

GATITU SECONDARY SCHOOL

Form 2 mid Term Examinations Term 2 2015

ADM: _____ Name: _____ Class: _____

INSTRUCTIONS: Answer all questions provided ~ 100 Marks

1. Explain the meaning of the following terms as used in computer studies: -

a. Liveware =1mk

b. Hertz =1mk

c. Firmware =1mk

2. Study the spreadsheet below and answer questions that follow; =7mks

G11		A	B	C	D	E	F	H		
	1	STUDENT NAME	MATHEMATICS	ENGLISH	KISWAHILI	SOCIAL	SCIENCE	TOTAL	AVERAGE	RANK
2		NYAMBURA	70	51	95	38	62	316	63.2	5
3		KAMAU	45	60	87	50	71	313	62.6	6
4		KIPKORIR	90	38	87	79	39	333	66.6	4
5		ONYANGO	75	68	87	85	60	375	75	1
6		MAKENA	64	65	65	63	93	350	70	2
7		OLE TUTU	38	51	43	61	82	275	55	9
8		NYACHAE	32	67	38	81	60	278	55.6	8
9		WAPULA	51	78	32	91	45	297	59.4	7
10		HUSSEIN	43	90	57	65	82	337	67.4	3
		MAX	90	90	95	91	93			
12		MIN	32	38	32	38	39		#####	

Write a formula that was used to return values in the following cells;

a. C11 _____

b. G2 _____

c. H5 _____

d. F12 _____

e. I6 _____

f. What do symbols in cell H12 suggest? _____

g. Name the part of screen bearing the active cell reference _____

3. What is the main difference between a formula and a function? =1mk

4. Why is it important to save a document? =1mk

5. State **three** factors to consider while choosing a word processor =3mk

6. Define the following words as used with word processors =4mks

a. Table

b. Mail merge

c. Cell

d. Column

7. Outline **six** advantages of spreadsheets =6mks

8. State **four** application areas of spreadsheets =4mks

9. State **two** advantages of flat panel monitors over CRT monitors =2mks

10. State **two** way by which proper ventilation can be ensured in the computer lab =2mks

11. In a spreadsheet, the formula =B\$12*B2 is entered in cell E4. If the same formula is copied in cell F12, how will it appear in the formulae bar? =3mks

12. Differentiate between power cables and interface cables =1mk

13. Explain any **two** uses of word processors in an office =4mks

14. State **two** factors that distinguish between a label and a value as cell data entries =2mks

15. Convert **H22** cell reference into absolute cell referencing =1mk

16. Discuss **two** types of indents as used with word processors =4mks

17. List **two** files required for mail merging =2mk

18. State **four** uses of computers in transport sector =4mks

19. A. As a computer lab technician, state **two** routine that you can carry out daily to save computers from being damaged by dust =2mks

B. State **two** ways how you can advise the school board to control the issue of overcrowding in the computer lab =2mks

20. A. List any **three** examples of power backups in the computer lab =3mks

B. State **two** uses of a UPS =2mks

21. Give **two** reasons why we should shutdown computers with the right procedure =2mks

22. List other **two** devices that work and function like a mouse =2mks

23. You have been requested by your school principal to advice on an appropriate removable storage device that the school can use to backup documents with the following characteristics

- a. High storage capacity
- b. Not easily damaged
- c. Not vulnerable to viruses

Which storage media device will you recommend and give a good reason why? =2mks

24. Fill the table below; =6mks

Software	Uses
1. Word processors	
2. Spreadsheets	
3. Desktop publishing	
4. Computer Aided Design	
5. Databases	
6. Graphic software	

25. What is a template? List **one** advantage of a template; =2mks

26. State **three** possible ways of creating a table with word processors =3mks

27. State **three** challenges that may cause a printer not to print =3mks

28. With the aid of a diagram, describe a row and a column =2mks

29. Give **two** methods you can use to start MS Excel =2mks

30. State **five** advantages of word processors =5mks

31. A. What is alignment?

=1mks

B. State **five** alignment features as used in Microsoft Word

=5mks

32. A. What is a drop cap?

=1mk

B. State **one** examples of a drop cap

=1mks

XXXXXXXXXXXXXXXXXX

END

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A FAILURE ESTABLISHES ONLY THIS, THAT OUR DETERMINATION TO SUCCEED WAS NOT STRONG ENOUGH.
HOOSHANG N. AKHTAR