

SUNSET JUNIOR SCHOOL, KAWANDA
END OF TERM THREE EXAMS
P.4 COMPUTER (ICT) 2019
DURATION: 2 HRS

Name: _____ Stream _____

1. Write CPU in full?

2. What are the steps taken in shutting down the computer?

3. State the steps taken in saving our work.

4. Outline the steps taken to switch on a computer

5. Mention the steps taken in opening up Microsoft word.

6. Mention five special keys found on the keyboard.

i. _____

ii. _____

iii. _____

iv. _____

v. _____

7. Outline five uses of Microsoft word.

i. _____

ii. _____

iii. _____

iv. _____

v. _____

8. Outline four rules of a computer laboratory.

i. _____

ii. _____

iii. _____

iv. _____

9. Outline four uses of a computer.

- i. _____
- ii. _____
- iii. _____
- iv. _____

10. What is the difference between right click and left click

11. List down five advantages of using a computer.

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____

12. Outline six disadvantages of using computers.

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____

13. List down four examples of pointer/cursor shape changes

- i. _____
- ii. _____
- iii. _____
- iv. _____

14. Define the following concepts

- a) Start button _____
- b) Start menu _____
- c) Taskbar _____
- d) Recycle bin _____
- e) Scroll bar _____
- f) Double clicking _____
- g) Save As _____
- h) Desktop _____
- i) Deleting _____
- j) Switch on _____
- k) Switch off _____
- l) Cursor _____

15. What is information?

16. Mention any three functional keys you know

- i. _____
- ii. _____
- iii. _____