**COMPUTER STUDIES**

**FORM 4**

**CAT TERM ONE 2021**

**Instruction: Answer all questions in space provided. (30mks**)

1(a) List three paragraph formatting activities in word processing (3 mks)

2.(a) Convert 91B16 to octal (3mks)

(b) 9.62510 to binary

3.(a) State two applications areas of desktop publishing software. (2mks)

(b) Explain the following graphic terms

**- Rotate-**

**- Crop**

4.Name three types of optical disks (3 mks)

**5.** The diagram below shows four common network topologies A, B, C

and D

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i) Name the network topologies labeled A, B, C and (4 marks)

**A**

**B**

**C**

Using six bits, find the two's complement of -2310. (4 marks)

6.Define the following web related terms:

**i**) Web browser (2 mark)

ii) Hyperlink (2 mark)

**iii**) Hypertext document (2mark)

7. Give a reason for each of the following

(a) Changing a password regularly ( 1 mk)

(b) Typing and re- typing a new password when changing it ( 1 mk

8. Explain why input screens are better data entry designs than entering

data directly to a table. (2 marks)