

# FORM THREE

2018

COMPUTER STUDIES

Paper 2

(Practical)

2½ hours

TRAIL 6

## Instructions to candidates

- a) Write your name and admission number at the top right hand corner of each of the papers provided for printing.
- b) Write your name and admission number on the CD/Removable storage medium provided.
- c) Write the name and version of the software used for each question attempted.
- d) This paper consists of two questions each having 50 marks.
- e) Answer ALL the questions.
- f) Passwords should not be used while saving files.
- g) All files created must be transferred to the CD/Removable storage medium.
- h) Make printouts of your answers on the papers provided for printing.
- i) Arrange your printouts and tie/staple them together.
- j) Hand in all the printouts and the CD/Removable storage medium used.
- k) This paper consists of 4 printed pages.
- l) Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.
- m) Candidates should answer the questions in English.

## QUESTION ONE

- a) Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below. (12 marks)

BRAESIDE HIGH SCHOOL,  
P.O. BOX 5000,

BRAESIDE

8<sup>TH</sup> OCTOBER 2016

<NAME>, <ADMNO> ,

<ADDRESS>

<TOWN>

Dear <NAME>

REF: 2015 KCSE RESULTS

I am happy to inform you that the OCT -NOV Examinations are out. Kindly arrange to visit our school on <Date to visit> at 9.00 a.m. in order to know the details. Remember to carry your original KCPE certificate and examination registration card bearing the index number.

Your's truly,

Headteacher

Data source (List of Candidates)

Name	Adm. No	Address	Town	Date to visit
Mark Lewis	4074	P.O. BOX 2400	Kisumu	02/11/16
Wayne Joseph	4189	P.O. BOX 4172	Kakamega	08/11/16
Bertha Kate	4065	P.O. BOX 8412	Bomet	24/11/16

### Required:

- Save Main document as Main Doc (1 mark)
- Save Data source as Datasource (1 mark)
- Change the addresses and reference font size to 14pts (1½ marks)
- Underline the reference (½ mark)
- Merge the letter onto main document so as to produce copies for all the three candidates and save it as 'Results 2015'. (6 marks)
- Print the letters (3 marks)

b) Type the following text in a word processing software.

(8 marks)

## INTRODUCTION TO COMPUTERS & OPERATING SYSTEMS

A computer is a machine or an electronic device that can solve problems by accepting data, performing certain operations on that data (processing) and presenting the results of those operations (Information) Basic characteristics that distinguish a computer from other information processing devices:-

- (i) A computer is electronic - That is, all its processing operations are carried out with electrical signals
- (ii) A computer can store information for future reference. This is done on temporary basis with memory circuits and permanently with storage devices such as magnetic disks and tape.
- (iii) A computer is programmable - unlike other devices built to perform a single function, a computer can be instructed or programmed to perform a variety of tasks.

## HOW A COMPUTER OPERATES

Converting the data (raw facts) into information (Organized, usable form) is called data processing.

Data get into the system by means of an input device, e.g keyboard then the computer performs the necessary calculations or manipulations on the data and finally the organized information is displayed by an output device e.g a monitor.

## FUNCTIONS PERFORMED BY A COMPUTER

Although computers have many applications, they can perform only three basic tasks.

- (i) Arithmetic functions on numeric data (adding, subtracting, multiplying and dividing)
- (ii) Test relationships between data items (by comparing values)
- (iii) Store and retrieve data

These skills are really no more than people can do, but the computer can accomplish the task more;

- Faster
- Accurately
- Reliably


Required:

- a) Align the title to the center and underline it (1 mark)
- b) Add border to the title. (1 mark)
- c) Replace all the Roman numbers with bullets. (1 mark)
- d)
  - i) Insert the footer "Computer Districts Mock 2008". (2 marks)
  - ii) Insert the header "Your name and Admission No" (2 marks)
- e) Set the line spacing to exactly 1.5 (1 mark)
- f) Insert word Art "COMPUTER" and set it to appear behind the text. (3 marks)
- g) Search for words "Computer" and replace all with "PC". (1 mark)
- h) Move paragraph with the heading "how a computer operates" to the end of the document. (2 marks)
- i) Set the font style of the document to Arial black (1 mark)
- j) Save your work as "computer Literacy" (1 mark)
- k) Print your document. (1 mark)

Question 2. Using DTP software create the following document as it is . Save it as software in drive A. Print your publication (50 marks).

SOFTWARE

# COMPUTER SOFTWARE



**System software**  
system software performs a variety of fundamental operations that avails computer resources or to help the user accomplish specific tasks.

Functions :-

- Booting the computer and making sure that all elements of the hardware are working properly
- Perform operations such as retrieving, loading, executing and storing programs.

System Software can further be divided into :

**Application software**  
Designed to help the user accomplish specific tasks.

**Classification according to acquisition**

- ♣ In-house developed programs
- ♣ Standard software

Advantages of standard software over the in-house developed programs

- They can be easily installed and run
- They are ready available for almost any task
- Since they are thoroughly tested before they are released , chances of errors in them are rare.
- They can be easily modified
- They are less expensive to acquire

Software	Uses	Examples
Word processor	Typing documents like letters.	Ms Word, Lotus, WordPro, WordStar
Spreadsheets	Calculating budgets	Ms Excel, Lotus 123
DTP	Design Publications like Newspapers	Adobe Page Maker, Publisher
CAD	Technical Drawing	AutoCAD
Databases	Keeping records and files	Ms Access Dbase
Graphics Software	Creating & Manipulating pictures	Corel Draw, Adobe Photoshop

## Factors to consider when selecting software

The following factors should be considered when selecting software:

**Authenticity**  
This refers to genuineness , validity and or legitimacy of an item. Software should be accompanied by licenses and certificate of authenticity.

**Compatibility and system configuration**  
Refers to the ability of the computer program to run the software depending on the system setup.

**User friendliness**  
This is a measure of how easily the user can be able to operate the computer.  
User needs determines the type of operating system and application programs that should be considered for application.