

G9 ECZ COMPUTER STUDIES 2020 SPECIMEN PAPER 1 SOLUTIONS

Grade 9 ECZ Computer Studies 2020 Paper 1 (402/1) Specimen

1 hour 45 minutes | Section A (MCQ), B (fill-in), C (structured)

The full question paper appears first -- worked answers follow.



EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2020

Computer Studies 402/1

Paper 1

Specimen

(INTERNAL & EXTERNAL CANDIDATES)

Time: 1 hour 45 minutes

Mark: 70

Instructions to candidates

- 1 Pull out the **Answer Booklet** from the question paper.
- 2 Write your name, examination number and school/centre name on the **Answer Booklet**.
- 3 There are **three (3)** sections in this question paper, Section A, B and C.
- 4 Answer all the questions in all **three (3)** sections. Write all your answers in the **Answer Booklet** provided.
- 5 In Section A, for each question, **four (4)** suggested answers are given A, B, C and D. Choose the best answer and show it in the **Answer Booklet** by marking it with a cross (X).

For example if the answer is D

A	B	C	☒ D
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Information for candidates

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DECZ/2020/K4

This question paper consists of 7 printed pages.

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SECTION A [20 marks]

- 1 In a spreadsheet program, the cell which is currently in use is called ...
 - A active cell.
 - B active selector.
 - C cell frame.
 - D cell identifier.
- 2 ... is storage that holds start up instructions and configuration information of the computer system.
 - A ALU
 - B BIOS
 - C RAM
 - D ROM
- 3 An example of software that changes spoken words into data is ...
 - A multi media.
 - B operating system.
 - C sound recognition.
 - D speech recognition.
- 4 Which feature displays all slides in a presentation program?
 - A Normal view
 - B Outline view
 - C Slide show view
 - D slide sorter view
- 5 The set of characters that have the same appearance is called ...
 - A default.
 - B font.
 - C style.
 - D text.
- 6 ... is the process of feeding instructions into a computer system.
 - A Accessing
 - B Entering
 - C Inputting
 - D Outputting
- 7 Which device is used to read pencil marks on a questionnaire?
 - A OCR
 - B OMR
 - C MICR
 - D SMR

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- 8 ... is program designed to perform specific tasks.
 A Application software
 B Operating system
 C System software
 D Utility software
- 9 Date and time are displayed on the ... bar.
 A Scroll
 B Status
 C System
 D Task
- 10 Portrait and landscape are page ...
 A defaults.
 B layouts.
 C margins.
 D orientations.
- 11 A laser printer uses ...
 A correction fluid.
 B ink cartridge.
 C photocopy ink.
 D toner cartridge.
- 12 In word processing, to embolden means to ...
 A change the font colour of the text.
 B change the font name of the text.
 C Increase the font.
 D make the text bold.
- 13 The part of memory which temporarily holds information for later use is referred to as ...
 A Clipboard.
 B Clipart.
 C Desktop.
 D Flash disk.
- 14 Backing up of computer data is the process of ...
 A putting data in the memory of the computer.
 B putting the computer in the back of the room.
 C storing an extra copy of data on the hard disk.
 D storing an extra copy on an external storage device.

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- 15 Which input device is found in a washing machine?
- A Heater
 - B Keypad
 - C Motor
 - D Powder drawer
- 16 When using publishing software, what is the process of removing a portion of a graphic called?
- A Cropping
 - B Cutting
 - C Resizing
 - D Trimming
- 17 The process of transferring files from a computer to the internet is called ...
- A downloading.
 - B forwarding.
 - C surfing.
 - D uploading.
- 18 Which shortcut key inserts a new slide in a current presentation?
- A Ctrl + M
 - B Ctrl + N
 - C Ctrl + O
 - D Ctrl + S
- 19 ... is the adjustment of the spacing between two characters to make text fit in a given space.
- A Alignment
 - B Body text
 - C Drop cap
 - D Kerning
- 20 ... is the space placed between columns in a design.
- A Emphasis
 - B Gutter
 - C Harmony
 - D Scaling

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SECTION B [20 marks]

There are fifteen (15) questions in this section.

Answer all the questions in this section by using one word or a short phrase. Write all your answers in the Answer Booklet provided.

- 1 The use of icons and windows are characteristics of ... interface, while the use of text only is done in the ... interface. [2]
- 2 Deleted files and folders can be restored from ... [1]
- 3 To ... is to spin an object to the left or right. [1]
- 4 In excel, a large range of data can be summed up by selecting a tool button called ... [1]
- 5 On the keyboard, the ... key deletes the text to the left of the cursor and the ... key moves the text to the next line. [2]
- 6 ... is a kind of memory which is both static and non-volatile. [1]
- 7 The ... is a vertical line that indicates where text should be typed. [1]
- 8 A ... is like an upside down mouse and the user ... the ball when using it. [2]
- 9 The **two** resources that are most likely to be shared in a computer network are ... and ... [2]
- 10 The instructions that tell the computer how to carry out the processing tasks are referred to as computer ... [1]
- 11 A device which is **not** connected to a CPU is known as ... [1]
- 12 The **two** examples of household appliances that are controlled by an embedded microprocessor are ... and ... [2]
- 13 ... is the PowerPoint feature that is used to apply motion effects to different objects of a slide. [1]
- 14 The ... is a network of networks in which millions of computers exchange information around the world. [1]
- 15 ... is a set of standard graphic designs which can be inserted in the work. [1]

SECTION C [30 marks]

There are five (5) questions in this section.

Answer all the questions in the Answer Booklet provided.

- 1** Today, people use many forms of telecommunications such as electronic mail to relay information.

- (a) Explain what electronic mail is. [1]
- (b) Write an example of a valid email address. [1]
- (c) State **one** advantage of using electronic mail. [2]
- (d) Give **one** situation where an electronic mail would fail to reach the recipient. [1]

- 2** Computers are a common feature in many places.

- (a) Name **two** components of a computer system. [2]
- (b) Give **one** action that a computer system performs. [1]
- (c) State **one** health issue associated with the use of a computer system. [1]
- (d) Give **one** safety risk of using a computer system. [1]

- 3** Study the table below and answer the questions that follow:

	A	B	C	D	E	F	G
1							
2	SUBJECTS						
3	S/No	Name of Pupil	English	Maths	Computer Studies	Social Studies	Total marks
4	243	Hangombe	60	50	68	60	238
5	124	Kimavu	80	58	79	50	267
6	340	Bweupe	75	70	40	58	243
7	222	Likezo	50	66	63	62	241
8	180	Mabvuto	75	65	65	62	267

- (a) What is the name of the application program in which this data was entered. [1]
- (b) Write the formula that was entered in Cell G4 to calculate the total marks. **zedpastpapers.com** [1]
- (c) Name the feature used to create a single cell with the heading entitled 'SUBJECTS'. [1]
- (d) List the names of pupils with the same total marks. [2]
- (e) Give **one** in-built function found in the application program shown in the table. [2]

- 4 (a) What is a Desktop publishing program? [1]
- (b) State **two** graphic elements that can be used when designing a business card. [2]
- (c) Explain how an image can be integrated into a business card. [1]
- (d) State **two** features of a Desktop publishing program. [2]
- (e) Give **two** products that can be created using Desktop publishing program. [2]
- 5 (a) What is Computer Based Learning. [1]
- (b) State **one** multimedia device that can be used in Computer Based Learning. [1]
- (c) State **one** multimedia software that can be used in Computer Based Learning. [1]
- (d) Give **one** advantage of Computer Based Learning. [1]
- (e) Give **one** disadvantage associated with Computer Based Learning. [1]

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Question 1. In a spreadsheet program, the cell which is currently in use is called... (A) active cell. (B) active selector. (C) cell frame. (D) cell identifier.

Answer: A -- the active cell is the cell currently selected/in use

Question 2. ...is storage that holds start up instructions and configuration information of the computer system. (A) ALU (B) BIOS (C) RAM (D) ROM

Answer: B -- BIOS (Basic Input Output System) holds the start-up instructions and configuration information

Question 3. An example of software that changes spoken words into data is... (A) multi media. (B) operating system. (C) sound recognition. (D) speech recognition.

Answer: D -- speech recognition software converts spoken words into data the computer can process

Question 4. Which feature displays all slides in a presentation program? (A) Normal view (B) Outline view (C) Slide show view (D) slide sorter view

Answer: D -- Slide Sorter view shows thumbnails of all the slides at once

Question 5. The set of characters that have the same appearance is called... (A) default. (B) font. (C) style. (D) text.

Answer: B -- a font is a set of characters that share the same appearance/design

Question 6. ...is the process of feeding instructions into a computer system. (A) Accessing (B) Entering (C) Inputting (D) Outputting

Answer: C -- Inputting is feeding data/instructions into the computer

Question 7. Which device is used to read pencil marks on a questionnaire? (A) OCR (B) OMR (C) MICR (D) SMR

Answer: B -- an Optical Mark Reader (OMR) reads pencil/pen marks on forms such as questionnaires

Question 8. ...is a program designed to perform specific tasks. (A) Application software (B) Operating system (C) System software (D) Utility software

Answer: A -- Application software is designed to perform specific user tasks (e.g. word processing, spreadsheets)

Question 9. Date and time are displayed on the...bar. (A) Scroll (B) Status (C) System (D) Task

Answer: B -- the Status bar shows the date and time

Question 10. Portrait and landscape are page... (A) defaults. (B) layouts. (C) margins. (D) orientations.

Answer: D -- Portrait and Landscape are page orientations

Question 11. A laser printer uses... (A) correction fluid. (B) ink cartridge. (C) photocopy ink. (D) toner cartridge.

Answer: D -- a laser printer uses a toner cartridge

Question 12. In word processing, to embolden means to... (A) change the font colour of the text. (B) change the font name of the text. (C) Increase the font. (D) make the text bold.

Answer: D -- to embolden is to make the text bold

Question 13. The part of memory which temporarily holds information for later use is referred to as... (A) Clipboard. (B) Clipart. (C) Desktop. (D) Flash disk.

Answer: A -- the Clipboard temporarily holds cut/copied information for later use (e.g. pasting)

Question 14. Backing up of computer data is the process of... (A) putting data in the memory of the computer. (B) putting the computer in the back of the room. (C) storing an extra copy of data on the hard disk. (D) storing an extra copy on an external storage device.

Answer: D -- backing up means storing an extra copy of the data on a separate, external storage device, so it survives if the original is lost or damaged

Question 15. Which input device is found in a washing machine? (A) Heater (B) Keypad (C) Motor (D) Powder drawer

Answer: B -- the keypad (control panel buttons) is the input device used to set a washing machine's program

Question 16. When using publishing software, what is the process of removing a portion of a graphic called? (A) Cropping (B) Cutting (C) Resizing (D) Trimming

Answer: A -- Cropping is removing an unwanted portion of a graphic

Question 17. The process of transferring files from a computer to the internet is called... (A) downloading. (B) forwarding. (C) surfing. (D) uploading.

Answer: D -- uploading is sending files from a computer up to the internet

Question 18. Which shortcut key inserts a new slide in a current presentation? (A) Ctrl + M (B) Ctrl + N (C) Ctrl + O (D) Ctrl + S

Answer: A -- Ctrl + M inserts a new slide in PowerPoint

Question 19. ...is the adjustment of the spacing between two characters to make text fit in a given space. (A) Alignment (B) Body text (C) Drop cap (D) Kerning

Answer: D -- Kerning adjusts the spacing between two characters

Question 20. ...is the space placed between columns in a design. (A) Emphasis (B) Gutter (C) Harmony (D) Scaling

Answer: B -- the Gutter is the space placed between columns

Question 21. The use of icons and windows are characteristics of...interface, while the use of text only is done in the...interface.

Answer: The use of icons and windows are characteristics of the GRAPHICAL USER INTERFACE (GUI), while the use of text only is done in the COMMAND LINE INTERFACE (CLI)

Question 22. Deleted files and folders can be restored from...

Answer: The Recycle Bin

Question 23. To...is to spin an object to the left or right.

Answer: Rotate

Question 24. In excel, a large range of data can be summed up by selecting a tool button called...

Answer: AutoSum (Sigma/Sum button)

Question 25. On the keyboard, the...key deletes the text to the left of the cursor and the...key moves the text to the next line.

Answer: The BACKSPACE key deletes the text to the left of the cursor and the ENTER key moves the text to the next line

Question 26. ...is a kind of memory which is both static and non-volatile.

Answer: ROM (Read Only Memory)

Question 27. The...is a vertical line that indicates where text should be typed.

Answer: The cursor (insertion point)

Question 28. A...is like an upside down mouse and the user...the ball when using it.

Answer: A TRACKBALL is like an upside down mouse and the user ROLLS the ball when using it

Question 29. The two resources that are most likely to be shared in a computer network are...and...

Answer: A printer and files/data storage

Question 30. The instructions that tell the computer how to carry out the processing tasks are referred to as computer...

Answer: Programs (software)

Question 31. A device which is not connected to a CPU is known as...

Answer: An offline (standalone) device

Question 32. The two examples of household appliances that are controlled by an embedded microprocessor are...and...

Answer: A washing machine and a microwave oven (a DVD player or television are also acceptable)

Question 33. ...is the PowerPoint feature that is used to apply motion effects to different objects of a slide.

Answer: Animation (custom animation)

Question 34. The...is a network of networks in which millions of computers exchange information around the world.

Answer: The internet

Question 35. ...is a set of standard graphic designs which can be inserted in the work.

Answer: Clip art

Question 36. Today, people use many forms of telecommunications such as electronic mail to relay information. (a) Explain what electronic mail is. [1] (b) Write an example of a valid email address. [1] (c) State one advantage of using electronic mail. [2] (d) Give one situation where an electronic mail would fail to reach the recipient. [1]

(a)

Answer: Electronic mail (e-mail) is a method of sending and receiving typed messages electronically over the internet, from one computer/device to another

(b)

Answer: An example of a valid email address: student@example.com

(c)

Answer: One advantage: e-mail delivers messages almost instantly, regardless of the distance between sender and recipient, and at no extra cost per message

(d)

Answer: An e-mail would fail to reach the recipient if there is no internet connection at the sending or receiving end (an incorrectly typed email address also causes this)

Question 37. Computers are a common feature in many places. (a) Name two components of a computer system. [2] (b) Give one action that a computer system performs. [1] (c) State one health issue associated with the use of a computer system. [1] (d) Give one safety risk of using a computer system. [1]

(a)

Answer: Two components of a computer system: hardware and software (input and output devices are also acceptable)

(b)

Answer: One action a computer system performs: processing data (input, storage and output are also acceptable)

(c)

Answer: One health issue: eye strain (back pain or Repetitive Strain Injury are also acceptable)

(d)

Answer: One safety risk: electric shock from damaged cables or overloaded sockets (tripping over trailing cables is also acceptable)

Question 38. Study the table below (a spreadsheet with columns A-G, rows 1-8, listing pupils' S/No, Name, English, Maths, Computer Studies, Social Studies marks and a Total marks column; row 5 Kimavu and row 8 Mabvuto both total 267). (a) What is the name of the application program in which this data was entered? [1] (b) Write the formula that was entered in Cell G4 to calculate the total marks. [1] (c) Name the feature used to create a single cell with the heading entitled 'SUBJECTS'. [1] (d) List the names of pupils with the same total marks. [2] (e) Give one in-built function found in the application program shown in the table. [2]

(a)

Answer: A spreadsheet program (e.g. Microsoft Excel)

(b)

Answer: =SUM(C4:F4)

(c)

Answer: Merge and Center (merging cells)

(d)

Answer: Kimavu and Mabvuto (both total 267)

(e)

Answer: SUM (AVERAGE, MAX, MIN and COUNT are also acceptable)

Question 39. (a) What is a Desktop publishing program? [1] (b) State two graphic elements that can be used when designing a business card. [2] (c) Explain how an image can be integrated into a business card. [1] (d) State two features of a Desktop publishing program. [2] (e) Give two products that can be created using a Desktop publishing program. [2]

(a)

Answer: A Desktop publishing (DTP) program is application software used to design and produce professional-looking documents that combine text and graphics, such as posters and business cards

(b)

Answer: Two graphic elements: a logo and a border (clip art or an image are also acceptable)

(c)

Answer: An image can be integrated into a business card by inserting the image file into the design, then positioning and resizing it as needed

(d)

Answer: Two features of a Desktop publishing program: ready-made templates and text boxes (drawing/image-editing tools are also acceptable)

(e)

Answer: Two products: business cards and flyers (posters, newsletters and brochures are also acceptable)

Question 40. (a) What is Computer Based Learning. [1] (b) State one multimedia device that can be used in Computer Based Learning. [1] (c) State one multimedia software that can be used in Computer Based Learning. [1] (d) Give one advantage of Computer Based Learning. [1] (e) Give one disadvantage associated with Computer Based Learning. [1]

(a)

Answer: Computer Based Learning (CBL) is a method of teaching and learning in which a computer, loaded with educational software, is used to deliver lessons and assess learners

(b)

Answer: One multimedia device: a speaker (a projector or headphones are also acceptable)

(c)

Answer: One multimedia software: a presentation program, e.g. Microsoft PowerPoint (educational/tutorial software is also acceptable)

(d)

Answer: One advantage: learners can work through material at their own pace, and interactive multimedia content can make lessons more engaging

(e)

Answer: One disadvantage: it requires computers and electricity, which may not be reliably available in all schools

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