

Ict question



INFORMATION AND COMMUNICATION TECHNOLOGY BASIC 3 NAME

_____DATE: _____TIME: 1hr:

30mins SECTION A 1. Quickly press the left button twice and remove your finger is referred to as _____ (a) Single Clicking (b) Double Clicking(c) Twice clicking 2. _____is a program that helps the computer to work. (a) Operating System(b) Application System (c) Computer 3. Cascading your window is a way of _____your windows on the desktop. (a) organizing (b) deleting(c) clicking 4.

Restore, move, size, minimize, maximize and close buttons can all be located in the _____(a) control box (b) menu box(c) window box. 5. The part of the window that displays the name of an opened window is _____(a) Title Bar (b) Taskbar(c) Start menu 6. Which of the following fingers are responsible for the space bar? (a) Left index finger(b) Thumb (c) Right Index finger. 7. Which I. C. T tool can be useful in everyday activity? (a) Football(b) School Bell(c) Photocopy 8. Paint and Notepad Application can be located in _____(a) Accessories(b) Games(c) Windows . Which of the following bars contains the name of an opened application? (a) Title bar(b) Menu bar (c) Control bar. 10. Which of the following buttons is used to reduce an opened window on the taskbar? (a) Title bar (b) Menu bar(c) Taskbar 11. The button used to tile an opened window on the desktop is _____(a) Minimize button (b) Maximize button(c) Restore button. 12. The button used to reduce an opened window on the desktop is _____(a) Maximize button (b) Minimize Button(c) Restore Button. 13.

When you click on the start menu pops up. (a) The Taskbar(b) Start menu (c) All programs. 14. The taskbar is at the _____of the desktop. (a) Top(b)

Button(c) Middle. 15. The mouse pointer and cursor are the same. (a) True(b) False(c) Not at all. 16. The Minimum and Maximize buttons on the window are all the same. (a) True(b) False (c) Not at all. 17. The clock can be found on the _____(a) Taskbar(b) Start menu(c) Window box. 18. When you click on the " Restore" the window will be closed. (a) True(b) False(c) Not at all. 19.

When you click on the Minimum button the window will be reduce to the taskbar like a button. (a) True(b) False(c) Not at all. 20. The start menu us the button on the left of the taskbar. (a) True(b) False(c) Not at all. 21. A text editor allows you to make changes to the text you type. (a) True(b) False(c) Not at all 22. Which key on the keyboard helps you to type capital letters on the computer? (a) Enter key (b) Caps Lock key(c) Cups Lock key 23. Typing involves Upper Case and Lower Case characters. (a) True(b) False(c) Not at all. 24. _____is used to close a gap between two words. (a) Spacebar(b) Backspace(c) Shift. 25. Icons on the computer are located on the _____(a) Desktop(b) All programs(c) Taskbar.

SECTION B Find the correct word in the bracket for the following meaning used in computer. 1. It is the area on your monitor where you can display information. (topdesk) Answer: _____ 2. It is the type of mails that is sent through the internet (mailes) Answer: _____ 3. It is the part of the computer system. It is used in typing numbers and letters (boardkey)

Answer: _____ 4. A list of information to choose from. (nMeu)

Answer: _____ 5. The small icons which represent programs and files you see on the desktop. (onlcs) Answer: _____ Use

the diagram below to answer the questions that follows; A B C D G F E (a)

What is the name of the window above? (b) List the parts labelled A - G (c)

The parts labelled B C D together is called _____

List the steps used to minimize an opened window to the taskbar. 1.

_____ 2.

_____ 3.

_____ List the steps used to maximize an opened window on the desktop 1.

_____ 2.

_____ 3.

_____ TEMA REGULAR BAPTIST ACADEMY 3RD TERM PROMOTIONAL EXAMINATION. JULY, 2010

INFORMATION AND COMMUNICATION TECHNOLOGY BASIC 5 NAME

_____ DATE: _____ TIME: 1hr:

30mins SECTION A 1.

Icons are small _____ (a) pictures that represent program (b) places

on the computer that keeps information (c) programs that turn the computer

on. 2. Joystick in computer science is properly known as _____ (a) Pointing

device (b) Input device (c) Output device 3. In taking care of ICT tools, you

must _____ (a) blow off dust sometimes (b) Blow off dust always (c) Blow off

dust occasionally. 4. Which of the following is NOT an icon on the desktop?

(a) Internet (b) Internet explorer (c) My Computer 5. Which of the following

icon keeps deleted folders and files on the computer? a) Recycle Bin (b)

Reconverting Bin (c) removing Bin. 6. A rapid with the mouse twice in session

without removing your finger is termed as _____ (a) Dragging (b)

Clicking (c) Double Clicking 7. The desktop of the computer can also be called

_____ (a) Icons (b) Wall paper (c) Screen saver 8. The function of the function keys on the keyboard is _____ (a) to perform opened program (b) to perform special function (c) to perform the operations of the computer. 9. Which of the following system Unit is designed to be placed on the floor near the user desk? a) Desktop System Unit (b) Tower System Unit (c) Floor System Unit. 10. How many keys have the Standard keyboard? (a) 113 (b) 85 (c) 12 11. How many keys have the Enhanced keyboard? (a) 113 (b) 85 (c) 12 12. How many function keys have the Enhanced keyboard? (a) 113 (b) 85 (c) 12 13. The Application Software designed to be used in Drawing shapes and diagram is _____ (a) Notepad Application (b) Paint Application (c) Drawing Application. 14. Capital letters on a keyboard are _____ (a) Small letters (b) Upper Case Letters (c) Capital characters 15.

Small letters on a keyboard are _____ (a) Small characters (b) Lower Case letters (c) Small guys letters 16. A powerful key that lets you exit a program when pushed is _____ (a) Power key (b) Escape key (c) Exit key 17. To maximize a window means to _____ (a) Fill it to capacity (b) Expand it to fit the desktop (c) Drag it to the trash. 18. Reducing a window until it becomes a button on the taskbar is called _____ (a) Diminish (b) Minimize (c) Button slip 19. A button that makes characters either Upper or Lower Case and numbers to symbols. a) Mouse (b) Shift key (c) Escape 20. If word is exited properly _____ (a) the computer can be damaged (b) an opened document can be damaged or lost (b) the open document cannot be closed. 21. When a mouse pointer is moved in to a document, it changes to _____ (a) A cross-hairs shape (b) The I- Bean pointer (c) The shape of the mouse 22. A Word

processor is _____(a) An application(b) A powerful tool for editing documents (c) A powerful tool for modifying the look of a document. 23.

The desktop of a computer refers to _____(a) The area- around the monitor(b) the visible screen (c) The inside of a folder 24. It designates

where the next typing action occurs. (a) Cursor(b) highlight(c) mouse pointer

25. To select text by shading as you drag the mouse arrow over the text. (a)

clip art(b) highlight (c) Decode SECTIONO B 1. List down the steps used to

create a New Folder on the Desktop.

2. List down the steps used to Re-name a New created Folder.

3. What is a computer Desktop?

4. What is a Folder?

5. (a) List 3 icons found on the Desktop. 1.

_____2. _____3.

_____ (b) What is an Icon?

