



DEPARTMENT OF  
EDUCATION

LOWER SECONDARY  
SCHOOL  
CERTIFICATE  
EXAMINATION  
(LSSCE)

COMPUTING

Wednesday

08<sup>th</sup> October 2014

Time allowed

1 hour 30 minutes

Candidates are advised to  
fully use the time  
allocated

Comp

### INSTRUCTIONS TO CANDIDATES:

*(To be read out by the external invigilator before the start of the examination)*

There are **36** questions in this paper. Attempt **ALL** questions even if you are not so sure of some of the answers.

The Examination is divided into three parts:

**PART A: Multiple Choice (Questions 1 to 20)**

**PART B: Short Answer (Questions 21 to 35)**

**PART C: Extended Response (Question 36)**

The Answer Sheet is part of the Examination Booklet. Take out the middle pages and remove the Answer Sheet by tearing along the perforation. You may use the blank sheet for rough work.

Write your province code, school code, candidate number, name and school name in the space given on the **ANSWER SHEET**.

For each question in **PART A (Question 1 to 20)**, choose the correct answer by writing the letter A, B, C or D in the space provided on the **ANSWER SHEET**.

For each question in **PART B** and **PART C (21 to 36)**, work out the answer and write the answer in the space provided on the **ANSWER SHEET**.

If you find a question very difficult, do not spend too much time thinking about it. Skip the question and go on with the rest of the paper. If you have time in the end, return to the difficult questions and think about them more carefully.

Write your answers in **BLUE** or **BLACK** ink (pen or biro).

If you decide to change an answer, make your correction as shown below so that it is clear to the markers what your final answer is. Do **NOT** use correction fluid on your answer sheet.

#### Example



Hand in **BOTH** the Answer Sheet and the papers used for rough work at the end of the examination.

**Extra time will NOT be allowed to complete the examination under any circumstances.**

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

**DO NOT TURN OVER THIS PAGE AND DO NOT  
WRITE UNTIL YOU ARE TOLD TO START.**



**QUESTION 5**

Which of these icons would you select to insert clipart?



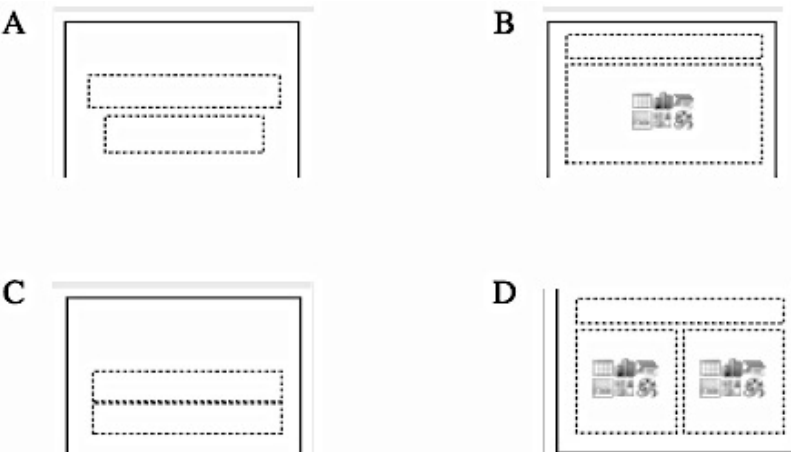
**QUESTION 6**

Which alignment icon would be used to right align a phrase?



**QUESTION 7**

Which of the following slide layouts is the Title and Content layout?



**QUESTION 8**

Paul lent his 8 gigabytes flash drive to Jayden for him to use. Then he asked Jayden to format the flash drive before he using it.

What would happen if Jayden formats the flash drive?

- A. The formats of all files on the flash drive will be changed.
- B. All files on the flash drive would be deleted.
- C. All the files on the flash drive would be upgraded.
- D. The files on the flash drive would be scanned for viruses.

**QUESTION 9**

In a workbook, Excel creates \_\_\_\_\_ sheets by default.

- A. 1      B. 2      C. 3      D. 4

**QUESTION 10**

What happens when you make text bold?

- A. The font size is increased.                      B. The colour becomes darker.  
C. The text becomes stretched.                      D. The text becomes thicker.

**QUESTION 11**

Name the button that hides the application window and places it on the taskbar.

- A. Hide      B. Minimize      C. End Task      D. Close

**QUESTION 12**

Each printer connected to a computer needs software to allow it to print. What is the name this software?

- A. Utility      B. Driver      C. Bus      D. Bonus Pack

**QUESTION 13**

A backup prevents the unnecessary loss of \_\_\_\_\_ through unexpected events that might have negative effects on your PC.

- A. data      B. power      C. time      D. lives

**QUESTION 14**

Eric has 6 computers at his small company office and decides to setup a Network. Which of the reasons below is the most suitable?

- A.      Communicate with friends and family from the office.  
B.      Share the printer that is at the reception with the other PC.  
C.      Prevent hackers from stealing information from his computers.  
D.      Allow the workers to play computer games during free time.

**For Question 15, refer to the list below that contains steps on how to transfer data from MS Excel to MS Word, however, these steps are not in order.**

- i. Right – click on the selected cells.
- ii. Click on “Copy” command from the menu
- iii. Open MS Word program window
- iv. Click on “Paste” command from the menu
- v. Select cells containing the data
- vi. Open the spreadsheet containing the data
- vii. Right – click in the blank text area on the document

**QUESTION 15**

Which of the lists below shows the correct order?

- A.      iii, vi, v, ii, i, vii, iv                      B.      iii, vi, iv, i, ii, vii, v
- C.      vi, iv, i, ii, iii, v, vii                        D.      vi, v, i, ii, iii, vii, iv

**QUESTION 16**

Name the command that is used to save an existing document in another location without the use of the copy command.

- A. Save      B. Paste      C. Rename      D. Save As

**QUESTION 17**

If the user wants to view a presentation as a slide show, which icon will he choose?



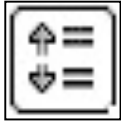
**QUESTION 18**

Raka decided to enter the page numbers on the top of every slide. Which of the following should he choose?

- A. Header      B. Footer      C. Title      D. End note

**QUESTION 19**

What does the icon below represent?



- A. Bullet points    B. Number points    C. Line spacing    D. Indent spacing

**QUESTION 20**

MS Word places a \_\_\_\_\_ wavy line directly under a misspelt word.

- A. red    B. green    C. blue    D. black

**PART B: SHORT ANSWERS****(QUESTIONS 21 to 35)****15 Marks**

For each question, work out the answer and write the answer in the space provided on the ANSWER SHEET.

Use the diagram below to answer Questions 21 and 22.

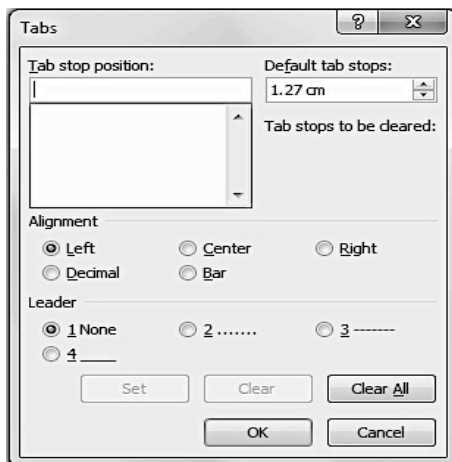
**QUESTION 21**

Of the three (3) items labeled in the diagram above, which one is the primary mouse button?

**QUESTION 22**


Which button allows you to call up a short cut menu?

For Questions 23 and 24, use the dialog box below.

**QUESTION 23**

Name the dialog box.

**QUESTION 24**

What does this icon  represent?

**QUESTION 25**

What is the function of this shortcut key “Ctrl” + “V”?

**QUESTION 26**

Name the most basic input device.

**QUESTION 27**

Defragmenting your hard drive will make your programs run faster and the lifespan of your hard drive will \_\_\_\_\_.

Use the diagram below to answer Questions 28 and 29.

Q27					
	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### QUESTION 28

Letters A to E are called \_\_\_\_\_.

### QUESTION 29

Numbers 1 to 10 are called \_\_\_\_\_.

Use the diagram below to answer Questions 30, 31 and 32.

E16							
	A	B	C	D	E	F	G
1	Items	Jesse	Danny	Alex	Cedric	Gulu	
2	Apples	4	5	9	10	2	
3	Marbles	5	5	4	3	1	
4	Kaukau	3	1	2	4	6	
5	Tapiok	6	9	7	3	2	
6	Total						
7							
8							
9							
10							

### QUESTION 30

Name the cell address that would contain the formula for the total number of Cedric's items.

### QUESTION 31

Write down a simple formula to calculate for the total number of Gulu's Apples and Kaukaus. (*Do not use cell referencing.*)

### QUESTION 32

What would be the total if auto sum function was used to add the figures in the cells above the cell B6?



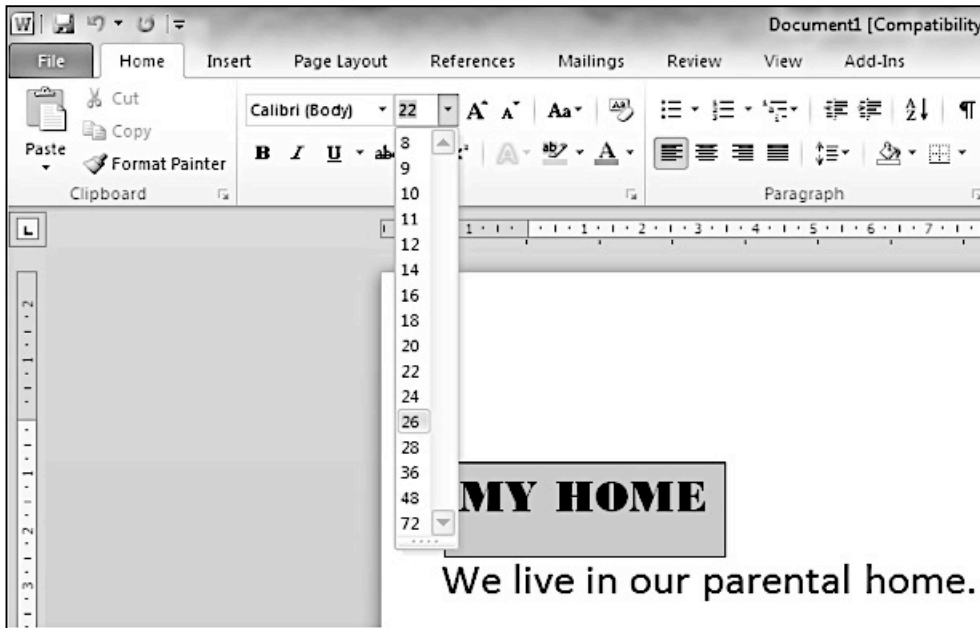
**QUESTION 33**

Which tab on the MS Word menu bar would you select in order to use the Drop Cap command?

**QUESTION 34**

A complete Microsoft presentation graphics that allows the user to create presentation is \_\_\_\_\_.

*For question 35, refer to the diagram below.*



**QUESTION 35**

What is the current font size in this document?

**PART C: EXTENDED RESPONSE****5 MARKS**

**For Question 36, work out the answer for each question and write the answer in the space provided on the answer sheet.**

**QUESTION 36**

Use the information below to answer the questions that follow. The commands for Tasks 1 and 2 are not in their correct operational order.

Rearrange the commands for each task into their correct order and write them in spaces provided on the answer sheet.

Task 1: Open a New Word Document. Insert a picture and Format the picture.
Task 2: Save the document as PICTURE 1. Copy it to Max folder.

**Task 1.**

- (i) Open a New Word Document  
Commands: Ms office > start > Ms Word > All Programs
- (ii) Insert Picture  
Commands: Select a Picture > Insert > ClipArt
- (iii) Placing the Picture behind the text  
Commands: Layout > Right click on Picture > Format Picture > OK > Behind Text

**Task 2.**

- (iv) Save the Picture as PICTURE 1  
Commands: File > save > PICTURE 1 > SAVE as
- (v) Copy and paste it in Max Folder  
Commands: Right click Max Folder > Right click PICTURE 1 > Paste > Copy

**END OF EXAMINATION**

**LOWER SECONDARY**  
**SCHOOL CERTIFICATE EXAMINATION – 2014**

**COMPUTING – ANSWER SHEET**

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**MARKER 1**

YEAR		PROV.		SCHOOL			CAND No.		
1	4								
NAME									
SCHOOL									

**PART A: (QUESTION 1 TO 20)**

Write the letter of your answer next to each question number below.

1	
2	
3	
4	
5	

6	
7	
8	
9	
10	

11	
12	
13	
14	
15	

16	
17	
18	
19	
20	

**PART B (QUESTION 21 TO 35)**

Write your answer next to each question number below.

21	
22	
23	
24	
25	

26	
27	
28	
29	
30	

31	
32	
33	
34	
35	

**PART C (QUESTION 36)**

Write your answer next to each question number below.

<b>36</b>	i	
	ii	
	iii	
	iv	
v		

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**MARKER 2**

**DO NOT WRITE ON THIS PAGE**

**YOU MAY DO YOUR ROUGH WORK ON THIS PAGE**

**CAREFULLY TEAR ALONG THIS PERFORATION**

**YOU MAY DO YOUR ROUGH WORK ON THIS PAGE**

