QUESTION 4 - MICROSOFT WORD

a) Load word processing software and type the following. **(7 marks)**

COMPUTER LITERACY AS A REQUIREMENT

Is there anything so important about computers that every citizen should learn it? Computer magnifies information worker's abilities. The computer is designed to do only three things: receive, process and give back information; the very things that all information workers do. ***Therefore a person's skill in using computer systems will largely determine his or her value in the work force in coming decades***. Computer literacy has already started having as big an impact on career opportunities (in Zambia as well) as ordinary literacy did in the past when farm mechanization drove millions of workers into the cities in search of factory work. Nearly every job advertisement in the media requires some level of computer literacy. Almost everyone now need to become familiar with (micro) computing to greater or lesser extent whether in the home, office, school, or college. The reason being that the (micro) computer is becoming accepted as a very efficient means of performing many types of operations such as

- Displaying information from the database
- Speed calculations of varying types (scientific, engineering, accounting, mathematical calculation)
- Word processing

In business, a computer is considered as a means of increasing administrative efficiency in payroll processing, sales invoicing, order processing, stock control and production planning control.

Tasks

b) Format the above text so that:

i) The heading is in bold and underlined with Garamond font type and size 15. **(4 Marks)**

ii) Paragraph 1 should be italicized and double line spaced. **(4 Marks)**

iii) Format your document apart from the main heading to Courier new font face, font size 12 **(4 Marks)**

c) Fully justify the text **(2 marks)**

d) Insert a watermark to include the "Do not copy" **(2 marks)**

e) Save your document as **Computer Literacy** **(2 marks)**

[Total 25 Marks]

TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

DIPLOMA IN AUTOMOTIVE/HEAVY EQUIPMENT ENGINEERING

LEVEL 6 YEAR 1 EXAMINATIONS

FINAL INTEGRATED SUMMATIVE EXAMINATIONS

SITTING: JULY/AUGUST 2025

SUBJECT: INTRODUCTION TO COMPUTERS (THEORY)

TIME: THREE (3) HOURS TOTAL MARKS: 100

PASS MARKS: 50

INSTRUCTIONS TO CANDIDATE

1. Write your examination number and National Registration Card Number on the answer booklet provided. Ensure you append your signature in the space provided on the answer booklet.
2. Write the ANSWER SCRIPT SERIAL NUMBER on the examination register and on the entry slip.
3. There are seven (7) questions in the papers.
4. Answer five (5) questions. Question 1 is compulsory and choose any other four (4) questions.
5. All questions carry equal marks.
6. Cell phones and programmable calculators are NOT allowed in the examination room

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

QUESTION 1 - COMPULSORY

Answer the questions below after reading each statement:

A. I convert a digital document into a physical printout. (2 marks)

B. I show digital content on a screen. (2 marks)

C. I generate printed output using toner, a fine powder. (2 marks)

D. I'm used for temporary data storage while your computer is running. The more of me you have, the more efficiently your computer multitasks. I lose all stored information when the power is off. (2 marks)

E. I'm the central processor of your computer, handling all instructions and operations. (2 marks)

F. I'm a vast interconnected system of networks that spans the globe. (2 marks)

G. I'm a program or set of instructions that tells the computer how to perform specific tasks. Without me, hardware alone is useless. (2 marks)

H. I manage a computer's hardware and software resources. Examples of me include Windows, macOS, and Linux. (2 marks)

I. I provide permanent storage for your files and operating system. You'll find me as either an HDD or an SSD. (2 marks)

J. I consist of the physical components of a computer that you can see and touch. (2 marks)

[TOTAL 20 MARKS]

QUESTION 2

Explain the following terminologies:

A. Folder (2 marks)

B. Icon (2 marks)

C. User Interface (UI) (2 marks)

D. Shortcut (in relation to computers) (2 marks)

E. Hardware (2 marks)

F. Peripheral Device (2 marks)

G. Malware (2 marks)

H. Software (2 marks)

I. Firewall (2 marks)

J. Apps (2 marks)

[TOTAL 20 MARKS]

41

QUESTION 3

Define the full meaning of each of the following acronyms:

A. CPU (2 marks)

B. RAM (2 marks)

C. ROM (2 marks)

D. HDD (2 marks)

E. SSD (2 marks)

F. USB (2 marks)

G. OS (2 marks)

H. GUI (2 marks)

I. WWW (2 marks)

J. HTML (2 marks)

[TOTAL 20 MARKS]

QUESTION 4

A. Define an input device and state its primary role within a computer system. List two (2) examples of devices that serve mainly as input tools. (4 marks)

B. Explain the differences between a keyboard and a mouse by describing their primary functions and the ways each device is used to interact with computer applications. (6 marks)

C. Describe the basic working principle of a touchscreen and mention one common location or device where it is frequently used. (4 marks)

D. In which scenarios is using a barcode scanner more efficient for data entry compared to manually typing information? Support your explanation with a relevant example. (6 marks)

[TOTAL 20 MARKS]

QUESTION 5

A. Define what a storage device is and explain its primary purpose in a computer system. Provide two (2) common examples of storage devices. (5 marks)

B. Differentiate between primary storage (RAM) and secondary storage (e.g., hard drive) in terms of speed and volatility. (6 marks)

C. With reference to data storage:

(i) Identify the unit of measurement that is larger than a Kilobyte (KB) but smaller than a Gigabyte (GB) (2 marks)

(ii) If a file size is 20 Megabytes (MB), estimate how many such files can be stored on a 2 Gigabyte (GB) USB flash drive. *(Use 1 GB = 1000 MB).* (3 marks)

D. Why is it important for a computer to have both primary and secondary storage? (4 marks)

[TOTAL 20 MARKS]

QUESTION 6

A. Explain the main purpose of a word processing application. Provide two (2) examples of how it can be used when preparing a technical report. (4 marks)

B. After typing a document, explain how you would make edits to the text and apply different font styles to enhance its appearance. (6 marks)

C. Describe the steps you would follow to insert an image (picture or graphic) into a Word document. (6 marks)

D. In word processing, explain the importance of grammar and spell-check tools, and how they help improve the document. (4 marks)

[TOTAL 20 MARKS]

QUESTION 7

A. What is an e-mail, and what is its main purpose? (4 marks)

B. Describe the basic steps you would take to create and send an e-mail to a recipient. (6 marks)

C. Explain the function of the "address book" feature in an e-mail application. (5 marks)

D. Explain the importance of following proper e-mail etiquette, particularly in professional communication. Also, provide one example of good e-mail etiquette. (5 marks)

[TOTAL 20 MARKS]