KISI KISI PSTS ICT PROGUL

LEVEL 7

Multiple Choice (1-29)

No	Material / Chapter	Indicator / Question Description	Level	Type
1	Computer Hardware	Students identify an example of an input hardware device	C2	LOTS
2	Computer Software	Students identify Microsoft Windows as an example of system software.	C2	LOTS
3	Microsoft Word – Keyboard Shortcuts	Students identify the keyboard shortcut in Microsoft Word.	C2	LOTS
4	Microsoft Word – Text Formatting	Students identify the tool or group used to text in Microsoft Word.	C2	LOTS
5	Microsoft Word – Document Formatting	Students identify the standard alignment used for the recipient's address and date block in an official invitation letter.	C2	LOTS
6	Microsoft Word – References	Students identify the tab used to automatically generate a Table of Contents in Microsoft Word.	C2	LOTS
7	Microsoft Word – Mail Merge	Students identify the two main components required to perform a Mail Merge	C2	LOTS
8	Microsoft Word – Keyboard Shortcuts	Students identify the keyboard shortcut commonly used to save a document in Microsoft Word.	C2	LOTS
9	Application Software	Students identify the primary function of application software in performing specific user-oriented tasks	C2	LOTS
10	Computer Hardware – Storage	Students identify the hardware component used as permanent	C3	MOTS

		storage for the operating system and user files.		
11	Computer Software	Students classify operating systems into the correct software category.	C3	MOTS
12	Microsoft Word – Page Layout	Students identify the Layout command used to separate sections so that headers can be different between pages.	C3	MOTS
13	Microsoft Word – Text Alignment	Students identify the keyboard shortcut used to apply center alignment to selected text.	C3	MOTS
14	Microsoft Word – Table of Contents	Students identify the Microsoft Word feature used to automatically generate structured page numbers for headings in a long document.	C3	MOTS
15	Microsoft Word – Heading Styles	Students identify the formatting that must be applied to headings before creating an automatic Table of Contents.	C3	MOTS
16	Microsoft Word – Mail Merge	Students explain the main function of Mail Merge when creating formal invitation letters for multiple recipients.	C3	MOTS
17	Microsoft Word – Mail Merge	Students identify the file format commonly used as a data source containing recipient details for Mail Merge.	C3	MOTS
18	Microsoft Word – Page Setup	Students identify the standard margin setting used to create a balanced and printable formal invitation letter.	C3	MOTS
19	Microsoft Word – Mail Merge	Students identify the Mailings command	C3	MOTS

		used to filter or sort recipients before completing the Mail Merge process.		
20	Microsoft Word – Mail Merge	Students identify the final Mail Merge option used to create individual personalized pages in a new editable document.	C3	MOTS
21	Microsoft Word – Mail Merge	Students identify the symbol format used to represent a merge field placeholder in Microsoft Word.	C3	MOTS
22	Computer Hardware – Performance	Students analyze a computer performance problem caused by opening multiple heavy applications and determine which hardware component creates the bottleneck.	C4	HOTS
23	Computer Software – Installation	Students analyze the correct sequence of installing system, utility, and application software when setting up a new computer.	C4	HOTS
24	Microsoft Word – Mail Merge	Students analyze a Mail Merge problem involving numeric IDs with leading zeros	C4	HOTS
25	Microsoft Word – Mail Merge	Students analyze a Mail Merge printing scenario.	C4	HOTS
26	Microsoft Word – Table of Contents	Students analyze why a newly added chapter does not appear in an automatic Table of Contents	C4	HOTS
27	Microsoft Word – Text Formatting	Students analyze the effect of using **Clear All Formatting** on text containing different font colors, bold styles, and custom font sizes.	C4	HOTS

28	Microsoft Word – Mail Merge	Students analyze a Mail Merge data-source update	C4	HOTS
29	Microsoft Word – Mail Merge	Students analyze a Mail Merge task for personalized	C4	HOTS

Checklist (30-47)

30	Computer Hardware	Students identify which items are classified as hardware	C2	LOTS
31	Computer Software – Operating System	Students identify software programs that are categorized as Operating Systems / System Software	C2	LOTS
32	Microsoft Word – Keyboard Shortcuts	Students identify the keyboard shortcuts used to copy and paste selected text in Microsoft Word.	C2	LOTS
33	Microsoft Word – Text Formatting	Students identify the tools used to change the appearance of text	C2	LOTS
34	Microsoft Word – Table of Contents	Students identify the steps required to automatically generate a Table of Contents	C2	LOTS
35	Microsoft Word – Mail Merge	Students identify the essential components required to perform a Mail Merge	C2	LOTS
36	System Software & Hardware	Students identify the correct statements that distinguish system software from hardware	C3	MOTS
37	Microsoft Word – Keyboard Shortcuts	Students identify the correct keyboard shortcuts used for paragraph alignment	C3	MOTS
38	Microsoft Word – Page Structure & Margins	Students identify the tools used to control page structure and document margins	C3	MOTS
39	Microsoft Word – Formal Mass Invitation	Students identify the correct steps for	C3	MOTS

		preparing a formal mass invitation letter		
40	Microsoft Word – Table of Contents	Students identify the technical steps required to keep a Table of Contents accurate	C3	MOTS
41	Microsoft Word – Mail Merge	Students identify the important final steps in Mail Merge	C3	MOTS
42	Computer Boot Process & Data Processing	Students analyze what happens during the **boot process**	C4	HOTS
43	Computer Performance – Hardware & Software Solutions	Students analyze possible causes of a computer becoming slow when running multiple programs and select appropriate hardware or software solutions	C4	HOTS
44	Microsoft Word – Section Breaks & Headers	Students analyze which Word features are needed to create different page orientations and headers	C4	HOTS
45	Microsoft Word – Formatting & Styles	Students analyze Ribbon tools that help organize document layouts and maintain consistent formatting	C4	HOTS
46	Microsoft Word – Table of Contents Troubleshooting	Students analyze why some chapter titles are missing from an automatic Table of Contents and determine the appropriate troubleshooting steps	C4	HOTS
47	Microsoft Word – Advanced Mail Merge	Students analyze advanced Mail Merge techniques for formatting Excel data and creating customized content	C4	HOTS

Short (48-65)

48	Computer Hardware	Students identify the term for physical computer components	C3	MOTS
49	Input Devices	Students identify as input device	C3	MOTS
50	Storage Hardware	Students identify as permanent storage used to retain files for long-term use.	C3	MOTS
51	Application Software	Students identify an example of application software.	C3	MOTS
52	CPU & Computer Components	Students identify the the main processing chip	C3	MOTS
53	Microsoft Word – Keyboard Shortcuts	Students identify the keyboard shortcut to make selected text bold	C3	MOTS
54	Microsoft Word – Paragraph Alignment	Students the shortcut used to text evenly between the left and right margins.	C3	MOTS
55	Microsoft Word – Text Formatting	Students identify the tool used to change the color of text.	C3	MOTS
56	Microsoft Word – Keyboard Shortcuts	Students identify the shortcut used to paste copied content.	C3	MOTS
57	Microsoft Word – Page Layout	Students identify the the location for setting page margins and changing page orientation between Portrait and Landscape.	C3	MOTS
58	Microsoft Word – Formal Letter	Students identify the the top section of an official invitation letter containing information such as a company name and address.	C3	MOTS
59	Microsoft Word – Tab Stops	Students identify as a tool for aligning colons and organizing letter details such as Date, Time, and Location without using multiple spaces.	C3	MOTS

60	Microsoft Word – Heading Styles	Students identify the formatting required for headings before generating an automatic Table of Contents.	C3	MOTS
61	Microsoft Word – Table of Contents	Students identify the location of the automatic Table of Contents tool.	C3	MOTS
62	Microsoft Word – Mail Merge	Students identify an external list of names and addresses in Mail Merge process.	C3	MOTS
63	Microsoft Word – Mail Merge	Students identify placeholders used to insert recipient information into a document.	C3	MOTS
64	Microsoft Word – Mail Merge	Students identify \ the command used to complete the Mail Merge process after checking recipient information with Preview Results.	C3	MOTS
65	Microsoft Word – Mail Merge Data Source	Students identify a commonly used spreadsheet application for creating a Mail Merge recipient list.	C3	MOTS

Essay (66-70)

66	Hardware & Software	Students explain the fundamental differences between hardware and software and provide two concrete examples of each category.	C3	MOTS
67	Microsoft Word – Keyboard Shortcuts	Students explain how keyboard shortcuts for formatting and paragraph alignment can improve editing efficiency in Microsoft Word	C3	MOTS

68	Computer Performance – Hardware & Software	Students analyze severe performance lag when multiple applications are opened by considering the roles of CPU, RAM, and Storage, then recommend two appropriate diagnostic steps or hardware upgrades.	C4	HOTS
69	Microsoft Word – Formal Letter & Table of Contents	Students explain the step-by-step technical process for preparing a formal Invitation Letter with neatly aligned event details such as Date, Time, and Venue, and generating an automatic Table of Contents for a multi-page event proposal.	C4	HOTS
70	Microsoft Word – Mail Merge Troubleshooting	Students analyze and explain how to solve Mail Merge problems, including displaying actual student names instead of merge-field codes and ensuring all names from an Excel data source appear correctly in the merged documents.	C4	HOTS