## **MCQ**

01.	4	11.	4	21.	3	31.	1
02.	1	12.	4	22.	4	32.	4
03.	1	13.	2	23.	3	33.	3
04.	4	14.	3	24.	1	34.	1
05.	4	15.	3	25.	4	35.	4
06.	3	16.	3	26.	4	36.	3
07.	3	17.	1	27.	2	37.	3
08.	2	18	2	28.	3	38.	2
09.	1	19.	4	29.	1	39.	1
10.	4	20.	3	30.	1	40.	3

## **Essay**

## 1. a. i.

State of A	State of B	State of C		
0	0	0		
0	1	1		
1	0	1		
1	1	1		

- ii. OR Gate
- **b. i.** Desktop Computer Easy to use, More convenient keyboard, Convenience to use at a fixed location.
  - ii. Tablet PC Easy to carry, Mobility, Battery powered, More convenient as a mobile unit.
- **c.** Disk Clean up Searches and analyse the hard drive for files that are no longer of any use, and then removes the unnecessary files.
  - d. Software & Live ware
- 2. a. i. Wired (Ethernet/Twisted Pair) & Wireless (Radio waves/Wi-Fi)
- **ii.** Yes, Using the laptop's wireless adapter **OR** connecting to one of the 4 ports in the router via an Ethernet cable.
  - iii. LAN The laptops connected to the router (Home network).

WAN – Laptops connected to the web server on the internet through the router.

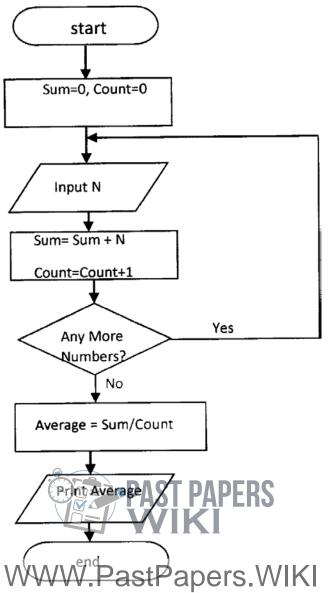
- **b. i.** R
  - ii. S
  - iii. U
  - iv. Click on 'P', select the name of the file to be attached (specs.pdf), select OK.
- **v.** To send **Blind Carbon Copies** of emails, which means that regular recipients do not see the Bcc recipients which the mail is sent.
  - vi. 'Sent' folder.
  - vii. 'Inbox' folder.

<b>3. a. i.</b> 1, 5, 14				
ii. 5, 9				
iii. 1, 2				
iv. 16				
<b>v.</b> 10				
<b>b. i.</b> new slide				
ii. help window				
iii. slide transition				
iv. animation				
<b>4. a. i.</b> =SUM(B2:B26)				
ii. =MIN(C2:C26)				
iii. 1, 7, 6, 4, 5, 2, 3				
iv. Pie Chart				
<b>b. i.</b> ISBN (Book Number), Number of copies.				
ii. Student Number, Book Number, Date Borrowed.				
iii. Data – Book Name / Date Borrowed / Student Number / Book Number.				
Information – List of books borrowed by 5 or more students in last month.				
iv. Increased accuracy and reliability. (Less errors)				
Efficiency on book lending process in the library.				
Reduction of physical space needed to store manual records.				
<b>5. a.</b> A = Accept?				
B = Enough disk space?				
C = Copy Files				
<b>b.</b> P = N				
Q = Max				
R = N				
S = Min				
T = Max				
c. See the last page.				

**c.** Operating System.

- **6. a. i.** Processor Speed, Primary Storage (RAM) Capacity, Hard Disk Capacity, Graphics Card Capacity, CD/DVD ROM, External Ports, Network Adapter, Expansion Slots, Screen Size and etc.
  - ii. Warranty, After sales service, Maintenance cost, Brand of the hardware, Reputation of the seller.
- **b. i.** Computer Applications Assistant job role includes assisting his manager with office applications such as spreadsheets.
  - ii. Network Administrator.
  - iii. Word Processing Software, Database Management Software, Presentation Software, Web browsers.
  - c. i. Privacy –The individual's right to be free from intrusion or interference by others.
- **ii.** Piracy illegal copying, distribution and usage of licensed software **OR** the unauthorized use or reproduction of others software.
- **d. i.** Anti-virus software is computer software used to prevent, detect and remove malicious software **OR** it provides protection against malware such as virus, trojans, worms and etc.
- **ii.** Firewall is a network security system that monitors and controls the incoming and outgoing network traffic based on predetermined security rules **OR** prevent unauthorized users from accessing private networks connected to the internet.

## 5. c.



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