**ORDINAL LEVEL COMPREHENSIVE ASSESSMENT EXAMINATIONS 2019**

**SUBJECT: ICT**

 **CLASS: SENIOR TWO**

**DURATION: 3 HOURS**

**INSTRUCTIONS:**

**Section A:** Attempt **all** questions**. (50 marks)**

1 List some thee examples of antivirus programs **(6 marks)**

 Macfee, Avast, Kaspersky, Panda

2 State **two** characteristics of a strong password. **(4 marks)**

**Two characteristics of a strong password:**

(i) It should have at least 8 characters.

(ii) It should contain a combination of uppercase and lowercase letters,

numbers, and symbols, if they are allowed.

Or

A strong password should have a minimum of 8 characters.

• It should be a mixture of both letters, numbers, and if possible symbols.

• Passwords are case sensitive. A secure password should contain a combination of lower and upper cases, numbers and characters.

3 Explain the term E-commerce **(3 marks)**

 It is the buying and selling of goods and services over the Internet using credit

 cards in online shops.

4 What are advice you will gave to the manager of bank while you found the long queues of customers waiting for money services **(2 marks)**

To make easer life the manager should use the following services

(i) Electronic Funds Transfer (EFT)

(ii) Mobile banking

(iii) Internet banking

5 Complete the following according

1. The term graphics refers to anything in form of **…………..** or **……………**. **(2 marks)**

 **images** or **pictures**

1. A table is a feature that consists of **rows** and **columns**. **(2 marks)**

 **rows** and **columns**

1. **……………** is the keyboard shortcut for saving data. **(1 marks)**

**CTRL + S**

1. The……………sign is used at the beginning of a formula. **(1 marks)**

**Equals**

1. **…………………….** contain more than one operator. **(1 marks)**

 **Complex formulas**

6 **State two roles of a spreadsheet program. (4 marks)**

To enable the user to enter and edit data.

To perform calculations.

To present data in graphic charts.

7 **List four types of mathematical operators that can be used in calculations in spreadsheet program. (4 marks)**

Addition

 Subtraction

Division

Multiplication

8 **Outline the steps followed when creating a custom view in an Ms Excel (4 marks)**

**worksheet.**

(a) Select the **Custom Views** option from the **Workbook Views** group.

(b) Click **Add…** command.

(c) Type the name of the view in the **Name** text box then click **Ok**.

9 Give the steps for adding sound to a sprite. **(3 marks)**

Steps of adding sound to a sprite.

(i) Select the sprite.

(ii) Click on the **Sounds** tab.

(iii) Select the sound from the thumbnail displayed. If no sound is displayed

in the thumbnail area, click on the **Speaker** icon to choose sound from

library, **record** button icon to record new sound or click on **Folder/**

 **Import** button to select sound from file.

10 **Outline two filter options**. **(4 marks)**

Filtering by: Number, Text, and Color.

11 **Outline any two comparison operators used when filtering by date. (4 marks)**

Equals

Before

After

 Between

12 Give the **two** different ways of adding data into ArcMap. **(2 marks)**

 **To add data:** Use the Add Data button; and drag data from the ARcCatalog Tree

13 **Social media is today becoming very popular in communication. Identify**

**various examples of social media platforms. (3 marks)**

Facebook, Twitter, Google+, LinkedIn, YouTube, Blogging, and Skype among

Others

**Section B:** Attempt **all** questions**. (50 marks)**

15 a. **Outline the steps followed when sorting data in ascending order in a worksheet**

(**4 marks**)

(a) Select the cell range containing the data to be sorted.

(b) Click on **Data** tab from the menu bar then select one sort option from the

**Sort & Filter** group.

(c) To sort in ascending order, select the **A to Z** icon.

To sort in descending

order, select the **Z to A** icon

b. List **three** types of workbook views available in Microsoft Excel. (**6 marks**)

 Custom view, Normal view, Page break preview and page layout view.

 16 List 5 commands of Control Block Palette (**10 marks**)

**1 Forever**

**2 if**

**3 if else**

**4 Wait ( ) secs**

**5 repeat**

**6 Wait until ()**

**7 stop all**

**Of**

**If students write one of the following award 1 max for each**

**Create clone of ( )**:

• **Repeat until ( )**:

• **Delete this clone**:

• **When I start as a clone**:

17 **Discuss** **advantages and Disadvantages of wireless network.** (**10 marks**)

 **Advantages of wireless network**

• Allows users of the network to roam without losing access to the network.

• It is easier to add and remove nodes.

• It is ideal for use in networks that cover a wide geographical area.

• Enables communication in remote areas where laying of cables is not

possible.

**disadvantages of using wireless network.**

• Initial installation cost is very high.

• Vulnerable to tapping, hence security of information can be

compromised.

• They suffer high attenuation due to encountering of obstacle along

transmission paths.

1. Identify 5 measures to protect your computer from virus attacks/ online attacks (**10 marks**)

( i) Install an antivirus program.

(ii) Do **NOT** open email attachments unless you are sure of the source.

(iii) Always scan removable storage media for virus before use.

(iv) Use optical devices more often since they are more secure.

(v) Store files and folders in Google drive, skydrive, dropbox and any other

virtual storage space which is more secure and convenient since it can be

retrieved from anywhere as long as there is Internet connectivity.

 (vi) Avoid visiting insecure sites.

(vii) Block sites that you do not want the computer to connect to through the

browser.

(viii) Avoid clicking on pop-up sites that appear when browsing the Internet.

(ix) Use the browser’s privacy settings.

(x) Activate pop-up blocker in your web browser.

19 Outline 5 Services mobile banking facilities offered by bank. (**10 marks**)

(i) Buying airtime

(ii) Sending money to your mobile phone

(iii) Checking the balance

(iv) Withdrawing cash

(v) Transferring funds

(vi) Getting a mini statement

(iv) Service requests (Cheque book requests, Forex rates, full statement request, stop cheque)