KENYA CERTIFICATE OF BASIC EDUCATION (K.C.B.E)

GRADE 10 –ICT

April 2026

Time: 2 Hours

Code: CKEAB 004

Homework

LEARNER'S DETAILS

Name: _____School: _____

Assessment Number: _____School Code: _____ Date: _____Signature: _____

INSTRUCTIONS TO LEARNERS

i. Answer all questions.

SECTION A: THEORY (80 MARKS)

1. A student is preparing a research report for the Science Club.

(a) Outline four steps to insert an automatic Table of Contents in a word processor. (4 marks)

i. _____

ii. _____

iii. _____

iv. _____

(b) Explain the purpose of the following advanced features: (5 marks)

i. Mail Merge: _____

ii. Track Changes: _____

iii. Hyperlink: _____

(c) Define the following word processing terms: (4 marks)

i. Character Formatting:

_____

_____

ii. Page Layout:

_____

_____

(d) List three editing tools in a word processor used to correct errors. (3 marks)

i. _____

ii. _____

iii. _____

