G.C.E. O/L Grade 10 ICT · Lesson 6

Lesson 6 O/L Exam Practice: Questions and Answers

These questions are in the style of the O/L ICT exam. Paper I has multiple choice questions. Paper II has structured questions with parts, model answers and marking points. They cover all of Lesson 6 (6.1 to 6.6): word processor features and the GUI, creating and saving documents, file formats, text, picture and shape formatting, tables, proofing, page setup, printing and Mail Merge. Try them first, then check the answers.

Paper I – Multiple choice questions (25)

1. Which of the following is a word processor?

A. Google Sheets
B. Google Docs
C. Firefox
D. Windows 11

2. In MS Word, Font and Paragraph are

A. Views
B. Tabs
C. Groups on the Home tab
D. Templates

3. Which part of the window shows ‘Page 2 of 5’?

A. Ruler
B. Title bar
C. Quick Access Toolbar
D. Status bar

4. Which shortcut pair is correct?

A. Ctrl+Z – Redo, Ctrl+Y – Undo
B. Ctrl+Z – Undo, Ctrl+Y – Redo
C. Ctrl+S – Print, Ctrl+P – Save
D. Ctrl+X – Copy, Ctrl+C – Cut

5. Which feature records edits so they can be accepted or rejected?

A. Track Changes
B. Zoom
C. Mail Merge
D. AutoSave

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6. Which is the responsible way to use an AI writing assistant for homework?

A. Share classmates' data with it
B. Copy its answer word for word
C. Use it for ideas, check facts and write it yourself
D. Never check its output

7. Saving a copy of Notes.docx as Notes.pdf uses

A. Save As / Export
B. Save
C. Ctrl+N
D. Close

8. Which file format has text only, with no formatting?

A. .rtf
B. .odt
C. .docx
D. .txt

9. The default format of LibreOffice Writer is

A. .doc
B. .odt
C. .docx
D. .pdf

10. A ready-made design for a certificate is a

A. Data source
B. Macro
C. Template
D. Merge field

11. Which colours the background behind selected words?

A. Borders
B. Font colour
C. Shape outline
D. Text highlight colour

12. Which alignment is used in newspaper columns to make both edges straight?

A. Justify
B. Left
C. Right
D. Centre

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13. Steps of a recipe are best shown with

A. Highlight
B. Shading
C. Numbering
D. Bullets

14. To make a picture smaller without changing its shape, drag a

A. Rotation handle
B. Corner handle
C. Side handle
D. Crop handle only

15. Alt text is added to a picture mainly to

A. Change wrap text
B. Reduce file size
C. Help screen reader users
D. Crop the picture

16. The border colour and thickness of a shape is set by

A. Line spacing
B. Shape Fill
C. Highlight
D. Shape Outline

17. A table with 5 columns and 8 rows has

A. 35 cells
B. 58 cells
C. 13 cells
D. 40 cells

18. Joining the cells of the first row into one title cell is

A. Distribute rows
B. Merge cells
C. Delete row
D. Split cells

19. The background colour of table cells is called

A. Shading
B. Border
C. Fill effect
D. Highlight

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20. To change ‘Grade 9’ to ‘Grade 10’ everywhere, use

A. Track Changes

B. Replace All (Ctrl+H)

C. Spelling check (F7)

D. Find (Ctrl+F) only

21. A4 paper is

A. 210 × 297 mm

B. 8.5 × 14 in

C. 8.5 × 11 in

D. 148 × 210 mm

22. Page range ‘2-5,8’ prints how many pages?

A. 5

B. 4

C. 3

D. 6

23. In Mail Merge, one row of the data source is a

A. Field

B. Merge field

C. Record

D. Main document

24. Which is NOT an output of Mail Merge?

A. Labels

B. Letters

C. Envelopes

D. Spreadsheet chart

25. The last step of Mail Merge in MS Word is

A. Finish & Merge

B. Start Mail Merge

C. Insert Merge Field

D. Select Recipients

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Paper II – Structured questions

1. Word processor and its window. *(10 marks)*

(i) Define a word processor and name two examples. *(3 marks)*
(ii) Label five parts of the window shown. *(5 marks)*
(iii) Does zoom change the printed size? Explain. *(2 marks)*

2. Saving and file formats. *(6 marks)*

(i) Distinguish Save and Save As. *(2 marks)*
(ii) Give the best format for: (i) a final copy to e-mail (ii) a Writer file (iii) plain notes. *(3 marks)*
(iii) State one advantage of AutoSave with cloud storage. *(1 marks)*

3. Text formatting. *(6 marks)*

(i) Name four character formats. *(2 marks)*
(ii) Name the four alignments. *(2 marks)*
(iii) When do we use numbering instead of bullets? *(2 marks)*

4. Pictures and shapes. *(8 marks)*

(i) Name three text-wrapping options. *(3 marks)*
(ii) What is cropping? *(1 marks)*
(iii) Explain alt text and why it matters. *(2 marks)*
(iv) Distinguish shape fill and shape outline. *(2 marks)*

5. Tables. *(7 marks)*

(i) How many cells are in a 4-column, 7-row table? *(1 marks)*
(ii) Draw diagrams to show merging and splitting cells. *(4 marks)*
(iii) What are borders and shading? *(2 marks)*

6. Proofing, page setup and printing. *(7 marks)*

(i) What do red and blue wavy lines show? *(2 marks)*
(ii) Label the margins and give the orientations. *(3 marks)*
(iii) 35 copies of pages 1-2,4 are printed one-sided. How many sheets? *(2 marks)*

7. Mail Merge. *(8 marks)*

(i) Name the two documents used in Mail Merge. *(2 marks)*
(ii) A data source has 4 fields and 120 records. How many letters? *(1 marks)*
(iii) Write the steps of Mail Merge in order. *(3 marks)*
(iv) Give two advantages of Mail Merge. *(2 marks)*

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Exam tips

- Know the GUI parts: title bar, QAT, ribbon, tabs, groups, ruler, status bar.
- Learn Ctrl+B/I/U, C/X/V, Z/Y, S, P, F, H.
- Save = same file; Save As = new copy.
- Formats: .docx Word, .odt Writer, .pdf fixed, .rtf basic, .txt plain.
- Zoom changes only the screen view.
- Highlight is behind the text; font colour is the letters.
- Numbering for ordered steps, bullets for any order.
- Corner handles keep picture shape; add alt text.
- Merge joins cells; split divides; cells = columns × rows.
- A4 210 × 297 mm; Letter 8.5 × 11 in; Legal 8.5 × 14 in.
- Sheets = pages in range × copies.
- Mail Merge: main document + data source; one output per record.

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Answers and explanations

Paper I

1. **B** – Docs is the word processor; Sheets is a spreadsheet.
2. **C** – Groups inside a tab.
3. **D** – Status bar.
4. **B** – Z Undo, Y Redo.
5. **A** – Review → Track Changes.
6. **C** – Own your work.
7. **A** – New format = Save As/Export.
8. **D** – Plain text.
9. **B** – OpenDocument Text.
10. **C** – Template.
11. **D** – Highlight.
12. **A** – Justify.
13. **C** – Ordered → numbering.
14. **B** – Corner keeps aspect ratio.
15. **C** – Accessibility.
16. **D** – Outline = border.
17. **D** – 5 × 8 = 40.
18. **B** – Merge.
19. **A** – Shading.
20. **B** – Replace All.
21. **A** – Legal 8.5 × 14, Letter 8.5 × 11, A5 148 × 210.
22. **A** – 2,3,4,5,8.
23. **C** – Row = record.
24. **D** – Charts are not merge outputs.
25. **A** – Finish & Merge.

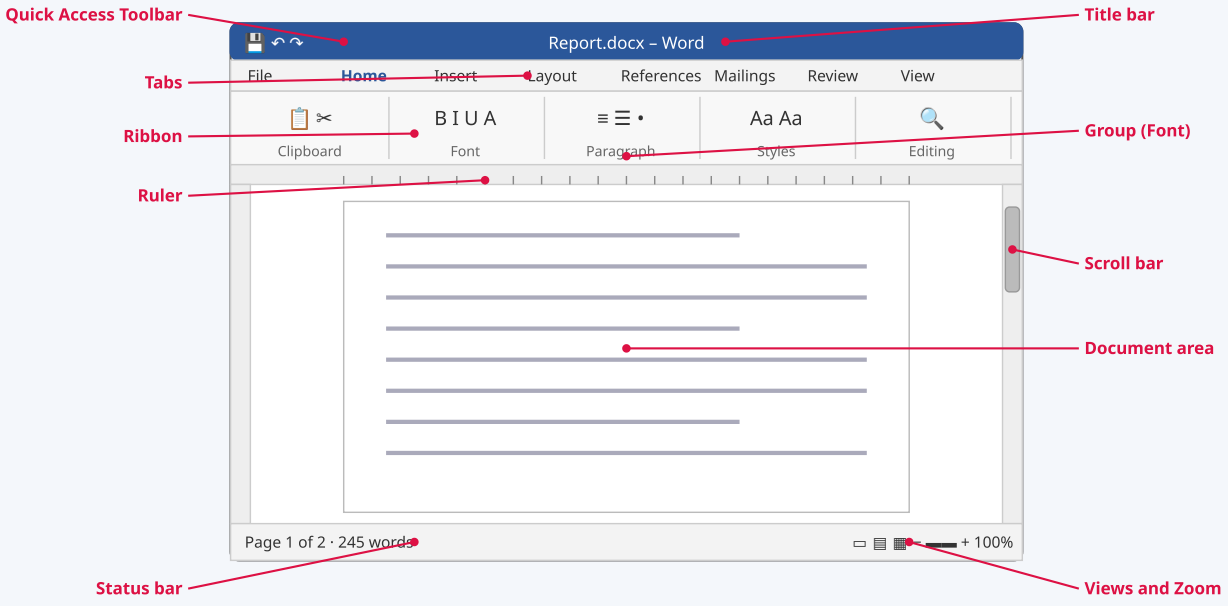
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Paper II – model answers and marking points

1. *(10 marks)*

(i) (3 marks)
Application software to create, edit, format, save and print documents (1); MS Word, LibreOffice Writer, Google Docs (1+1).

(ii) (5 marks)
Any five: title bar, Quick Access Toolbar, tabs, ribbon/groups, ruler, document area, status bar, zoom/views (1 each).



Model answer

(iii) (2 marks)
No (1); it only changes how the page looks on screen (1).

🎯 Examiner tip: tab = page of the ribbon; group = set of commands inside a tab.

2. *(6 marks)*

(i) (2 marks)
Save updates the same file (1); Save As makes a new copy with a new name/place/format (1).

(ii) (3 marks)
(i) .pdf (ii) .odt (iii) .txt (1 each).

(iii) (1 marks)
Work is saved every few seconds and is available on any device (1).

🎯 Examiner tip: always give the dot and the extension, e.g. .docx.

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3. *(6 marks)*

(i) (2 marks)
Any four: font, size, bold, italic, underline, colour, highlight, case (½ each).

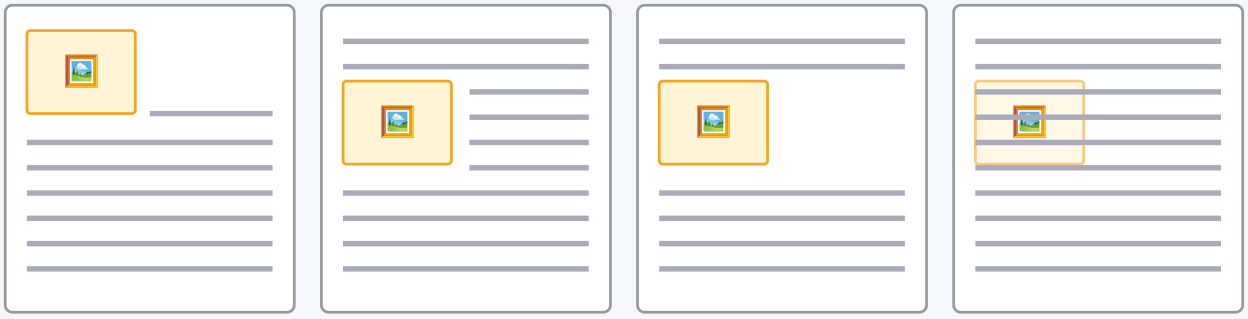
(ii) (2 marks)
Left, centre, right, justify (½ each).

(iii) (2 marks)
When the order matters (1), e.g. steps of a method (1).

🎯 Examiner tip: highlight ≠ font colour.

4. *(8 marks)*

(i) (3 marks)
In line with text, square, tight, top and bottom, behind text, in front of text (1 each).



Model answer

(ii) (1 marks)
Cutting away unwanted edges of a picture (1).

(iii) (2 marks)
A description of the picture (1) read by screen readers for visually impaired users (1).

(iv) (2 marks)
Fill – colour inside (1); outline – border line colour/weight (1).

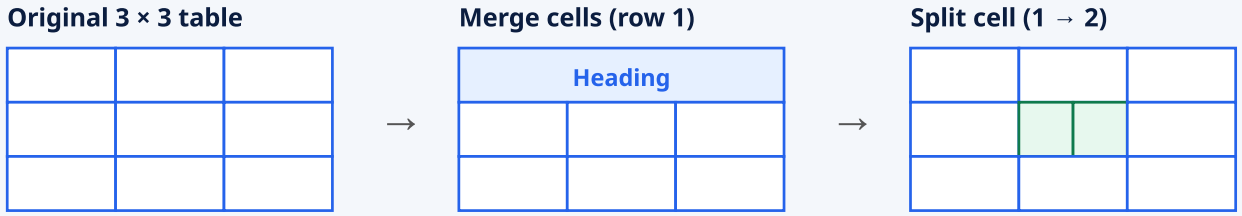
🎯 Examiner tip: corner handles keep the aspect ratio.

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5. *(7 marks)*

(i) (1 marks)
4 × 7 = 28 (1).

(ii) (4 marks)
Merge – several cells joined into one (2); split – one cell divided into several (2).



Merge: join two or more cells into one. Split: divide one cell into more cells.

Model answer

(iii) (2 marks)
Borders – lines around cells (1); shading – background colour of cells (1).

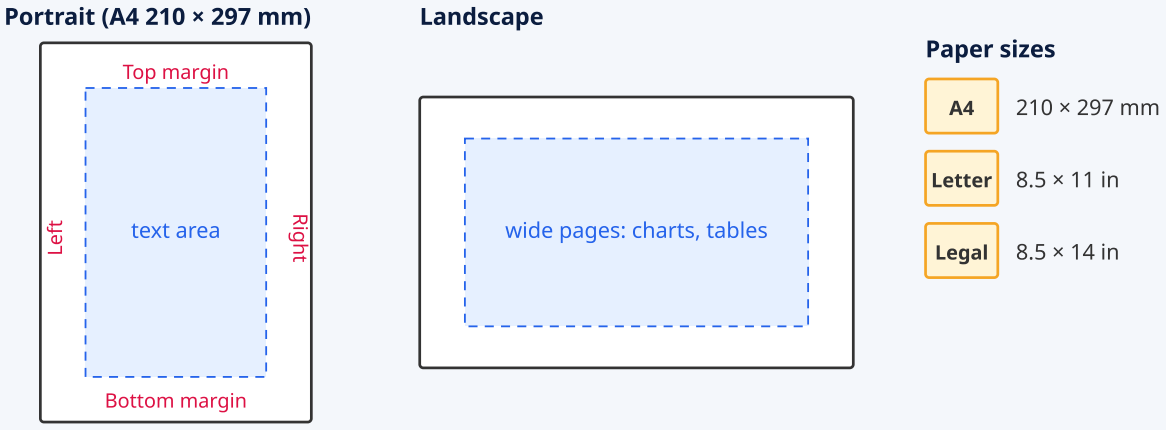
🎯 Examiner tip: cells = columns × rows.

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6. *(7 marks)*

(i) (2 marks)
Red – spelling (1); blue – grammar (1).

(ii) (3 marks)
Top, bottom, left, right margins (2); portrait and landscape (1).



Model answer

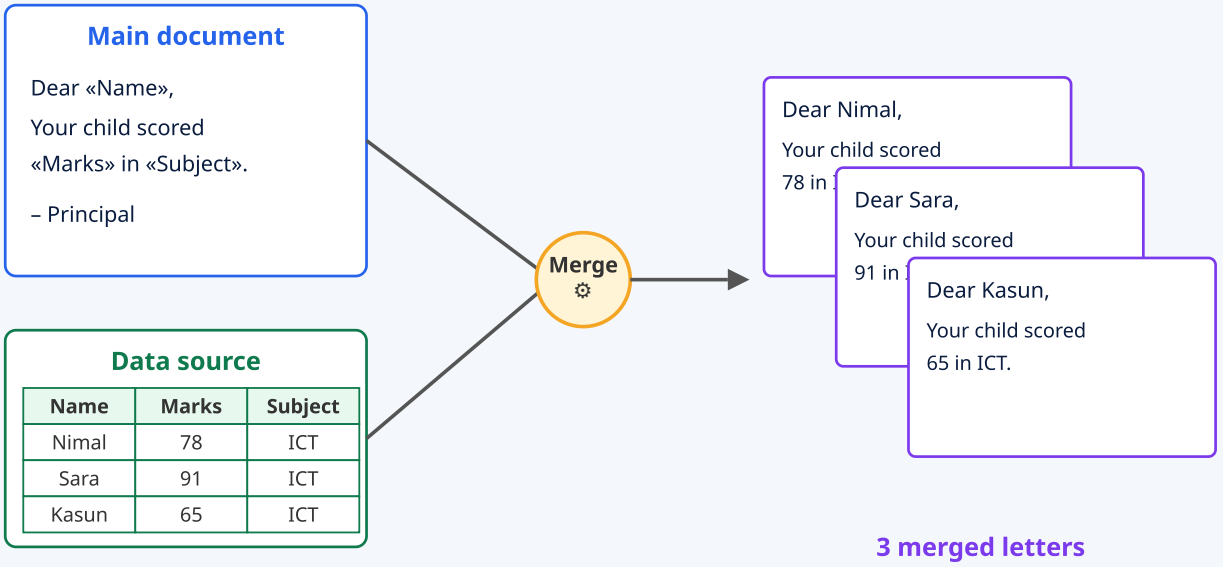
(iii) (2 marks)
3 pages (1) × 35 = 105 sheets (1).

🎯 Examiner tip: list the pages in a range before counting.

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7. *(8 marks)*

(i) (2 marks)
Main document (1); data source (1).



Model answer

(ii) (1 marks)
120 (1).

(iii) (3 marks)
Select document type → main document → select recipients → insert merge fields → preview → Finish & Merge (½ each).

(iv) (2 marks)
Saves time (1); fewer errors / personalised (1).

🎯 Examiner tip: field = column, record = row.

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