

SECTION A			
QUESTION 1			
1.1	Select the most appropriate answer to each question. Write the letter of your choice next to each question number.		
	1.1.1	Which one is NOT part of the information processing cycle?	(1)
		A. Input B. Storage. C. Backups D. Communication	
		Answer: C	
	1.1.2	The keyboard shortcut to open: File Explorer	(1)
		A. Windows key + D B. Windows key + E C. Ctrl + E D. Windows key + A	
		Answer: B	
	1.1.3	Which one of the following is NOT directly associated with networks and networking?	(1)
		A. NIC B. IP C. GUI D. UTP	
		Answer: C	
	1.1.4	Assume you are in the middle of a multipage Word document. How do you scroll to the beginning of the document and simultaneously change the position of the insertion point?	(1)
		A. Press CTRL+Home B. Drag the scroll box to the top of the scroll bar C. Press PgUp D. Both (A) and (B) E. (A), (B) and (C)	
		Answer: A	
	1.1.5	What would be a correct formula for SUM in Excel?	(1)
		A. =SUM (B3 - B9) B. =SUM (B3 +B9) C. =SUM (B3; B9) D. =SUM (B3:B9)	
		Answer: D	

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