

ST APOLLO NURSERY AND PRIMARY SCHOOL

PRIMARY FOUR ICT END OF TERM III EXAMINATIONS 2022

NAME _____

CLASS _____

1. What is a mouse?

2. What is the difference between data and information?

3. What is formatting?

4. List down four formatting tool bars in Microsoft word.

I) _____ II) _____ III) _____ IV) _____

5. List down four steps taken to save your work

6. Outline four steps taken to shut down a computer.

7. What is the difference between a file and a folder?

8. State three steps taken to create a folder.

9. Mention four steps taken to create a table in micro soft word.

10. Give the meaning of the following formatting tool bars.

a) Bold_____

b) Underline_____

c) Colour tab_____

11. Outline three alignment tool bars your know.

I)_____ II)_____ III)_____

12. What is the difference between save and save as?

13. Give the uses of the following keyboard keys.

a) Enter
key_____

b) Back
space_____

c) Space
bar_____

d) Caps
lock_____

14. Give two uses of a computer.
