



INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT)
PAPER CODE: 008-1
Monday
15th February, 2021
(2:00 p.m. - 4:40 p.m.)

**NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD
NATIONAL BUSINESS / TECHNICAL CERTIFICATE EXAMINATION**

**INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT)
PAPER I (OBJECTIVE AND ESSAY)
(100 Marks)**

PAPER CODE:
008-1

Time: 2 Hours 40 Minutes

INSTRUCTIONS:

Do not open this question paper until you are told to do so. While you are waiting, read the following instructions carefully.

This paper consists of **Two Sections: A and B**. Section A is Objective and Section B is Essay. Answer questions in Section A on the Objective Answer Sheet and Section B in your Answer Booklet. Section A consists of **forty** Objective questions which should be answered by **all** candidates in **40 Minutes**; after which the Answer Sheet will be collected by the supervisor. Section B comprises **seven** Essay questions out of which candidates are expected to answer **five** in **2 Hours**.

Do not start Section B until you are told to do so.

1. Before answering questions in Section A, read the instructions on the Objective Answer Sheet carefully. Ensure that your centre code and candidate number are boldly and correctly written and shaded on your Objective Answer Sheet.
2. Each question is followed by four options lettered A to D. Find out the correct option for each question and shade **in pencil** on your Objective Answer Sheet, the answer which bears the same letter as your chosen option. Give only **one** answer to each question.
3. If you change your mind on your option, **erase** the shading completely and shade another option.
4. The code for this paper is **0 0 8 - 1**

Write it in the space provided on your Answer Sheet and shade accordingly.

SECTION A
OBJECTIVE
(40 Marks)

Time: 40 Minutes

1. A computer is used to process
 - A. information.
 - B. data.
 - C. task.
 - D. records.
2. Mainframe computers are used in
 - A. small organizations.
 - B. medium scale organizations.
 - C. main organizations.
 - D. large organizations.
3. The advantages of laptop over desktop include
 - A. large RAM size.
 - B. small ROM size.
 - C. inefficiency.
 - D. portability.
4. Data stored in ROM is
 - A. volatile.
 - B. non volatile.
 - C. voluminous.
 - D. temporal.
5. An output device allows the user to
 - A. enter data.
 - B. display data.
 - C. store information.
 - D. scan data.
6. The set of instructions that drives computer hardware is known as
 - A. firmware.
 - B. translator.
 - C. software.
 - D. operating system.
7. The advantages of a computerized file include the following **except**
 - A. fast access.
 - B. irretrievability.
 - C. proper security.
 - D. easy modification.
8. A pictorial representation of a program at the desktop is called a/an
 - A. symbol.
 - B. file.
 - C. folder.
 - D. icon.

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SECTION B

ESSAY

(60 Marks)

Time: 2 Hours

Answer **five** questions in all.

ALL questions carry equal marks

PART I: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

1. Explain briefly the following with **two** examples each:
- (a) Translator. 3 marks
 - (b) Peripheral devices. 3 marks
 - (c) Windows operating system. 3 marks
 - (d) System software. 3 marks
2. Write short notes on each of the following terms:
- (a) Web server. 3 marks
 - (b) Website. 3 marks
 - (c) Home page. 3 marks
 - (d) System administrator. 3 marks

PART II: COMPUTER APPLICATION I & II

3. (a) List three examples of word processing packages. 3 marks
- (b) Outline the steps involved in applying borders to a paragraph in Ms Word. 3 marks
- (c) What is the use of WIZARDS in Microsoft word? 3 marks
- (d) State the functions of the following capitalization forms in Ms Word: 3 marks
- (i) Sentence case.
 - (ii) Title case.
 - (iii) Toggle case.
4. (a) What is Microsoft PowerPoint? 2 marks
- (b) Write short notes on any **three** components of Microsoft PowerPoint. 6 marks
- (c) Explain briefly any **two** ways of adding new slide to the presentation. 4marks
5. (a) State one advantage of Microsoft Excel 2 marks
- (b) Give two unique features of Ms Excel. 2 marks
- (c) State how to perform the following functions on the value stored in cells A5 to A15 in Ms Excel: 8 marks
- (i) Minimum value.
 - (ii) Maximum value.
 - (iii) Sum.
 - (iv) Average.

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