UNCLE RICH SHS 1 MARKING SCHEME

SECTION A

1. D)
2. b)
3. c)
4. a)
5. b)
6. c)
7. a)
8. d)
9. b)
10. a)
11. b)
12. a)
13. c)
14. a)
15. b)
16. b)
17. a)
18. d)
19. c)
20. a)

21. b)
22. c)
23. b)
24. a)
25. a)
26. d)
27. b)
28. c)
29. a)
30. d)
31. b)
32. a)
33. c)
34. d)
35. a)
36. d)
37. a)
38. b)
39. d)
40. a)

Q1a.
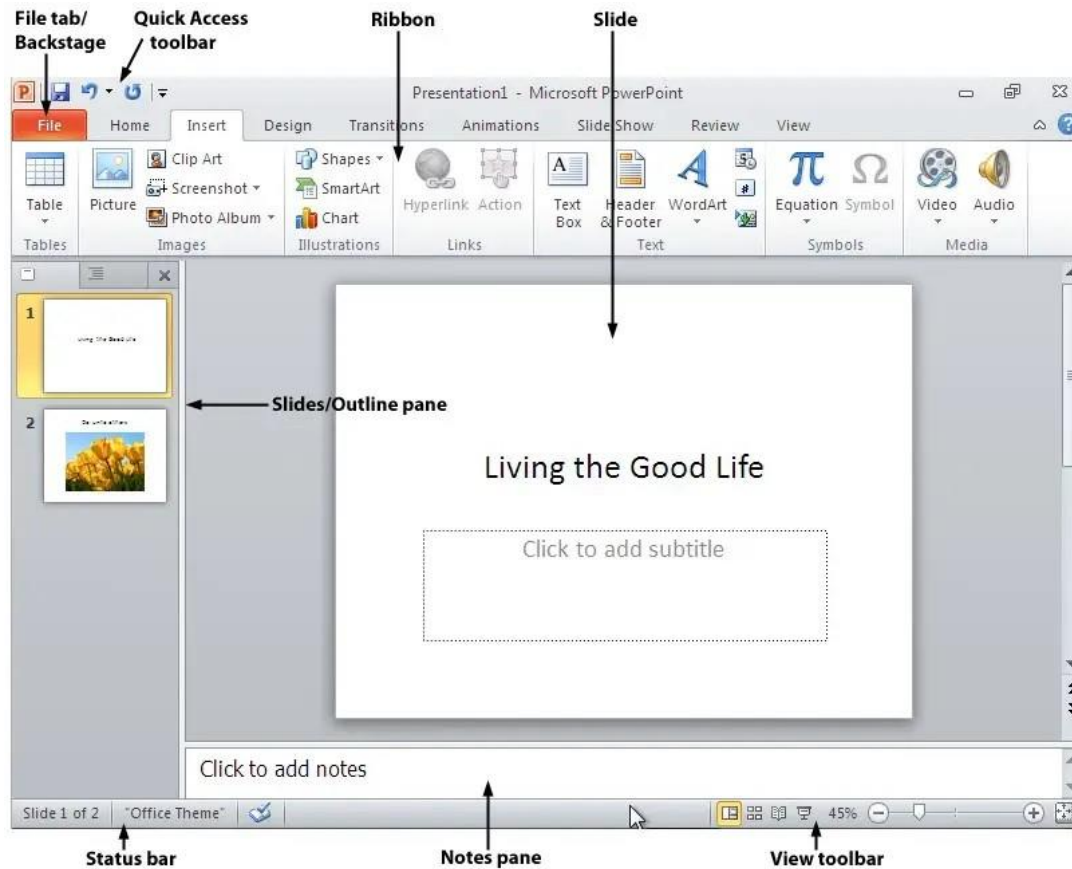
A. **File tab**

B. **Quick access toolbar**

C. **Ribbon**

D. **Slide**

E. **slides/ outline pane**

F. **Status bar**

G. **Notes pane**

H. **View toolbar**

Q1b. Explain 5 features of Ms Word interface

- ❖ **Ribbon (Tabs, Groups, Commands)** – Used to access and organize all tools and features like formatting, inserting objects, and layout options.
- ❖ **Horizontal Ruler** – Helps in adjusting margins, tabs, and indents across the page.
- ❖ **Document Area** – The workspace where you type, edit, and format your content.

- ❖ **Status Bar** – Shows details like page number, word count, and language; also gives access to view and zoom options.

- ❖ **Vertical Ruler** – Helps align and measure items vertically on the page.

- ❖ **View Buttons** – Allows switching between different views (e.g., Print Layout, Web Layout, Read Mode).

- ❖ **Zoom Control** – Used to enlarge or reduce the view size of the document.

- ❖ **Control Box (Minimize, Maximize, Close)** – Manages the application window: minimize to taskbar, maximize to full screen, or close the program.

- ❖ **Scroll Bars** – Allows you to move up/down (vertical) or left/right (horizontal) through the document.

- ❖ **Title Bar** – Displays the name of the open document and the application.

- ❖ **Quick Access Toolbar** – Provides one-click access to frequently used commands like Save, Undo, and Redo.

Q1C. **<u>Word Processor</u>**

Word processing is a program that allows users to create, edit, format, and store primarily text-based documents

Q2.a. A digital device is an electronic equipment, machine, or gadget that works with data and information. It receives, stores, organizes, processes, and sends data and information. EXAMPLES are smart watches, notebook, laptop, virtual reality headset, smart glasses, smart speakers, and smart phones

Q2b. **<u>Benefits of Digital devices in Education</u>**

- ❖ **Increased student engagement**

- ❖ **Improved lesson plans for teachers**

- ❖ **Personalized learning**

- ❖ **Access to a few people vast range of interesting and up-to-date resources.**

Q2c. <u>Write the steps involved in replacing a text in word processor</u>

1. Open the document you wish to edit

2. Select the text to be replaced

3. Click on Replace under Editing of the Home tab to display the

Find and Replace Dialogue box.

4. Type the word that you want to replace and the new word.

5. Use the More >> button to see further options. Optional

6. Click on either Replace (to replace one at a time or skip) or Replace All (to replace all occurrences of the selected text with the new text).

Q3a.
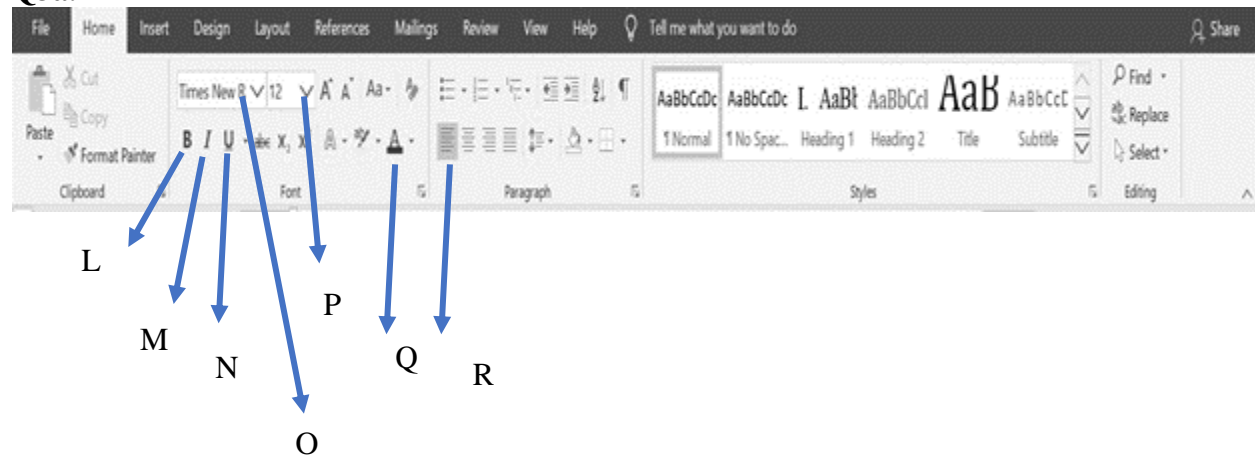
L. **BOLD**: It is used to deepen a text

M. **ITALIC**: It is used to style a text

N. **UNDERLINE**: It is used to underline a text

O. **FONT STYLE/ FONT**: It is used to change the font of the text

P. **FONT SIZE**: It is used to change the size of the text

Q. **FONT COLOUR**: It is used to change the text color

R. **LEFT ALIGNMENT**: It is used to align text to the left

Q3b.

▶ Digital learning involves the use digital devices to facilitate learning regardless of whether the students and the teacher are in the same room or not.

► E-learning is a type of digital learning that is fully online experience, which means that the practice is remotely done. The learner and educators are in different places and can communicate through online tools and platforms.

Q3C. <u>**List 4 examples of word processors**</u>

Microsoft Word, Google Docs, Apple Pages, LibreOffice Writer and OpenOffice Writer

Q4a. <u>**What is system software?**</u>

These are computer programs designed to run a computer's hardware and application software and make the computer system available for use

Q4b. <u>**Name and describe the three main categories of system software**</u>

1) **An operating system (OS)** is the main software that controls a computer. It manages the computer's hardware, runs programs, and lets you interact with the computer through a screen, keyboard, and mouse

2) **Device Drivers**: A device driver is a program designed to control a particular hardware device that is attached to a computer. The main purpose of the device driver is to serve as a translator between the hardware device and the operating system or application software that uses it

3) **Utility Software**: Is a program that helps setup, analyse, configure, improve, and maintain a computer system. Utility software provides additional functionality to your operating system. They are used to support, enhance, or expand existing programs in the computer system

Q4C. <u>**Differentiate between external hardware and internal hardware**</u>

External hardware devices: They are hardware devices located outside the computer. Such as monitor, mouse, keyboard, speaker, printer, scanner, projector etc. WHILES

Internal hardware devices: They are any hardware that is located inside the computer. Examples include CPU: (Central Processing Unit), internal hard disk drive, ROM (Read Only Memory), and RAM (Random Access Memory)

Q5a. <u>**Mention 5 disadvantages of digital learning**</u>

► Limited Extracurricular Activities: digital learning often lacks the extracurricular activities and clubs that are vital part of traditional learning.

► Digital literacy: Not all students are equally proficient with digital tools, which can create a learning curve.

▶ Internet connectivity: Not all students have reliable internet access, which can disrupt learning.

▶ Procrastination: The flexibility of digital learning can lead to procrastination and poor time management.

▶ Reduced social skills : limited in-person interaction can hinder the development of social and communication skills

Q5b. Identify 5 differences between desktops and laptops

Desktop	Laptop
❖ Desktop computers are not portable and run only on a mains power supply	❖ laptop computers are portable and can run on battery and a mains power supply.
❖ Desktop computers need external devices to be fully functional and are large in size	❖ laptop computers are all-in-one computer systems and are smaller in size when compared to a desktop
❖ Desktop computers can have multiple internal drives	❖ laptop computers have limited internal drives.
❖ Desktop computers require external input devices such as the keyboard and mouse to be connected for input	❖ laptop computers have keyboard and mouse in-built
❖ The cost of purchase and maintenance of a desktop computer is generally less	❖ The cost of purchase and maintenance of a Laptop is generally high
❖ Desktop computers can easily be upgraded as the components are removable	❖ laptop computers upgrades are not as easy or not possible.

Q5C. Define a wearable device and give 3 types

A wearable device is a small, mobile computing device designed to be worn and often communicate with another digital device using Bluetooth. The popular types of wearable devices are activity trackers, smartwatches, smart glasses, Virtual Reality, Smartphones all of which can be classified as smart devices