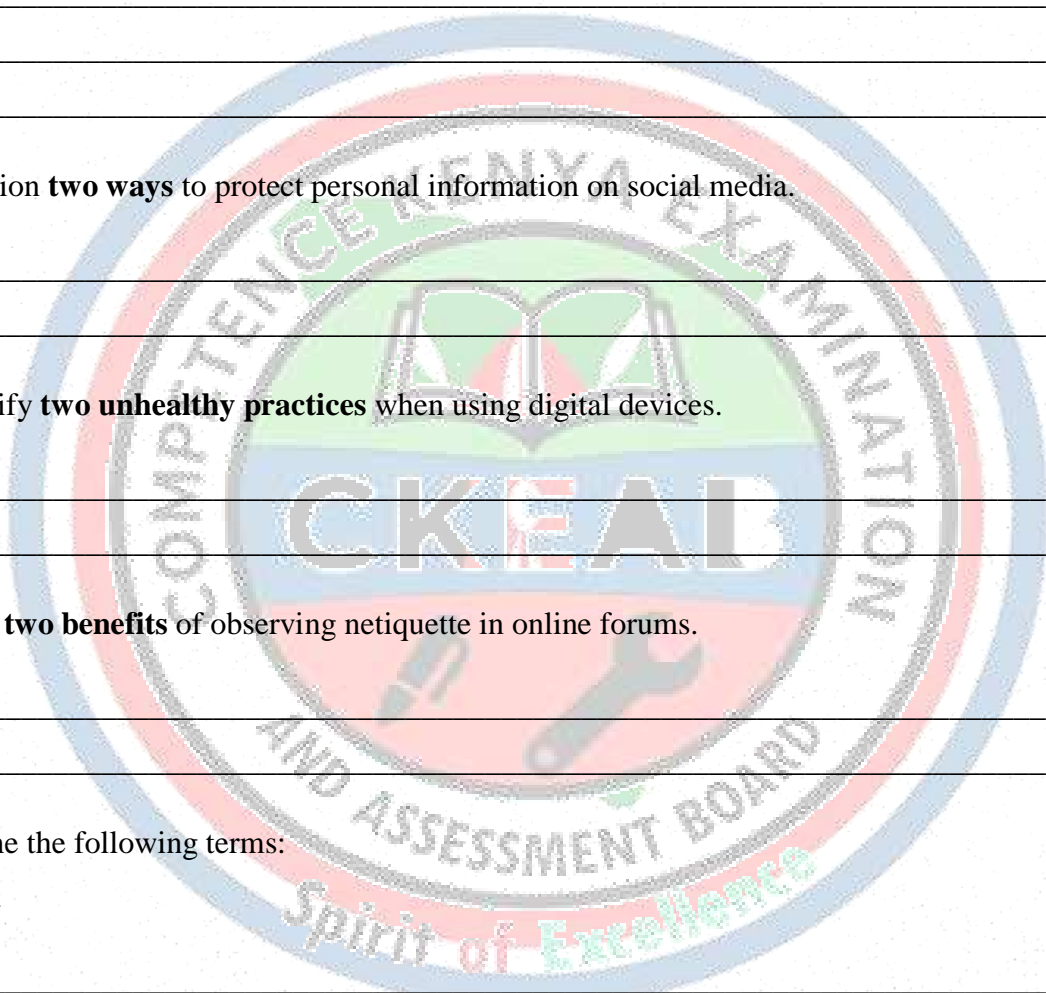
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b) Privacy settings

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c) Digital waste

---

---

7. (3 marks) List **three examples** of unethical behaviour in an online environment.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

8. (4 marks) Give **two ways** in which digital technology can negatively impact the environment.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**Section B:**

9. (5 marks) Explain the importance of being a good **digital citizen** in the following contexts:

a) School

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

b) Workplace

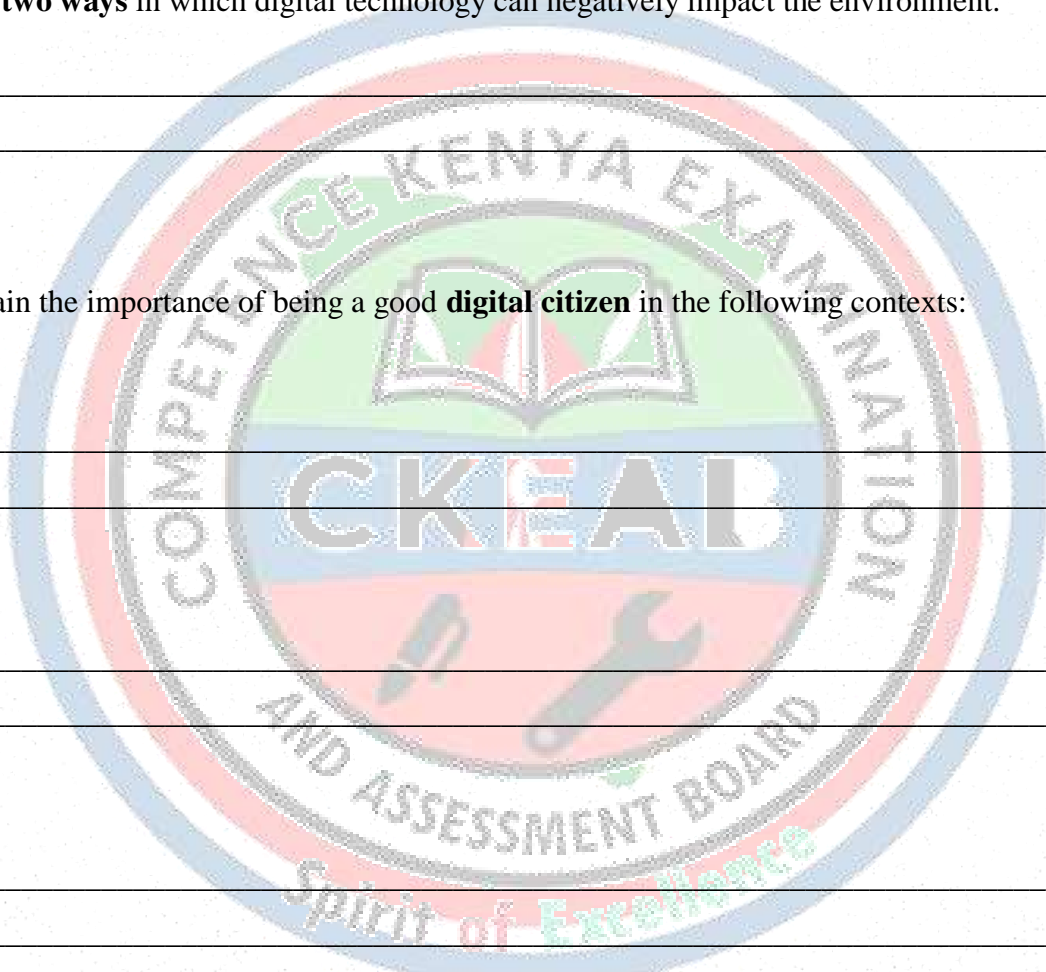
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

c) Social media

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

10. (5 marks) Describe **five netiquette behaviours** that should be observed in online communication.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_



**11. (4 marks)** A student receives a misleading message on social media. Explain **three steps** they should take to verify the credibility of the information.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**12. (4 marks)** Explain how **adjusting privacy settings** on social media and email platforms helps protect personal data.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**13. (5 marks)** Outline **three healthy personal practices** when using ICT devices to prevent physical strain.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**14. (4 marks)** Explain **three ways** of maintaining positive and responsible digital footprints.

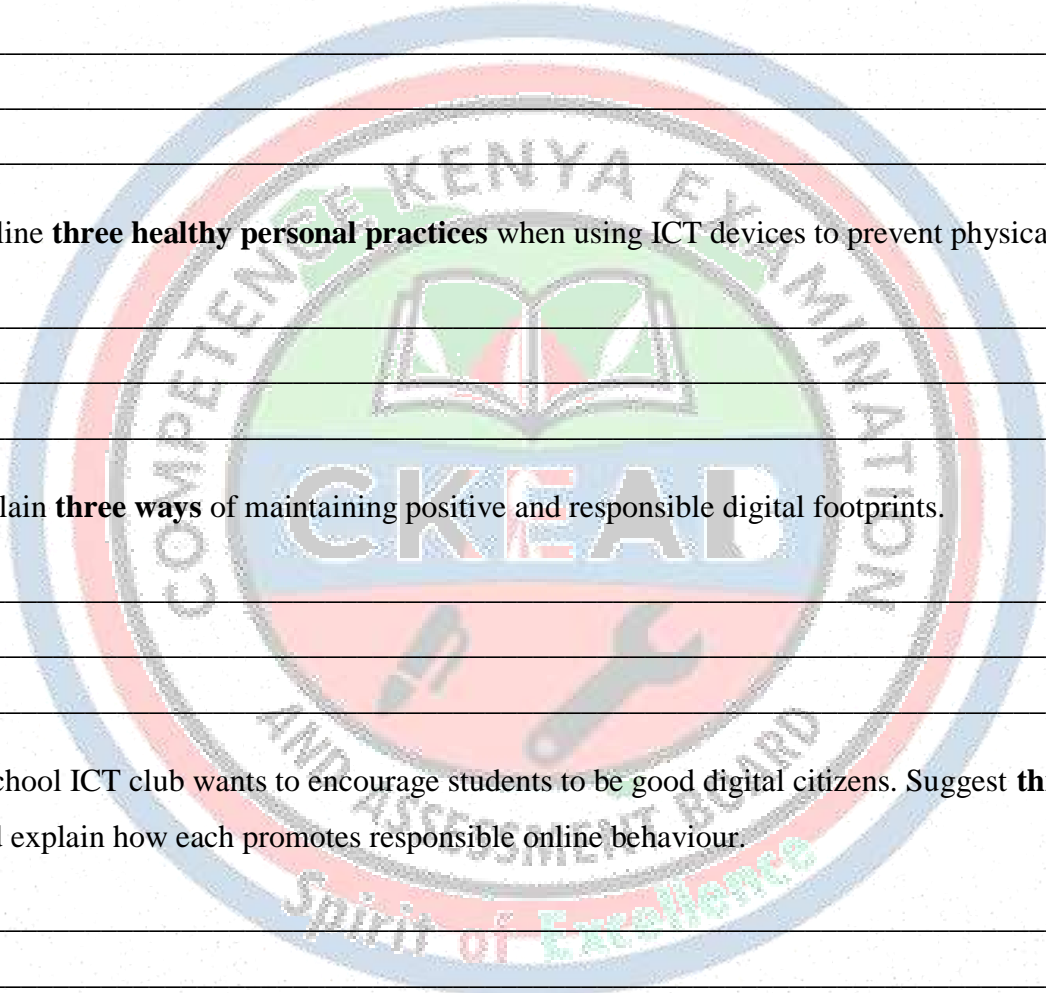
- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**15. (5 marks)** A school ICT club wants to encourage students to be good digital citizens. Suggest **three activities** they could organize and explain how each promotes responsible online behaviour.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**16. (4 marks)** Explain how **environmental conservation** can be achieved while using digital devices. Include examples of **energy efficiency and digital waste management**.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_



17. (5 marks) Discuss **three common biases or misinformation** encountered on the internet and explain how a learner can identify them.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

18. (5 marks) Explain the importance of **role-playing online scenarios** to teach digital citizenship and netiquette.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

**Section C:**

19. (5 marks) Evaluate the impact of **unethical online behaviour** on individuals, institutions, and society. Provide real-life examples.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

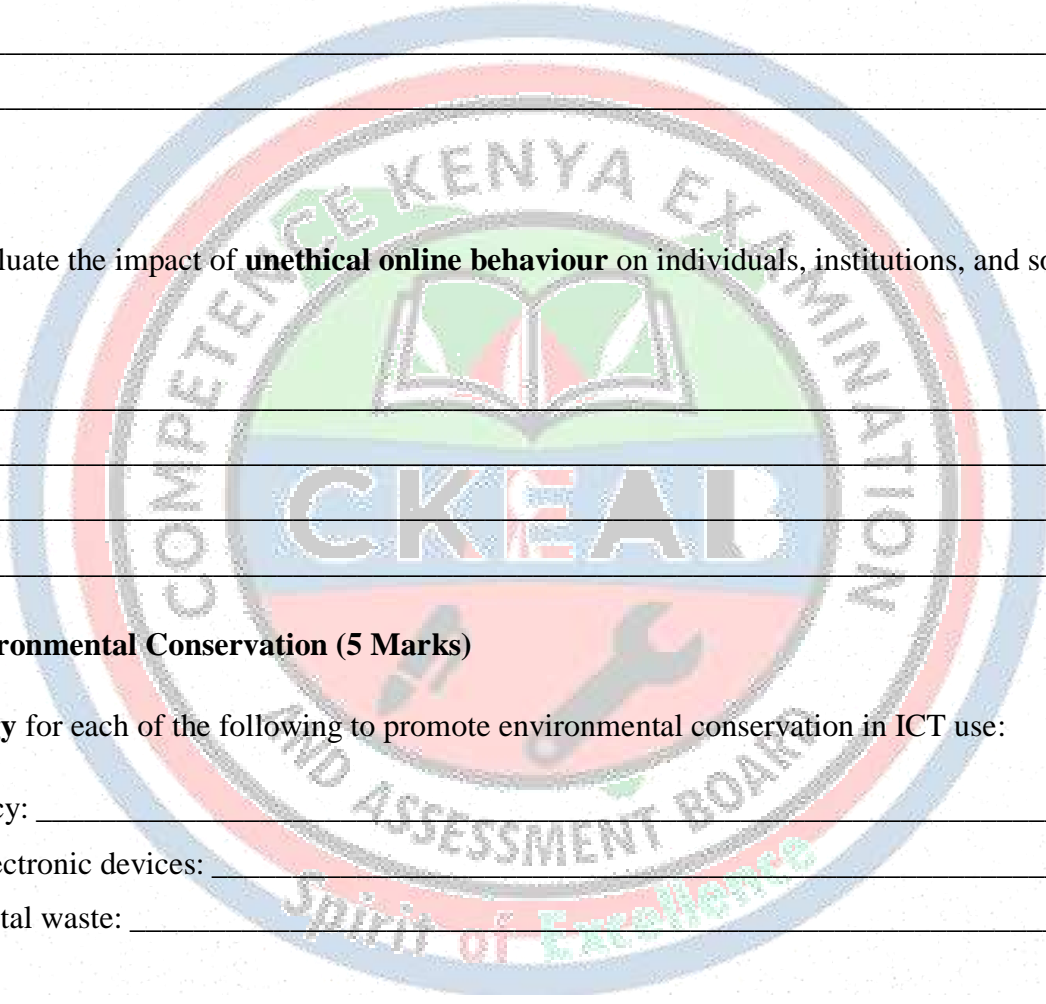
**20. ICT and Environmental Conservation (5 Marks)**

Give **ONE strategy** for each of the following to promote environmental conservation in ICT use:

- a) Energy efficiency: \_\_\_\_\_
- b) Recycling of electronic devices: \_\_\_\_\_
- c) Minimizing digital waste: \_\_\_\_\_

21. State **THREE netiquette principles** that students should follow to reduce conflict when posting comments on social media.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_



**SECTION A: Short Structured Questions (30 Marks)**

**1. Responsible Use of Technologies (5 Marks)**

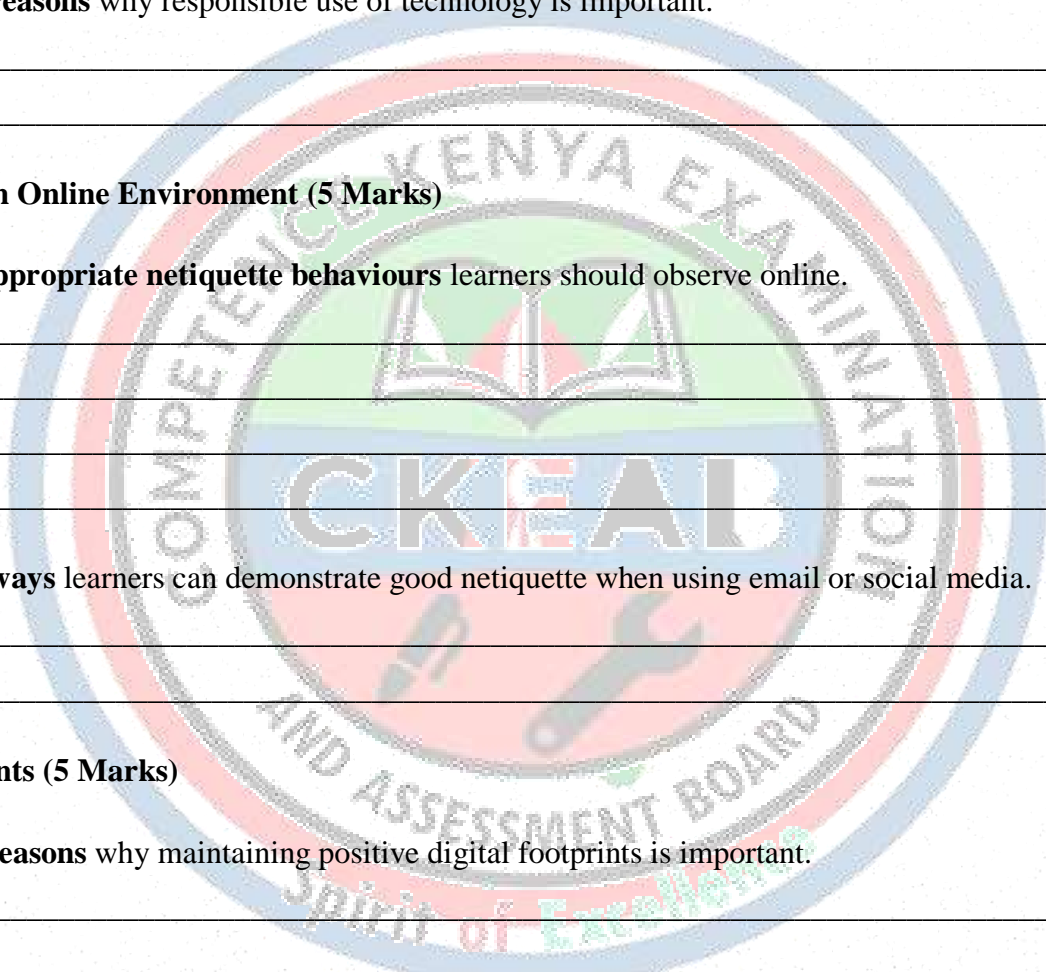
- a) State **THREE** ways in which learners can show responsible use of technology.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  
- b) Explain **TWO** reasons why responsible use of technology is important.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_

**2. Netiquette in an Online Environment (5 Marks)**

- a) Name **FOUR** appropriate netiquette behaviours learners should observe online.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  - iv) \_\_\_\_\_
  
- b) Explain **TWO** ways learners can demonstrate good netiquette when using email or social media.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_

**3. Digital Footprints (5 Marks)**

- a) State **THREE** reasons why maintaining positive digital footprints is important.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  
- b) Explain **TWO** ways in which a negative digital footprint can affect a person.
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_



**4. Privacy Settings (5 Marks)**

a) Outline **THREE privacy settings** learners can adjust on online platforms.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

b) Explain **TWO benefits** of adjusting privacy settings on social media or email.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

**5. Healthy Personal Practices (5 Marks)**

a) Mention **THREE healthy practices** learners should follow when using digital devices.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

b) Outline **TWO ways** to reduce eye strain while using a computer or tablet.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

**6. Ergonomics (5 Marks)**

a) State **FOUR ergonomic requirements** for a healthy user environment.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_
- iv) \_\_\_\_\_

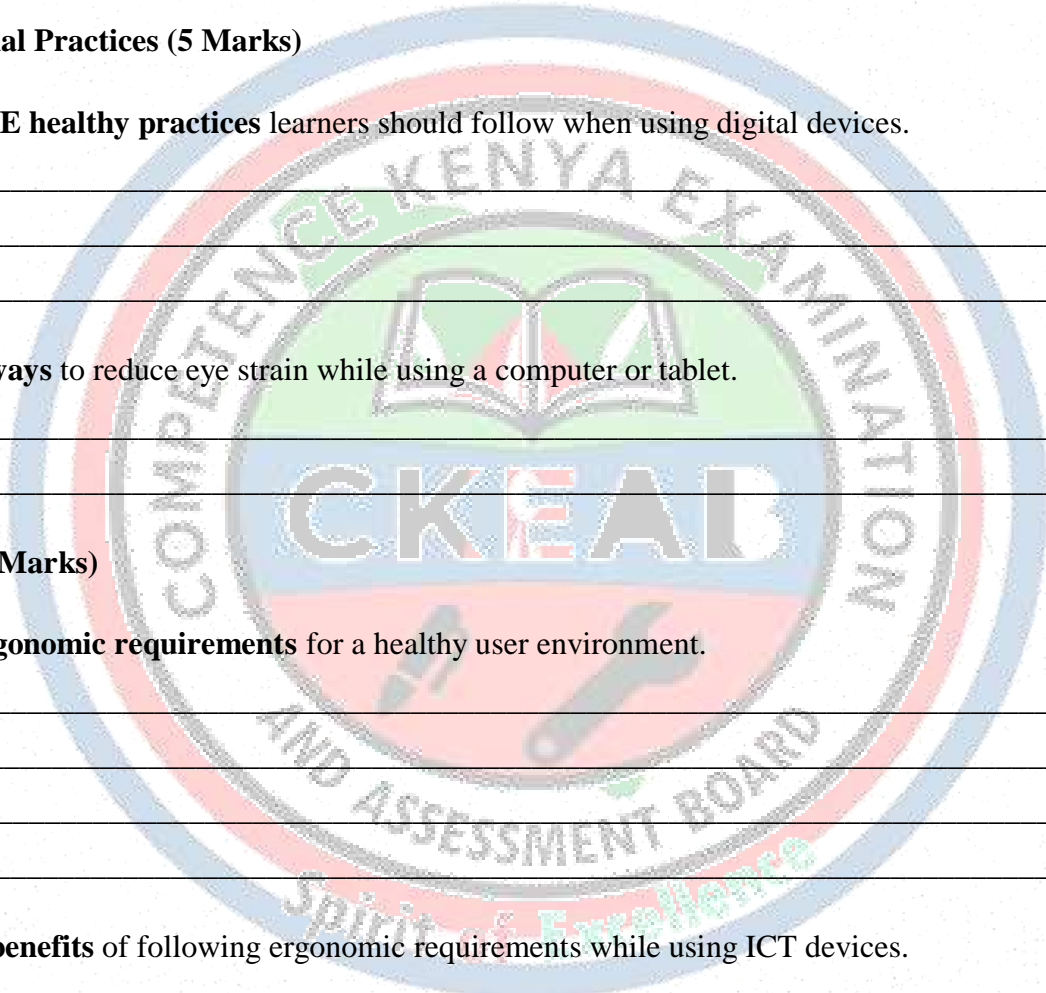
b) Explain **TWO benefits** of following ergonomic requirements while using ICT devices.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

**7. Environmental Conservation (5 Marks)**

a) Mention **THREE good practices** learners can adopt to conserve the environment while using digital technology.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_



b) Explain **TWO ways** recycling electronic devices helps the environment.

i) \_\_\_\_\_

ii) \_\_\_\_\_

**SECTION B: Matching and Identification (15 Marks)**

**8. Match Netiquette Behaviours with Their Description (8 Marks)**

Match the online behaviour in Column A with the correct description in Column B.

Column A: Behaviour	Column B: Description
1. Using polite language	A. Not sharing passwords with anyone
2. Respecting others' opinions	B. Writing comments that are kind and professional
3. Protecting passwords	C. Listening to others' points without insulting them
4. Citing sources	D. Giving credit to information found online
5. Avoiding spam	E. Not sending irrelevant or harmful messages
6. Reporting cyberbullying	F. Informing authorities about online abuse

**9. Identify Internet/Intranet Elements (7 Marks)**

Write the correct ICT term for each description.

- a) A private network used within an organization. \_\_\_\_\_ (1 mark)
- b) A program used to access websites. \_\_\_\_\_ (1 mark)
- c) A secure website protocol shown by a padlock on the browser. \_\_\_\_\_ (1 mark)
- d) The unique address that identifies a device on the internet. \_\_\_\_\_ (1 mark)
- e) The service provider that gives internet access to users. \_\_\_\_\_ (1 mark)
- f) A record of a user's online activities. \_\_\_\_\_ (1 mark)
- g) The feature used to block unwanted or inappropriate content online. \_\_\_\_\_ (1 mark)

**SECTION C: Appreciation Questions (15 Marks)**

**10. Importance of Digital Citizenship and Good Online Practices (15 Marks)**

a) Appreciate the importance of being a good digital citizen online by stating **THREE** reasons.

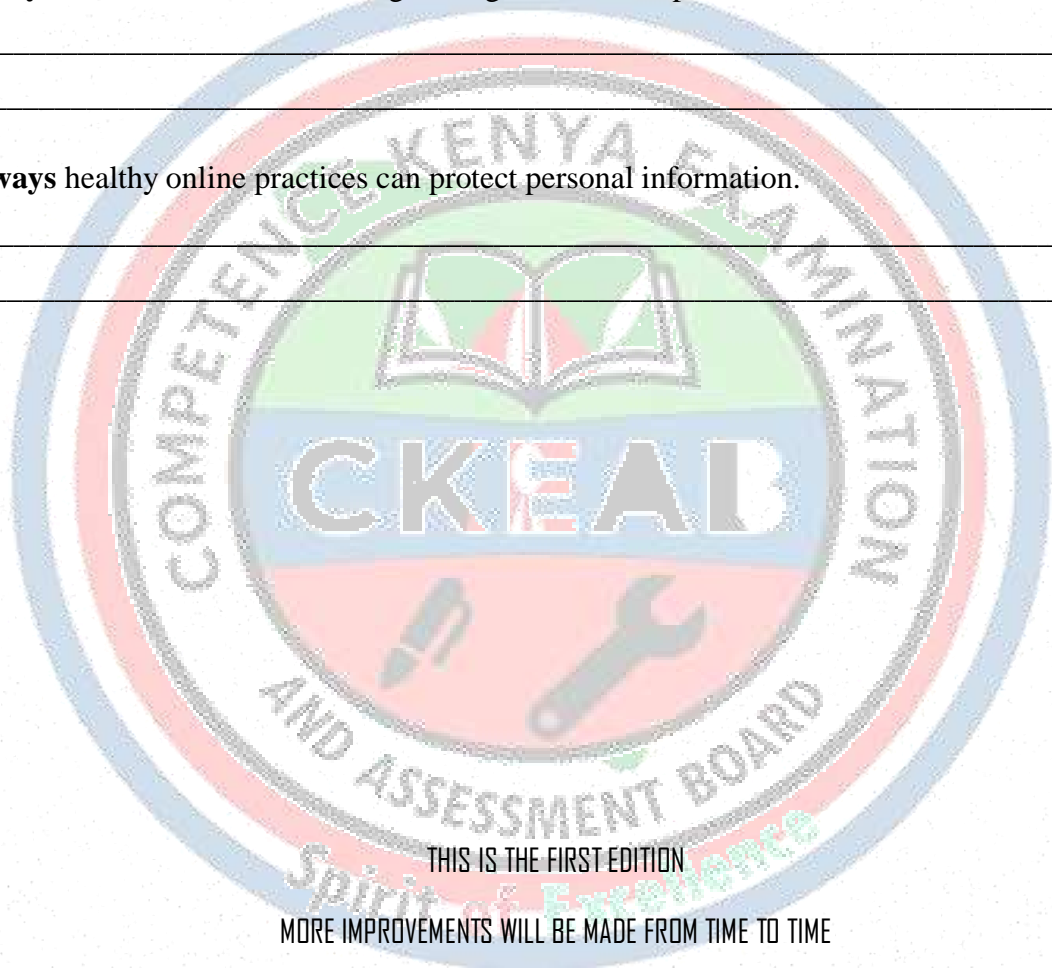
- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

b) Outline **TWO** ways learners can demonstrate good digital citizenship in school.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_

c) Explain **TWO** ways healthy online practices can protect personal information.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_



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