GATITU SECONDARY SCHOOL

Form Two~ End of Term One ~ 2015 ~ *Computer Studies Examinations*

ADM: _____ Name: _____ Class: _____

1. Outline any **three** main features that make word processors popular Programs. (3mks)

_____

_____

_____

_____

2. a) Give **two** advantages of word processorsover type writers. (2mks)

_____

_____

_____

3. Mention any **two** parts of a Microsoft Office Word 2007 screen layout and the function of each part mentioned (4mk)

_____

_____

_____

_____

4. List **three** possible ways of creating a new word document. (3mks)

_____

_____

_____

5. Give any **four** text alignment features (4 mks)

_____   _____

_____   _____

_____   _____

_____   _____

6. **a)** What is line spacing? (1mk)

_____

_____

_____

7. A. Explain how a paragraph can be moved from one page to another using a word processor. (4mks)

_____

_____

_____

_____

_____

_____

_____

B. Differentiate between 'superscript' and 'Subscript as used in word processors (2mks)

_____

_____

_____

_____

8. Clearly explain the meaning of the following terms as used in word processing: (8mks)

i. Editing a document –

_____

_____

ii. Blocking text-

_____

_____

iii. Printing –

_____

_____

iv. Saving-

_____

_____

v.   Italicizing text-

_____

_____

vi.   Font color-

_____

_____

vii.   Proof reading-

_____

_____

viii.   Text wrap

9. Describe **three** functions performed by the CPU   (3mks)

_____

_____

_____

10. Kemunto mistakenly deleted her work she had been typing for four hours without saving. Which feature in word processor can you advise her to use in reversing her deleted work?   (1mk)

_____

11. Name any two types of input devices   (2mks)

_____

_____

12. Which type of software can be used to perform the following tasks with a computer?   (5mk)

a. Run the operations of a computer? _____

b. Handle publications? _____

c. Keeping records of an organization? _____

d. Help in communication between computer devices? _____

e. Assist other computer programs to function properly and efficiently? _____

13. Which feature in word, can be used to perform the following functions: (3mks)

a. Provide synonyms and antonyms? _____

b. Automatically corrects a misspelled word? _____

c. Fills a complete word after a few characters have been typed? _____

14. True or False?   (5mks)

    a. Daisy wheel printer is an impact printer? _____

    b. A flash disk is a solid state type of memory? _____

    c. A calculator can be classified as a computer? _____

    d. A digital signal is continuous in nature? _____

    e. Shutting down the computer without using the right procedure may cause fragmentation?

_____

happy easter holidays

From Manyam Franchise Team