INSTRUCTIONS TO CANDIDATES

To be read by the external invigilator to all candidates

1. The subject code for Information Communication Technology is 16
2. There are 15 printed pages in the question booklet.
3. An Electronic Answer Sheet and a 6 printed pages of answer booklet are inserted in the centre of the question booklet.
4. There are two sections in this paper.

Section A : Multiple Choice (Question 1 – 30)  30 marks
This section will be electronically marked.
All answers to the Multiple Choice Section MUST be answered on this Answer Sheet.
Carefully following the instructions, fill in your Candidate Information and Subject Information.

Section B: Short Answer (Question 31 – 40)  70 marks
Write your name, your school name and complete your 10 digit candidate number on the Section B Answer Booklet provided.

5. You are required to only write the correct answer in the space provided.
6. Answers written on the question paper or any other paper will not be marked. Write answers neatly in spaces as allocated on the answer booklet. Answer ALL questions.
7. ALL working must be shown step by step to get full marks. Students may lose marks for writing down final answers only.
8. Correction Fluid is not allowed on the answer sheet. Where you have made an error, cross out all the working and start on a new line.

Penalty for cheating or assisting to cheat in national examinations is non-certification.

DO NOT TURN OVER THE PAGE
AND DO NOT WRITE
UNTIL YOU ARE TOLD TO START.
SECTION A: MULTIPLE CHOICE (QUESTIONS 1 TO 30) 1 MARK EACH

Answer each question by shading in with HB pencil the circle directly under the correct alternative A, B, C or D.

If you make a mistake, rub it out completely using an eraser rubber and shade the correct answer on the ELECTRONIC ANSWER SHEET.

QUESTION 1
The basic function performed by a computer is the execution of a program. A program can be defined as a set of instructions stored in the


QUESTION 2
Language is often contextual— you use different words and phrases in a marketing brochure than you would in a letter requesting immediate payment of an invoice or in an informal memo about a social gathering after work.

To help you ensure that you are using the words that best convey your meaning in any given context. Word provides a thesaurus where you can look up alternative words called ____________ for a selected word.

A. originals B. antonyms C. synonyms D. template

QUESTION 3
The term used in Microsoft Office to refer to a combination of colours, fonts and effects that project a certain feel or tone in a document is


QUESTION 4
Microsoft Office uses a variety of toolbars to accomplish tasks. Figure 1 below depicts one of the tool bars used by Microsoft Office.

![Figure 1. Microsoft Office Toolbar](image)

The toolbar depicted in figure 1 is used to change the way the document is

QUESTION 5
Studies show unsolicited e-mail known as __________ accounts for roughly half of all e-mail messages received.
A. Spam  B. Junk  C. Chain Emails  D. Trojan Horses

QUESTION 6
The intersection of a row and a column in a Microsoft Excel document can be defined as a/an

QUESTION 7
The Microsoft Excel interface contains a variety of components to accomplish specific tasks.
Figure 2 below depicts one of the components used by Microsoft Excel.

![Figure 2. Microsoft Excel Component 1](image)

What is the name of the Microsoft Excel component depicted in figure 2?
A. Cell Dialog Box  B. Cell Name Box  C. Formula Bar  D. Active Cell

QUESTION 8
The Microsoft Excel interface contains a variety of components to accomplish specific tasks. Figure 3 below depicts one of the components used by Microsoft Excel.

![Figure 3. Microsoft Excel Component 2](image)

What is the purpose of the Microsoft Excel component highlighted in figure 3?
A. Minimize the Excel application.  B. Minimize the current file.
C. Close the Excel application.  D. Close the current file.
QUESTION 9
Microsoft Access can be best described as a
A. Relational Database Management System.  B. Database Management System.
C. Database Application.  D. Relational Database Application.

QUESTION 10
The field or group of fields in a Microsoft Access table that uniquely identifies each record can be defined as a __________ Key.
A. Foreign  B. Primary  C. Candidate  D. Composite

QUESTION 11
The Field Size property in a Microsoft Access database limits a text field to a specific
A. number of characters.  B. number of letters.
C. range of numbers.  D. range of special characters.

QUESTION 12
The Microsoft Access interface contains a variety of controls on forms to accomplish specific tasks. Figure 4 below depicts one of the controls of a form created in Microsoft Access.

![Figure 4. Microsoft Access Form Control](image)

What is the name of the Microsoft Access control labeled X in figure 4?
A. Name  B. ID  C. Label  D. Field Name

QUESTION 13
Each host computer on the Internet has a unique number, called an IP address. IP addresses are in the format xxx.xxx.xxx.xxx, where each xxx is a number ranging from
A. 1 to 256  B. 1 to 255  C. 0 to 255  D. 0 to 256
**QUESTION 14**

In a Microsoft Publisher document what is the name given to the icon?

A. Information Icon  
B. Error Icon  
C. Warning Icon  
D. Update Icon

**QUESTION 15**

The Microsoft Publisher interface contains a variety of controls on its interface to accomplish specific tasks. Figure 5 below depicts one of the interface controls from Microsoft Access.

The Microsoft Publisher interface control labeled X in figure 5 indicates the

A. Object’s anchor point.  
B. Text boxes’ anchor point.  
C. Object’s dimensions.  
D. Text boxes’ dimensions.

**QUESTION 16**

What is the purpose of the control in Microsoft Publisher?

A. Changes the selected text to small cap text, all cap text or back to normal text.  
B. Changes the spacing between the selected text characters.  
C. Changes the selected text colour.  
D. Clears all formatting from the selected text, leaving only plain text.

**QUESTION 17**

Which of the following is the network term used to define a set of rules established for network users to utilize when exchanging information over a network?

A. Topology  
B. Policy  
C. Proxy  
D. Protocol
QUESTION 18
A token-ring network is described as a deterministic network because each computer connected to the network is
A. not assured access for the transmission of its messages at regular or fixed time intervals.
B. assured access for the transmission of its messages at regular or fixed time intervals.
C. possibly assured access for the transmission of its messages at regular or fixed time intervals.
D. never assured access for the transmission of its messages at regular or fixed time intervals.

QUESTION 19
Figure 6 depicts one of the most common types of network topology.

What is the name of the type of network topology depicted in figure 5?
A. Star Topology
B. Ring Topology
C. Bus Topology
D. Mesh Topology

QUESTION 21
In Microsoft Access, what does the ‘∞’ symbol indicate?
A. Boundlessness  B. Eternity  C. Infinity  D. Many

QUESTION 22
Microsoft Office PowerPoint comes with several categories of built-in animation effects. Which of the following is not a type of animation effect supported by Microsoft Office PowerPoint?
A. Entrance  B. Motion Paths  C. Prominence  D. Exit
QUESTION 23
Figure 7 below is an illustration from Microsoft Access.

![Microsoft Access Illustration](image)

*Figure 7. Microsoft Access Illustration*

What does figure 7 represent?
A Microsoft Access Relationship between two tables with

A. Referential Integrity Set.  
B. A Relationship Join Line.  
C. Cascade Update Related Fields Set.  
D. Cascade Delete Related Fields Set.

QUESTION 24
Microsoft Office uses a variety of toolbars to accomplish tasks.
Figure 8 below displays one of the toolbars used by Microsoft Access.

![Microsoft Access Toolbar](image)

*Figure 8. Microsoft Access Toolbar*

What is the toolbar depicted in figure 8 used for?

A. To manipulate queries in a Microsoft Access database.  
B. To update queries in a Microsoft Access database.  
C. To delete queries in a Microsoft Access database.  
D. To customize queries in a Microsoft Access database.
QUESTION 25
In Internet terminology, what does the acronym XHTML stand for?

A. eXtensible HTML  B. eXtensible Hypertext Markup Language
C. eXtendible HTML  D. eXtendible Hypertext Markup Language

QUESTION 26
Queries form a core component of a Microsoft Access database.

Figure 9 below depicts the creation of a Microsoft Access database query.

What is the name given to the type of query that is being created in figure 9?

A. Parameter Query  B. Cross Tab Query
C. Find Duplicates Query  D. Concatenation Query

QUESTION 27
In Internet terminology, the Uniform Naming Convention can be defined as the standard way of identifying shared resources on


QUESTION 28
The text that enables you to jump from a Web document to another location can be defined as

QUESTION 29
Microsoft Office uses a variety of option menus to accomplish specific tasks.
Figure 10 below displays one of the many option menus used by in Microsoft PowerPoint.

What is the name given to the option menu depicted in figure 10?

A. Slide Layout Options  
B. Slide Theme Options  
C. Slide Print Preview Options  
D. Slide Display Options

QUESTION 30
The feature of Microsoft Office PowerPoint that allows users to visualize how a different typeface, size or colour will appear within a presentation is called

A. Preview  
B. Live Preview  
C. Review  
D. Live Review
SECTION B: SHORT ANSWER (QUESTIONS 31 to 40) 70 Marks

For each Question, write the final answer in the space provided on the ANSWER BOOKLET. Each question is worth 7 Marks.

QUESTION 31

Figure 11 below depicts the functional view of a computer system.

i. Study the figure and fill in the missing labels represented by the letters P, Q, R and S with generic terms. (4 Marks)

ii. What are the three major components of a computer system? (3 marks)

QUESTION 32

The following questions refer to Figure 12 below which depicts the cells of an Excel spreadsheet.

i. What inbuilt Microsoft Excel function would a user have to type in cell D1 to calculate the sum of the data in cells A1 to C1 and display that sum in cell D1? (2 Marks)

ii. What inbuilt Microsoft Excel function would a user have to type in cell D1 to calculate the average of the data in cells A1 to C1 and display that average in cell D1? (2 Marks)

iii. What inbuilt Microsoft Excel function would a user have to type in cell D1 to return the largest number out of the range cells A1 to C1 and display that number in cell D1? (2 Marks)

iv. Briefly explain what the #REF! (Error code in a Microsoft Excel spreadsheet) means. (1 Mark)
QUESTION 33
Figure 13 depicts the Microsoft Office Word interface.

Study the figure and fill in the missing labels represented by the numbers 1, 2, 3, 4, 5, 6 and 7 with the most appropriate terms. (7 Marks)

QUESTION 34
i. List the three (3) malware that pose security threats to modern computers. (3 Marks)

ii. When malware has been identified on a computer system, what are the three (3) actions that can be taken by anti-virus software deal with the identified malware? (3 Marks)

iii. Anti-virus software typically uses two different approaches to identify malware; the first method is by scanning the files. What is the second method? (1 Mark)
QUESTION 35

Figure 14 depicts the Microsoft Office Access interface.

i. Study the figure and filling in the missing labels represented by the numbers 1, 2 and 3 with the most appropriate terms. (3 Marks)

![Diagram of Microsoft Office Access interface with labeled parts](image)

Figure 14. Microsoft Access Interface

ii. Figure 15 depicts a control from Microsoft Office Access.

Study the figure and fill in the missing labels represented by the numbers 1, 2, 3 and 4 with the most appropriate terms. (4 Marks)

![Diagram of Microsoft Office Access control with labeled parts](image)

Figure 15. Microsoft Office Access Control
QUESTION 36

In order to create a professional-quality document that combines text and other visual elements in a non-linear arrangement for distribution, what are the basic steps you must follow?

Select the correct steps from table 1 below and list the steps in the correct order. (7 Marks)

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<td>Update Draft Publication</td>
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<td>Print Graphics</td>
<td>Print Draft Publication</td>
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<tr>
<td>Collect appropriate resources</td>
<td>Print and Distribute Publication</td>
</tr>
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</table>

Table 1. Steps in the creation of a desktop publishing document

QUESTION 37

Figure 19 below depicts the printing preferences of Microsoft Office PowerPoint.

i. Study the figure and briefly explain what each of the following options represented by the labels A, B, C and D are used for. (4 Marks)

ii. When creating a Microsoft PowerPoint presentation, list three (3) properties of an effective slide? (3 Marks)
QUESTION 38
State the network topology being used for each of the four network topologies depicted in figure 16 (below). (7 Marks)

Figure 16. Network Topology
QUESTION 39

i. What type of query is being created in figure 17? (2 Marks)

Figure 17. Microsoft Access Query

ii. What type of query is being created in figure 18? (2 Marks)

Figure 18. Microsoft Access Query

iii. What is the name of the Microsoft Access function to calculate the Standard Deviation of a field? (1 Mark)

iv. What is the name given to the Microsoft Access function to calculate the total number of items in a field? (1 Mark)

v. What is the name given to the Microsoft Access function to return the smallest number in a set of values? (1 Mark)
QUESTION 40
Choose the most appropriate words from the list below to fill in the blank spaces.
Place the following words in their appropriate labeled blank spaces (7 Marks)

Accurate, Assets, Authentic, Availability, Complete, Confidentiality, Information, Integrity, Secured, Security

The purpose of information and network security is to provide (i) ___________, (ii) ___________ and (iii) ___________ of (iv) ___________.
Information Integrity ensures that information or software is (v) ___________, (vi) ___________ and (vii) ___________.

END OF EXAMINATION
Write your name, province and school codes and your candidate number correctly and clearly in the space provided below.

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Candidate Name:

School Name:

ANSWERS WRITTEN ON THE QUESTION PAPER OR ANY OTHER PAPER WILL NOT BE MARKED.
WRITE ANSWERS NEATLY IN THE SPACES PROVIDED IN THIS ANSWER BOOKLET

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FOR MARKERS USE ONLY

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SECTION B

| QUESTION 31 |
| QUESTION 32 |
| QUESTION 33 |
| QUESTION 34 |
| QUESTION 35 |
| QUESTION 36 |
| QUESTION 37 |
| QUESTION 38 |
| QUESTION 39 |
| QUESTION 40 |

FINAL TOTAL 70

START YOUR WORK ON THE NEXT_PAGE
### Question 31

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