**NESA**
NATIONAL EXAMINATION AND SCHOOL INSPECTION AUTHORITY

**ART – Computer skills C**

**T177**

**Wednesday, 02/08/2023**
**08:30 – 11:30 AM**

Names: ............................................

Index number: ............................................

# TVET NATIONAL EXAMINATIONS, LEVEL 5, 2022-2023

## QUESTIONS and ANSWERS BOOKLET

**OPTION/ TRADE :** GRAPHIC ART

**SUBJECT/EXAM:** COMPUTER SKILLS C

**DURATION:** 3 Hours

Read carefully the instructions on page 1 & 2.

# TVET NATIONAL EXAMINATIONS, LEVEL 5, 2022-2023

## INSTRUCTIONS TO CANDIDATES (ANSWER BOOKLET)

1. A candidate should fill in the actual names and the Index number on the cover of this questions and answer booklet on the provided place.

2. It is illegal for a candidate to write any of names, Index number or school name inside the answer booklet.

3. No candidate should remove or tear any pages or part of it in the answer booklet.

4. A candidate should answer in the language in which the examination is set.

5. A candidate should sign on the sitting plan when submitting the answer booklet. He/she has also to check if the answer booklet is well sealed.

6. No extra paper is allowed in the examinations room. If a candidate is caught with it his/her results will be nullified.

7. No candidate is allowed to write answers not related to the subject being sat for, otherwise it will be considered as a cheating case.

8. Write your answers on the 16 lined pages (From page 7 to page 22).

9. Use the last non-lined pages as draft.

10. Results for any candidate who is caught in examination malpractices are nullified. The cheating can be recognized during examinations administration, marking exercise or even thereafter.


**N.B:** 1) After results publication, there is no remarking and no candidate is given his/her answer booklet for review. This answer booklet is a property of NESA.

    2) Claims are only received online within 30 days after results publication. A link will be provided after results publication.

**TVET NATIONAL EXAMINATIONS, LEVEL 5, 2022-2023**

**OPTION/TRADE: GRAPHIC ART**

**SUBJECT/EXAM: COMPUTER SKILLS C**

**DURATION: 3 HOURS**

**INSTRUCTIONS TO CANDIDATES (QUESTION PAPER)**

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**This Exam paper is composed of Three Sections (A, B, and C). Follow the instructions given below, and answer the indicated questions for a total of 100 marks**

Section **A**: Fourteen (**14**) questions, all **Compulsory**         **55 marks**

Section **B**: Among the five (**5**) questions, attempt any three (3)   **30 marks**

Section **C**: Among the two (**2**) questions, attempt any one (1)     **15 marks**

**Allowed materials:**
– **Blue** or black **pen**
– Mathematical set

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**Note:**

*Every candidate is required to carefully comply with the provided assessment instructions.*

# T177_ Computer skills C

## SECTION A: Attempt all questions                                   (55 marks)

**01.** Which one of the following is not a characteristic of a computer?   **(3marks)**
   **a)** It responds to a specific set of instructions in a well-defined manner,
   **b)** It can execute a prerecorded list of instructions (a program),
   **c)** It can quickly store and retrieve large amounts of data,
   **d)** It can be software which is responsible for controlling.

**02.** What are the five (5) main parts of a computer keyboard?   **(5marks)**

**03.** List down any four (4) common popularized graphics file formats **(4marks)** used with a computer to manipulate images on web.

**04.** What do you understand by the term computer graphics?   **(3marks)**

**05.** Give the three (3) basic steps used for changing the desktop **(3marks)** wallpaper.

**06.** State any three (3) pros of using online storage.   **(3marks)**

**07.** Outline any four (4) disk-based file systems.   **(4marks)**

**08.** What is the difference between computer and computer system?   **(4marks)**

**09.** Compare the static RAM and the dynamic RAM.   **(4marks)**

**10.** Describe any four (4) reasons why computers are used.   **(4marks)**

**11.** Use each of the following excel terms to fill in the gaps for the **(5marks)** following given statements: (Text, Review, Home tab, Cell, Find Next);
   **a)** From the....................., click the Find and Select command, and then select Replace from the drop-down menu.
   **b)** The Find and Replace dialog box will appear. Type the ............. you wish to find in the Find what: field.
   **c)** Type the text you wish to replace it with in the Replace with: field, and then click...........................
   **d)** If the content is found, the ..................... containing that content will be selected.
   **e)** ........................... the text to make sure you want to replace it.

**12.** Give any four (4) various features offered by the New Technology **(4marks)** File System (NTFS).

**13.** From the following list, distinguish the secondary storages and **(5marks)** auxiliary storages media.

    **a)** Hard disk drives,
    **b)** Solid state drives (SSDs),
    **c)** RAM,
    **d)** Optical (CD or DVD) drives,
    **e)** SRAM,
    **f)** Flash drive or USB Thumb drive,
    **g)** ROM,
    **h)** Tape drives,
    **i)** DRAM.

**14.** What are the approaches that are used to apply animation to an **(4marks)** object in MS Power point?

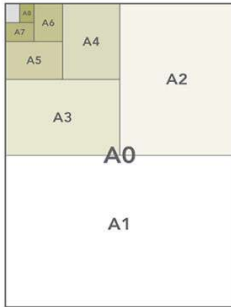## Section B: Attempt any three (3) questions       (30 marks)

**15.** Observe the image below showing different elements/categories **(10marks)** available in MS Word document then explain the options used in each of these categories:

HOME    INSERT    DESIGN    PAGE LAYOUT    REFERENCES

**16.** The operating system and application software are both necessary **(10marks)** for the user to access the computer but there is a difference. Compare the two (2) in terms of their importance, interaction, dependency and provide any two (2) examples for each.

**17.** With conditional formatting, you can select one or more cells, and **(10marks)** create rules (conditions). Outline any five (5) formats controlled in a cell or in a range of cells.

**18.** Internet, intranet and extranet, they all rely on the same TCP/IP **(10marks)** technologies. However, they are different in terms of levels of access as they allow various users inside and outside the organization and the size of the network. Clearly explain the levels of access and compare them by using a diagram that demonstrates those levels.

**19.** Given the following international standard paper sizes, provide the **(10marks)** measurements in inches, centimeters and millimeters:



**Section C: Attempt only one (1) question**                                 **(15 marks)**

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**20.** You have been using a computer and acquired the skills that gave **(15marks)** you the ability to use any Microsoft,

**a)** Describe the procedures to start a new presentation by using a computer.

**b)** What are the steps involved to start a new presentation in computer?

**21.** With clear examples, provide one Excel formula for each of the **(15marks)** following functions by ranging your examples between columns B and E considering the second row:

**a)** Sum,
**b)** Average,
**c)** Maximum,
**d)** Minimum,
**e)** IF function,
**f)** AND function,
**g)** OR function,
**h)** XOR function,
**i)** NOT function,
**j)** Nested IF function,
**k)** AND with IF function,
**l)** AND with OR function.

**END OF ASSESSMENT**

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