Name……………………………………………………Adm. No………..………………..

Date ……………………………………….....................Student’s Signature………………

**451**

**COMPUTER STUDIES**

**PAPER**

**(THEORY)**

**TIME: 2 HRS**

FORM 2

Instructions to candidates

This paper consists of TWO sections, A and B

answer all questions in sections A and B

for examiners use only

|  |  |  |
| --- | --- | --- |
| section | Question | SCORE |
| A | 1 – 15 |  |
| B | 16 |  |
| 17 |  |
| 18 |  |
| 19 |  |
|  |  |
| Total marks | |  |

***This paper consists of 8 printed pages.***

***Candidates should check to ensure that all pages are printed as indicated and no question is missing.***

**SECTION A (40 MARKS)**

1. Define the term ‘Computer Laboratory’. **(2 marks)**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..........

1. List any two devices that were traditionally analog but have evolved to be digital systems. **(2 marks)**

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1. Give any three health related concerns associated with the use of ICT devices. **(3 marks)**

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1. State the function of the following keys:
2. Back Space Key- **(1 mark)**

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ii. Page up and Page Down Keys- **(1 mark)**

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1. Differentiate between the following types of mouse
2. Optical Mouse. **(1 mark)**

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1. Cordless Mouse. . **(1 mark)**

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1. a) Define booting. **(1 mark)**

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b) Name two types of booting. **(2 marks)**

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7.a.) What is a warranty? **(1 mark)**

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b) State four qualities of a good warranty. **(2 marks)**

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8. Name any three mouse operations. **(3 marks)**

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9. Name any three types of system software .

a) **( 1 mark)**

b **( 1 mark)**

c) **(1 mark)**

10. i)Differentiate between shutdown and hibernate commands. **(2 marks)**

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ii) Explain the importance of backing up data.  **(1 mark)**

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11**.** Define the following terms

i)Icon **(1 mark)**

ii)Desktop **(1 mark**)

iii)WIMP **(1 mark)**

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12. What do the following terms mean in relation to organization of information in an operating system?

i)File (1 mark)

ii)Folder **(1 mark)**

iii)Root directory  **(1 mark)**

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13. Name any three parts of a Microsoft office word application window.

i)  **(1mark)**

ii) **(1 mark)**

iii). **(1 mark)**

14. What will happen if a computer user happens to accidentally deletes or modifies files with extensions such as .dll, .sys, or .ini. **(2 marks)**

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15. Name three examples of Desktop Computers? **(3 marks)**

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**SECTIOB B.** Answer **question 16** and any other **three** questions

16 You have been asked to prepare the following Worksheet.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | A | B | C | D | E | F | G | H | I | J |
| 2 | Adm.No | Name | CAT1 | CAT2 | CAT3 | THEORY | PRACTICAL | TOTAL | MEANSCORE | GRADE |
| 3 | 01 | STEF | 78 | 88 | 90 | 98 | 98 |  |  |  |
| 4 | 02 | TAYO | 88 | 67 | 78 | 78 | 88 |  |  |  |
| 5 | 03 | ELVIS | 90 | 88 | 76 | 88 | 67 |  |  |  |
| 6 | 04 | NYANGE | 56 | 66 | 88 | 96 | 88 |  |  |  |
| 7 | 05 | DENIS | 78 | 77 | 90 | 88 | 69 |  |  |  |
| 8 | CLASS |  |  |  |  |  |  |  |  |  |
| 9 | STD |  |  |  |  |  |  |  |  |  |
| 10 | MIN |  |  |  |  |  |  |  |  |  |
| 11 | MAX |  |  |  |  |  |  |  |  |  |

a) Write a formula that can be used to calculate the mean score mark for **EACH** of the five students. **(5marks)**

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b) Define the terms below.

i) Workbook **(1 mark)**

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ii) Worksheet (**1 mark)**

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iii) Cell  **(1 mark)**

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1. List five type of charts that can be used in a spreadsheet program. **(5 marks)**

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1. What is the meaning of the term filtering in spreadsheet? **(2 marks)**

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17. a) Define the following terms.

**i)** Operating System. **(2 marks)**

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**ii)** Kernel.  **(2marks)**

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**b)** Name any five resources managed by the operating system. **(5 marks)**

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**c)** List any five functions performed by the Operating System. **(6 marks)**

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18. a) Briefly explain the use of computers in the following areas.

i) Retail stores **(2 marks)**

……………………………………………………………………………………………………………………………………………………………………………………………………………………

ii) Office automation **(2 marks)**

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iii) Financial management **(2 marks)**

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b) What is the full meaning of the abbreviation ICT. **(1 mark)**

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**c)** State four advantages of digital technology over analog technology. **(4 marks)**

**d)** Distinguish between general and special purpose computers. **(4 marks)**

19. a) Define the following terms:

i) Word processor **(2marks)**

ii) Word processing (**2 marks)**

b) A word processor software is a tool that can be used to prepare documents. Name four types of documents that can be prepared using a word processor. **(4 marks)**

c) Explain Three common features / characteristics of a word processor. **(3 marks)**

d) Explain the roles of the following features of a word processor.

i) Autocorrect (**2 marks)**

ii) Find and replace. **(2 marks)**