**GATITU SECONDARY SCHOOL**

**COMPUTER STUDIES ~ 2015 ~ END TERM EXAMS ~ TERM 2 ~ F2**

ADM:…………………. NAME: ………………………………………….……………..……………………………………………………….CLASS:……..…

1. State **four** features of a word processor =4mk

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1. Name any **three** examples of application software =3mk

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1. What is a drop cap? What is the use of a drop cap? =2mk

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1. Name any **three** devices used today that can be classified under the family of computers? =3mk

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1. Identify **six** formatting features in the paragraph below =6mk

**Chelsea secured their first Premier League title in five years after a nervy 1-0 win over Crystal Palace at Stamford Bridge.**

The Blues needed one more *victory* to ensure they could wrestle the league crown away from the Manchester stronghold, and Eden Hazard's header - on the rebound after a spurned first-half penalty - was enough to settle a cagey affair.

Palace were no pushovers and had several half-chances to get themselves back into the match but it was Chelsea's day,

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1. State any **four** advantages of computers over manual processing systems like a paper and pen =4mk

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1. Mokeira and Njeri were asked by the school principal to change a phrase that appeared so many times in a large Ms Word document with another. Which editing tool will you advise them to use in order to do the work faster? =1mk

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1. Every time Atieno typed the word **‘principal’** she mistakenly typed the word **‘principle’** which is the most appropriate editing tool can you advise her to use to correct this mistake automatically in word processing software? =1mk

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1. What is purpose of the following combination of keys with word processors =3mk
2. CTRL + Z

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1. CTRL + X THEN CTRL + V

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1. CTRL + C THEN CTRL + V

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1. What is troubleshooting? =1mk

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1. State any **two** examples of operating system =2mk

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**Success is how high you bounce when you hit bottom.**

**George S. Patton**