



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

Cell phones are not allowed in the examination room.

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

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

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 to 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:

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	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.
- (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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