



**SECTION A**

- |      |       |       |       |
|------|-------|-------|-------|
| 1. B | 6. D  | 11. B | 16. A |
| 2. A | 7. B  | 12. B | 17. C |
| 3. C | 8. A  | 13. C | 18. A |
| 4. D | 9. D  | 14. D | 19. C |
| 5. A | 10. C | 15. C | 20. B |
21. (a)
- i) Microsoft office power point.
  - ii) Macro media director.
  - iii) Lotus free less.
  - iv) King soft presentations.
  - v) Corel presentation.
  - vi) Adobe presentation.
  - vii) Flow board
  - viii) Apple keynote
  - ix) Presi
  - x) Adobe Persuasion.
  - xi) Open office impress.
  - xii) Screen cast.
- (b) A slide is an individual page in a presentation.
- i) A slide is a single page in a presentation software.
  - ii) A place holder is provision where text is entered.
  - iii) These are boxes with doted borders that are part of most slide layouts.
  - iv) These are boxes with dotted boarders that contain content and reside with a slide lay out.
  - v) Action buttons: These are buttons that are used in presentation software as hyperlinks to navigate the presentation.
- (c)
- Back ground colour.
  - Animation and effects.
  - Transition.
  - Minimal graphics.
  - Content
  - Appropriate layout.
- (d)
- i) Multimedia refers to a collective term that involves presentation of a message in more than one form.

**OR**

Using computers to integrate text, graphics, animation, audio and video into one application or the use of text and graphics with sound, video and animations when creating a presentation.

- ii) A slide is a page in a presentation where as a hand out is the arrangement of slides on the same display.

**Slide printing mode:**

- The entire slide content occupy the whole page during printing.

**Handout printing mode:**

A number of slides can be printed on one page.

22. (a) Refers to unlawful use of a computer set

- i) Computer crime is the illegal acts done in the interest using a computer. Any crime committed with the help of a computer.

- ii) Example of computer crimes;

- |                   |                         |
|-------------------|-------------------------|
| - Pornography.    | - Denial of a computer. |
| - Hacking         | - Spamming.             |
| - Software theft. | - Cyber bullying.       |
| - phishing        | - Snooping.             |
| - Cracking        | - Software piracy.      |
| - Fraud           | - Information piracy.   |
| - Hardware theft  | - Creating malware.     |
| - Spoofing.       |                         |

- (b) (i) Control of computer crimes.

- Biometric device use.
- Sensitizing people using computers.
- Burglar proofing.
- User passwords and user names.
- Install antivirus software.
- Intrusion detection systems.
- Activate firewalls.

- (ii) Reasons for servicing a computer.

- Improve on durability/ Provide longevity of the system.
- Improve on speed.
- Protect the computer from damage.
- Keep the computer in sound and running condition.
- Replace Non functional parts.
- To update computer parts and software.
- To update computer parts and software.
- To ensure that the computer's security is update.

- (iii)

- |                        |                       |
|------------------------|-----------------------|
| - Unauthorised access. | - Hacking.            |
| - Power failure.       | - Cracking.           |
| - Computer viruses.    | - Phishing.           |
| - Power fluctuations.  | - Hardware theft.     |
| - Software theft.      | - Information Piracy. |

23. (a)
- i) Blind carbon copy refers to a copy that is received by many recipients without knowing that the same message has been sent to other people (Recipients)
  - ii)
    - May carry a computer virus.
    - Files may appear large.
    - Attachments may make the loading of an email very slow.
    - It may be seen as a spam message.
    - Recipients may not be able to open the file.
    - Attachments may make the loading of an email very slow.
- (b)
- i) **FTP** – File Transfer protocol.
  - ii) **SMTP** – Simple Mail Transfer Protocol.
  - iii) **TCP/IP** – Transmission control protocol / internet protocol.
  - iv) **IPX/SPX** – Internet work packed exchanged / sequenced parked exchange.
- (c)
- Windows Network. NT workstation.
  - Unix . - Unix
  - Novell Netware - Linux
  - Microsoft Windows NT - SanMicro systems.
  - Microsoft Windows 2000
  - Microsoft Windows XP
  - San Solaris.
- (d)
- (i)
    - Faster
    - Can be sent at any time.
    - Can be accessed anywhere.
    - Does not require station.
  - (ii)
    - Limited to internet.
    - Cannot send physical items.
    - Prone to viruses.
24. (a)
- (i) Advantages of using primary key.
    - Avoids duplication of data.
    - Avoid redundancy.
    - Improves on efficiency.
  - (ii) Example of data types.
    - Text
    - memo
    - Currency.
    - Date and time.
    - Number.
    - Ole-objects.
    - Boolean data type.
- (b)
- i) Like “AZ” under fir name. 78 under Maris SST.
  - ii) Btn like “A\*” and like “D\*”
  - iii) Total: [MTC] + [SST] + [SCI] + [ENG]
  - iv) “KKK”#@

- (c) Validation rule.

Validation text.

25. (a)
- i) A computer system refers to a collection of different entities that contribute towards information processing.
  - ii)
    - Data/ information.
    - Human ware/people , user.
    - Hardware.
    - Soft ware.
    - Procedure.
    - Communication.
  - iii) Data / information.  
Human ware.
    - Designs software.
    - Develops hardware.
    - Establishes procedures.
    - Processes data into information.  
Hardware
    - Input hardware – enter / capture data into a computer for processing.
    - Processing hardware. Converts / changes data into information. (Useful form).
    - Storage. Hardware. Preserves data or information for future use.
    - Output hardware. Displays or gives out information in a useable form.
    - Software. Instructs / commands hardware part on how to perform different tasks.

**OR**

Coordinates the hardware and the user.

- (b) (ii) Hardware refers to any physical and tangible component/ part of a Computer.  
**While**  
Peripheral devices refers to the hardware part that are externally connected to a computer.

### **SECTION B**

26. (a) (i) A bug is an error in programing.  
OR  
A coding error in computer program.
- (ii) A source code is human (programme) readable.  
Whereas  
Object code is machine readable.
  - They translate a program written in a high level programing language into machine code or into an assemble code program.

(b) (i)

- FORTRAN
- Ruby
- COBOL
- Python
- BASIC, PHP
- ADA, PERL,
- Java, Javascript
- C, CH, C#
- Pascal, PROLOG
- HTML, Visual Basic
- LOGO, Ada.
- ALGORITHM
- LISP
- PL/1
- PL/M
- SQLS

(ii)

- It is executed very first.
- Easily understood by the computer.
- All operations done by the computer are expressed in this language hence highly efficient.
- It has a full control of the computer and hardware.

(c) Differences between low level and high level

Low level language.	High level language
1. Easily understood by the computer.	Easily understood by a user.
2. Directly executed by the machine.	It has to translate before it is executed.
3. It doesn't need a 3language translator.	It depends on a language translator. (Interpreter).
4. It is machine dependent	It is machine independent
5. It is difficult to modify.	It is easy to modify.

27. (a) The process to safely turn off your computer.

- Close all running programs.
- Click start.
- Select & click shutdown the PC.
- Wait for the system to turn off itself.
- Turn off the monitor.
- Turn off power sockets.
- OR
- Close all running applications.
- Click start.
- Select and click turnoff.
- Choose turnoff again to confirm.
- Turn off power sockets.

Any 5x2 = 10marks

(b) Step-by step process of creating a folder.

- Right click any blank space on desktop.
- Select new.
- Select folder.
- Type set folder name
- Press enter key from the key board.

Any 5x2 = 10marks

28. (a)
- Click network icon on the right hand side on the task bar.
  - Select the network you want to connect to from available list.
  - Type password if the network is protected or if connecting for the first time.
- 10marks
- (b)
- Ensure that all computers have \_\_\_\_
  - Have network cables well terminated.
  - Prepare a network switch or hubs/router RJ45.
  - Connect the cables to the computer through the RJ45 port.
  - Connect all Ethernet cables to the switch or hub/Router.
  - Configure IP address on every computer.
  - Add a work group name for the network.
- 5x2 = 10marks
29. (a) Ethical guideline.
- Not snooping into other user files.
  - Noninterference with other user work.
  - Ensuring safety of other users.
  - Not using ICTs to steal.
  - Not to use PCs for false witness.
  - Not using other users PCs without their permission.
  - Not using PCs to erode other user's dignity etc.
  - Respect for privacy of other users.
  - Do not distribute pornography.
  - Do not spread.
  - Do not eat and drink from the lab.
  - Switch off the computer using proper.
  - Seek permission from authority before use.
  - Cover your computer after user.
  - Avoid spreading viruses.
  - Respect other people's information.
- Any 5x2=10marks.
- (b)
- Put up working rules & regulation.
  - Cover computers after use.
  - Switch off all PCs after use.
  - Ensuring that all computers are serviced by technical people.
  - Educate and train users in best practices.
  - Procuring standard computer equipment.
  - Proper earthing.
  - Use physical access controls, such as locked doors, and windows.
  - Install alarm systems for additional security.
  - Install surveillance cameras (CCTV).
  - Use cables to lock the equipment to desk cabinet or floor.
  - Employ lab attendants.
  - Burglar Proofing.
  - Installation of earthquake.
  - Labelling.
  - Installation of surge protectors.
- Any 5x2=10marks

**END**