OFM – Computer Skills A

T188

Wednesday, 28/7/2021
08:30 – 11:30 AM

Names:............

Index number:............

TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

QUESTIONS and ANSWERS BOOKLET

OPTION/TRADE: **OFFICE MANAGEMENT**

SUBJECT: **Computer Skills A**

ACADEMIC YEAR: **2020-2021**

Read carefully the instructions on page (i) & (ii).

FOR EXAMINER'S USE ONLY

QUESTIONS	1	2	3	4	5	6	7	8	9	10	Total
Marks											

QUESTIONS	11	12	13	14	15	16	17	18	19	20	Total
Marks											

QUESTIONS	21	22	23	24	25	26	27	28	29	30	Total
Marks											

TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

INSTRUCTIONS TO CANDIDATES: PART I (Answer Booklet)

1. A candidate should fill in the actual names and the index number on the cover of this questions and answer booklet on the provided place (Black Box).

2. It is illegal for a candidate to write any of his/her names, index number or a school name inside the answer booklet.

3. A candidate should check if all pages of the answer booklet are complete. No candidate should remove or tear any pages or part of it from the answer booklet.

4. A candidate should answer in the language in which the examination is set. (See page *(ii)*)

5. A candidate should sign on the sitting plan when submitting the answer booklet. He/she has also to check if the answer booklet is well sealed.

6. No extra paper is allowed in the examinations room. If a candidate is caught with it his/her results will be nullified.

7. No candidate is allowed to write answers not related to the subject being sat for, otherwise it will be considered as a cheating case.

8. Write your answers on the 12 lined pages (From page 1 of 12 to page 12 of 12).

9. Use the last non-lined pages as draft.

10. Results for any candidate who is caught in examination malpractices are nullified. The cheating can be recognized during examinations administration, marking exercise or even thereafter.

TVET NATIONAL EXAMINATION, RTQF LEVEL 5, 2020-2021

OPTION/TRADE: OFFICE MANAGEMENT

SUBJECT: Computer Skills A

DURATION: 3 hours

INSTRUCTIONS TO CANDIDATES: PART II (Question Paper)

The paper is composed of two (2) Sections as follows:

Section I: Attempt all the Twelve (12) questions   (60 marks)

Section II: Attempt any Four (4) questions out of Six (6)   (40 marks)

Allowed materials:

- Ruler or square
- Calculator

Note:

Every candidate is required to carefully comply with the provided assessment instructions.

Section I : Attempt all the Twelve (12) questions   (60 marks)

01. Write in full the following terms:

    a) EBM

    b) ATM

    c) EFT

    d) SMS

    e) ICT.   **(5 marks)**

02. **a)** Differentiate hardware from software.

    b) List down any two (2) examples of hardware and software.**(5 marks)**

03. Write short note on the following elements:

    a) Digital Computer.

    b) Analog.

    c) Computer virus.   **(5 marks)**

04. List down any four (4) ways of protecting your computer from being attacked by virus.   **(5 marks)**

05. Mention any five (5) examples of antivirus.   **(5 marks)**

06. **a)** Define an E-mail address.

    b) List any three (3) examples of free E-mail address.   **(5 marks)**

07. Outline any two (2) positive and negative impact of financial technology in society.   **(5 marks)**

08. Identify the main function of the following output and input devices:

    (5 marks)

Device	Function
a) UPS	....
b) Hard Disc	....
c) Projector	....
d) CPU port	....
e) VGA cable	....

09. **a)** Enumerate any four (4) types of computer virus.

b) What is a computer antivirus? **(5 marks)**

10. Indicate the main function of the following devices:

Devices	Function
a) Printers	....
b) Scanner	....
c) Tablet	....
d) Modem	....
e) Flash disk	....

(5 marks)

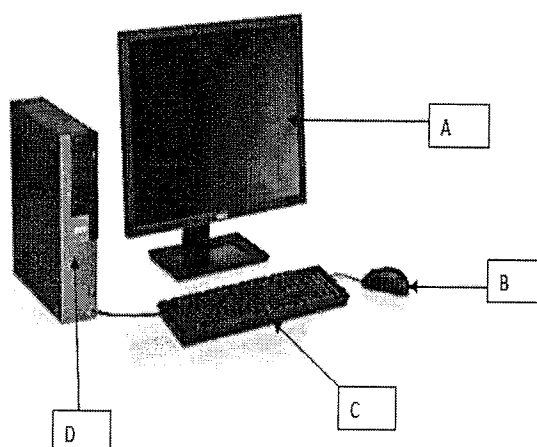**11.** Define the following terms:

    a) Data
    b) Information
    c) Communication: **(5 marks)**

12. Indicate the names of the following main parts/components of the computer: **(5 marks)**

13.   Explain the following terms:

   a) Data protection:

   b) Computer

   c) Financial transaction

   d) Password.   **(10 marks)**

14.   Indicate the main functions of the following keys :

   a) function keys

   b) operator keys

   c) Window key

   d) Tab key

   e) Escape key.   **(10 marks)**

15. **a)** List down at least five (5) rules/safety precautions should be followed in the Computer Lab.   **(5 marks)**

   b) Enumerate any five (5) Office's equipment.   **(5 marks)**

16. **a)** Copy and write down the following computer short cut:

   i.   Ctrl + X.

   ii.   Ctrl + S.

   iii. Ctrl + V.

   iv.   Ctrl + Z.

   v.   Ctrl + P.   **(5 marks)**

   b) Illustrate any five (5) services that computer offers to the education system or other Institutions of Rwanda.   **(5 marks)**

17. a) Outline four (4) types of computers.

b) Differentiate file from folders

c) List down any four (4) burdens of Computer/Printer.   **(10 marks)**

18. a) Explain the following elements:

     i.   Operating system.

     ii. Harmful programs.

b) Differentiate application software from system software.

(10 marks)