

**ICT ASSISTANT LEVEL 4
IT/OS/ICTA/CC/04/4/A
APPLY MICROSOFT OFFICE TOOLS**

Nov. /Dec. 2022



THE KENYA NATIONAL EXAMINATIONS COUNCIL

WRITTEN ASSESSMENT

Time: 2 hours

INSTRUCTIONS TO CANDIDATES

Maximum marks for each question are indicated in brackets ().

*This paper consists of **TWO** sections: A and B.*

Answer questions as per instructions in each section.

You are provided with a separate answer booklet.

This paper consists of FOUR (4) printed pages

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

SECTION A: (10 MARKS)

Answer all the questions in this section

1. Which of the following statement is a correct definition of Microsoft Office?
 - A. Is Shareware software
 - B. Public domain software
 - C. It is a suite of applications software
 - D. It is an operating system software
2. Which of the following is the use of Ms Word?
 - A. Design pictures
 - B. Design texts
 - C. Editing videos
 - D. Painting of images
3. _____ refer to numbers that are positioned slightly higher or slightly lower than the text on a line respectively.
 - A. Subscript and Superscripted
 - B. Superscript and Subscript
 - C. Superior script and Subscript
 - D. Subscripted and Superior script
4. MsExcel is a program that is used for _____.
 - A. Slide presentation
 - B. graphic presentation
 - C. Text document
 - D. Performing calculations
5. The intersection of a column and row on a worksheet is called?
 - A. Column
 - B. Line
 - C. Pie
 - D. Cell
6. Which of the following is **not** a type of MS Access database object?
 - A. Table
 - B. Form
 - C. Worksheets
 - D. Modules

7. Which of the following is a feature of Ms Access interface?
- A. Ribbon layout
 - B. graphic
 - C. forms
 - D. Microsoft word
8. Which of the following features shows an incorrectly spelt word in MsWord?
- A. The incorrect word appears in all capital letters
 - B. The incorrect word has a wavy redline under it
 - C. The incorrect word appears italicized
 - D. The incorrect word appears in bold
9. The following are ways of Customising Outlook environment **EXCEPT**.
- A. Customising the interface
 - B. Creating quick steps
 - C. Creating rules
 - D. Composing messages
10. How can you tell an email has not been READ?
- A. The unread mail will be on top
 - B. The unread mail will be on bottom
 - C. The unread mail will be bold
 - D. The unread mail will be blue

SECTIONS B (40 MARKS)

Answer all the questions in this section

11. Define the following terms
 - i. Mail merging. (2 marks)
 - ii. Conditional formatting (2 marks)
 - iii. A record as used in Ms Access. (2 marks)
12. Name **three (3)** Features (Parts) of the Microsoft Access Window. (3 marks)
13. Highlight **six (6)** steps on how to delete Microsoft outlook folders (6 marks)
14. State **five (5) elements** which can be inserted to a PowerPoint slide. (5 marks)
15. Name **three (3)** shortcut keys on a computer key-board that a user can use to create a document. (3 marks)
16. Differentiate between Blind Carbon Copy (BC) and Carbon Copy (CC) as used in Microsoft office outlook. (2 marks)
17. Outline **three (3)** steps of composing an email using MS Outlook. (3 marks)
18. Highlight **four (4)** steps one can use to save a new document in Ms word (4 marks)
19. Highlight **two (2)** advantages of an Electronic Spreadsheets over Manual Worksheets. (4 marks)
20. State **Two (2)** application areas where spreadsheet software can be used. (4 marks)

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