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CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD	SUBJECT CODE NUMBER 5175	PAPER NUMBER 1
General Certificate of Education Examination	SUBJECT TITLE AND SYLLABUS WORD PROCESSING	
ORDINARY LEVEL	DATE: JUNE 2014	
FOR EXAMINER'S USE ONLY Name of Examiner:	FOR OFFICE USE ONLY	FOR EXAMINER'S USE ONLY
Signature of Examiner:		
Date:		

Two and a Half Hours

Open wide the cover attached to this booklet and enter the information required in the boxes of the flap.

In Section A, answer all the questions in the spaces provided and in Section B, answer ANY THREE questions. You may take away the question paper for Section B.

All questions in Section A carry 1 mark each.

You are also reminded of the necessity for good English and orderly presentation in your answers.

Turn over

1. _____ is an electrical path way through which bits are transmitted between the various computer components.
.....
2. The software program that controls the general operation of the computer is called:
.....
3. Give an example of a device that produces softcopy output.
.....
4. Write True or False.
An antiglare screen attached to a monitor causes eye strain.
.....
5. A device that can convert digital signals into analogue and vice versa is known as:
.....
6. Web pages are viewed using a special software called:
.....
7. _____ is the use of computer video, audio, and communications technology to enable people in different locations see and talk to one another.
.....
8. The word processing feature that can enable text to be moved from one position to another without the text temporarily stored in the clipboard is:
.....
9. The process of decoding encrypted information in order to obtain original information is called:
.....
10. _____ is a program that is used to perform a specific task.
.....
11. The term generally used to describe output that can be read on the computer screen is:
.....
12. Give the full meaning of DVD-RW
.....
13. A feature of the word processor that can enable a user to automatically address a single document to several recipients is called:
.....
14. A document deleted from a removable storage can never be restored. True or False?
.....
15. An IC chip that is used for storing a computer's configuration information is called:
.....

16. What is a port in computer science?

.....

17. What is the Window's Desktop?

.....

18. What is multimedia?

.....

19. Give one characteristic of a virus.

.....

20. The electronic board containing the main system components is called:

.....

21. What is the full meaning of the abbreviation PC?

.....

22. Define a byte.

.....

23. Differentiate between Data and Information.

.....

24. When a disk is formatted the mechanism creates:

..... and

25. List the two main types of software.

.....

26. The flash dot or black line that indicates where text can be entered is called:

.....

27. Write in full ALU:

.....

28. What is a password?

.....

29. _____ is a secondary storage device consisting of a rigid metal platter connected to the central spindle; the entire unit is enclosed in a permanent sealed container.

.....

30. Name the menu on which the language option is found.

.....

31. Name one of the main files used in mail merge.

.....

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32. What is the following shortcut in Microsoft Word used for: Ctrl + P?

.....

33. _____ is the only language that the CPU (processor) can understand.

.....

34. The microphone is one of the output devices. True or False?

.....

35. Laptops, palm tops and desktops belong to a major class of computers called:

.....

36. Convert the binary number 1111011_2 to its decimal equivalence.

.....

.....

.....

37. How can a window be minimized without using the mouse?

.....

.....

38. Which is the most important feature of a computer system?

(a) Processor speed (b) Size of the screen (c) Hard disk capacity (d) Capacity of RAM *

.....

39. An operating system not produced by Microsoft Company is:

(a) Mac OS (b) Windows (c) DOS (d) Excel

.....

40. Name one equipment that protects the computer system against frequent power failures.

.....

SECTION B

(Answer any THREE questions)

41. (a) Define Information Technology. (4 marks)
- (b) (i) Define e-mail.
(ii) What is the difference between camgceboard@yahoo.fr and www.camgceboard.com? (2 marks)
- (c) (i) Define website.
(ii) What is the difference between www.camgceboard.org and www.camgceboard.com? (3 marks)
- (d) Define the following terms:
(i) Scanning
(ii) DOS Prompt
(iii) Clipboard Memory (2 × 3 = 6 marks)
-
42. Write short notes on the following:
(i) Primary Storage
(ii) Computer Virus
(iii) Application Software
(iv) Non impact Printers (5 × 4 = 20 marks)
-
43. (a) Give the function of the following keyboard buttons:
(i) Space Bar
(ii) Tab Key
(iii) Shift Key (2 × 3 = 6 marks)
- (b) Differentiate between the backspace and delete keys. (2 marks)
- (c) State three (3) parts of the human body where repetitive strain injury can occur, and explain why. (6 marks)
- (d) Give three differences between the hard disk and a flash memory. (6 marks)
-
44. On July 20, 2006, a software dealer in 3 Corners Bambili purchased the following software:
- | | |
|----------------------|----------------|
| - Office Package | = 750 MB |
| - Antiviral Utility | = 3 GB |
| - PDF File | = 7.5 GB |
| - Ulead Photo Editor | = 8,500,000 KB |
- He has a 20 GB hard disk and decides to (partition) and (format) before using it.
- (a) (i) Define the words in parenthesis. (4 marks)
(ii) Write PDF in full. (2 marks)
(iii) List three (3) applications found in an office package. (3 marks)
- (b) (i) If partition A is 16 GB, determine the storage space left after copying Ulead photo editor and PDF file. (4 marks)
(ii) In kilobyte, express the storage space occupied by office package and antiviral utility stored on partition. (4 marks)
- (c) What amount of information can be copied into the hard disk after copying the above four programs? (3 marks)
-
45. (a) Differentiate between the following pairs:
(i) OMR and OCR
(ii) CD-R and CD-RW (2 × 2 = 4 marks)
- (b) (i) Define computer crime. (1 mark)
(ii) Give two (2) ways in which computer crimes can be prevented. (4 marks)
- (c) Describe the uses of the computer in the following fields:
(i) Education
(ii) Banking (3 × 2 = 6 marks)
- (d) (i) Define Ergonomics. (2 marks)
(ii) Name three (3) computer related disorders. (3 marks)

Turn over