

SECTION A

1. What is the primary purpose of the "Styles" feature in Microsoft Word?

- a) To change the font color
- b) To create tables
- c) To insert images
- d) To apply consistent formatting to text

2. Which feature in Microsoft Word allows you to view and edit the document's metadata?

- a) Track Changes
- b) Document Properties
- c) Navigation Pane
- d) Quick Access Toolbar

3. What is the function of the "Mail Merge" feature in Word?

- a) To send emails directly from Word
- b) To format text automatically
- c) To create multiple documents from a single template and data source
- d) To merge two Word documents into one

4. How do you insert a section break in Microsoft Word?

- a) Layout > Breaks > Section Break
- b) Insert > Page Break
- c) View > Navigation Pane
- d) Home > Paragraph > Line Spacing

5. What is the purpose of the "Track Changes" feature in Word?

- a) To highlight spelling errors
- b) To track and display edits made to a document
- c) To automatically save the document
- d) To format text

6. Which tab in Microsoft Word contains the "Table of Contents" feature?

- a) Home
- b) Insert
- c) References
- d) Review

7. What is the purpose of the "Quick Parts" feature in Word?

- a) To insert pre-designed text or graphics
- b) To format text quickly
- c) To create tables
- d) To track changes

8. How do you protect a Word document with a password?

- a) File > Save As > Password Protect
- b) Home > Font > Encrypt
- c) Review > Restrict Editing
- d) File > Info > Protect Document > Encrypt with Password

9. What is the purpose of the "Navigation Pane" in Word?

- a) To format text

b) To navigate through headings and pages in a document

c) To insert images

d) To track changes

10. Which feature in Word allows you to record a series of commands to automate repetitive tasks?

a) Macros

b) Quick Access Toolbar

c) Styles

d) Mail Merge

11. What is the purpose of the "Slide Master" in PowerPoint?

a) To create animations

b) To control the overall design and layout of slides

c) To insert videos

d) To format text

12. *Which feature in PowerPoint allows you to create a custom path for an object's animation?*

a) Motion Paths

b) Transition Effects

c) Slide Master

d) Presenter View

13. How do you embed a YouTube video into a PowerPoint slide?

a) Insert > Audio > Online Audio

b) Insert > Picture > Online Pictures

c) Insert > Video > Online Video

d) Insert > Table

14. What is the purpose of the "Morph" transition in PowerPoint?

a) To create smooth animations between slides

b) To insert images

c) To format text

d) To record audio

15. Which feature in PowerPoint allows you to see your notes while presenting?

a) Slide Show

b) Presenter View

c) Slide Master

d) Animation Pane

16. How do you compress media files in PowerPoint to reduce file size?

a) File > Save As > Compress Media

b) File > Info > Compress Media

c) Insert > Media > Compress

d) View > Compress Media

17. What is the purpose of the "Action" feature in PowerPoint?

a) To create hyperlinks and interactive elements

b) To format text

c) To insert images

d) To create animations

18. Which feature in PowerPoint allows you to create a custom slide show?

a) View > Custom Slide Show

b) Slide Master > Custom Slide Show

- c) Insert > Custom Slide Show
- d) Slide Show > Custom Slide Show

19. What is the purpose of the "Ink Annotation" tool in PowerPoint?

- a) To format text
- b) To insert images
- c) To draw or write on slides during a presentation
- d) To create animations

20. How do you convert a PowerPoint presentation into a video?

- a) File > Export > Create a Video
- b) File > Save As > Video
- c) Insert > Video > Create Video
- d) Slide Show > Create Video

21. What is the primary function of a GPU in a digital device?

- a) To manage general computing tasks
- b) To handle graphics rendering
- c) To store data permanently
- d) To connect to the internet

22. Which type of memory is volatile and loses data when power is turned off?

- a) ROM
- b) SSD
- c) RAM
- d) HDD

23. What is the purpose of Bluetooth in digital devices?

- a) To connect to the internet
- b) To enable wireless communication between devices

- c) To store data
- d) To display graphics

24. Which of the following is an example of an IoT device?

- a) Smartwatch
- b) Desktop computer
- c) Printer
- d) Keyboard

25. What is the difference between LCD and OLED displays?

- a) LCD uses a backlight, while OLED emits its own light
- b) LCD is more energy-efficient than OLED
- c) OLED is heavier than LCD
- d) LCD has better contrast than OLED

26. What is the role of an operating system in a digital device?

- a) To display graphics
- b) To store data permanently
- c) To connect to the internet
- d) To manage hardware resources and provide a user interface

27. Which of the following is a characteristic of SSDs compared to HDDs?

- a) Slower performance
- b) More durable and energy-efficient

- c) Larger physical size
 - d) Cheaper cost
28. What is the purpose of biometric authentication in digital devices?
- a) To store data
 - b) To connect to the internet
 - c) To verify identity using unique biological traits
 - d) To display graphics
29. Which of the following is a disadvantage of cloud storage?
- a) Requires an internet connection
 - b) Limited storage capacity
 - c) Slower access speed
 - d) Higher cost than local storage
30. What is the primary function of a CPU in a digital device?
- a) To handle graphics rendering
 - b) To connect to the internet
 - c) To store data permanently
 - d) To manage general computing tasks
31. What is the primary difference between synchronous and asynchronous e-learning?
- a) Synchronous learning is self-paced, while asynchronous learning is real-time
 - b) Synchronous learning is real-time, while asynchronous learning is self-paced
 - c) Synchronous learning uses videos, while asynchronous learning uses text
 - d) Synchronous learning is offline, while asynchronous learning is online

32. Which of the following is a key feature of a Learning Management System (LMS)?
- a) Course management and tracking
 - b) Video editing
 - c) Graphic design
 - d) Social media integration
33. What is the purpose of gamification in e-learning?
- a) To reduce the cost of education
 - b) To replace traditional learning methods
 - c) To increase engagement and motivation
 - d) To provide offline learning options
34. Which of the following is an example of a MOOC platform?
- a) Zoom
 - b) Google Classroom
 - c) Microsoft Teams
 - d) Coursera
35. What is the role of SCORM in e-learning?
- a) To ensure compatibility between e-learning content and LMS platforms
 - b) To create animations
 - c) To provide offline learning options
 - d) To replace traditional learning methods
36. Which of the following is a challenge of implementing e-learning in rural areas?
- a) Lack of internet access
 - b) High cost of devices

c) Limited availability of content

d) All of the above

37. What is the purpose of adaptive learning technologies?

a) To personalize learning experiences based on individual needs

b) To replace teachers

c) To provide offline learning options

d) To reduce the cost of education

38. Which of the following is a benefit of blended learning?

a) Replaces traditional learning methods

b) Combines online and in-person instruction

c) Provides offline learning options

d) Reduces the cost of education

39. What is the primary purpose of virtual classrooms in e-learning?

a) To reduce the cost of education

b) To replace traditional classrooms

c) To provide offline learning options

d) To provide real-time, interactive learning experiences

40. Which of the following is a characteristic of microlearning?

a) Short, focused learning modules

b) Long, comprehensive courses

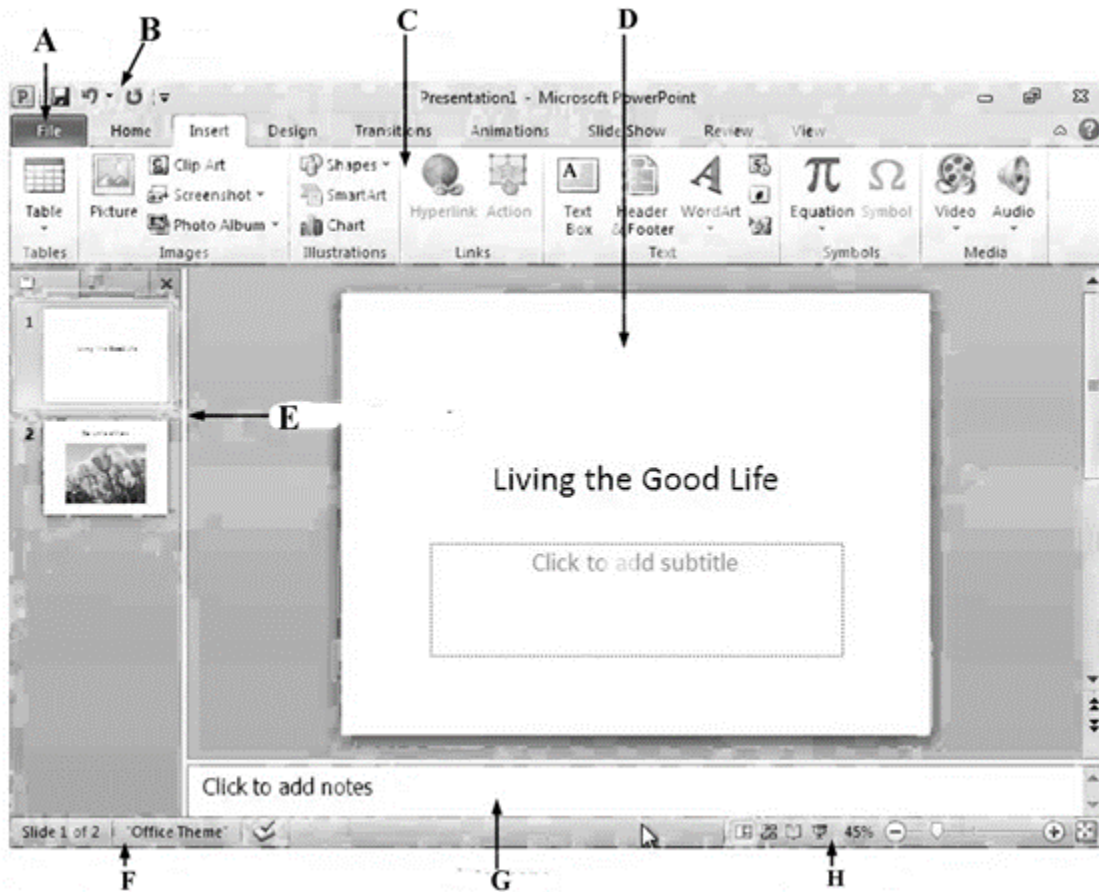
c) Offline learning options

d) High cost of implementation

SECTION B

Q1.a Study figure1 and identify the parts labelled A-H

8 marks



Q 1b. Explain 5 features of Ms Word interface

(5 marks)

Q1c. Define the term "word processor"

(2 marks)

Q2a. Define digital device and give three examples.

(5 marks)

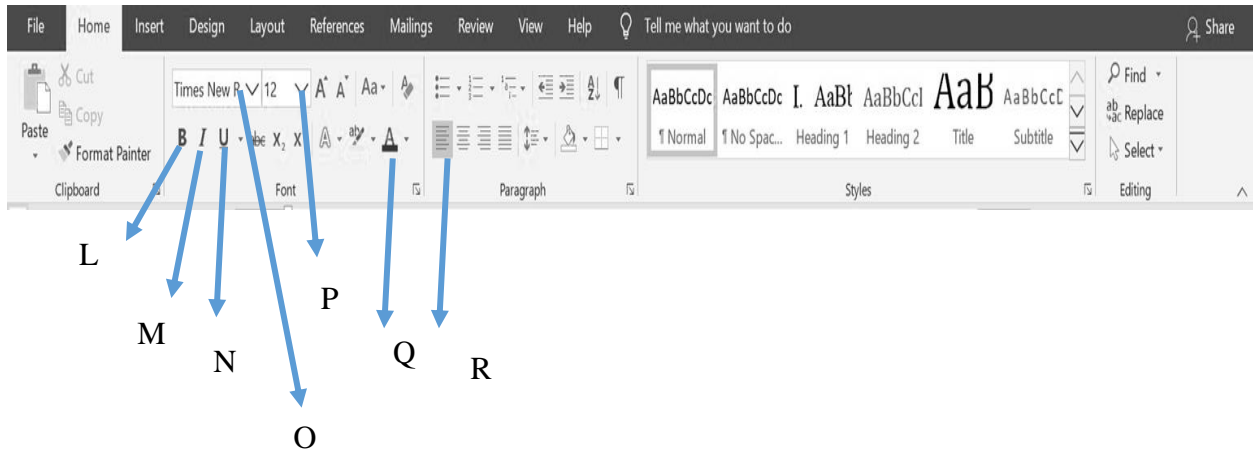
b. How do digital devices benefit education?

(5 marks)

c. Write the steps involved in replacing a text in word processor

(5 marks)

Q3.



- Study the figure and identify the uses of the parts labelled L-R (7 marks)
- Differentiate between Digital learning and e-learning (4 marks)
- List 4 examples of word processors (4 marks)

Q4 a. What is system software? (3 marks)

- Name and describe the three main categories of system software. (9 marks)
- Differentiate between external hardware and internal hardware (3 marks)

Q5.a. Mention 5 disadvantages of digital learning (5 marks)

- Identify 5 differences between desktops and laptops (5 marks)
- Define a wearable device and give 3 types (5 marks)