

ALLIANCE HIGH SCHOOL
END OF TERM ONE 2016 EXAMINATION FORM 2
COMPUTER STUDIES. TIME 2 HRS

NAME: _____ **ADM NO:** _____

FORM/STREAM: _____ **DATE:** _____

INSTRUCTONS:

ANSWER ALL QUESTIONS

1. Define the term word processing (2marks).

2. List three common features of word processors. (3marks).

3. Differentiate between insert mode and type over mode (2marks).

4. Define formatting as used in word processors (1mark).

5. Define word-wrap as used in word processors (2mark)

6. Define the following terms (4 marks).
 - a) Spreadsheets.

b) Electronic Spreadsheets.

7. Discuss three **Components** of a spreadsheet

(6marks).

8. Define the following terms as used in spreadsheet

(4marks).

a) Row.

b) Cell.

c) Column.

d) Chart.

9.a) Name any two application areas of spreadsheets

(2marks).

b) Define the term a software

(1mark).

c) Differentiate between system software and application software.

(2marks)

10.State and explain **FIVE** advantages of electronic word processing over manual typewriters (10marks).

11.a) Define the term plotter

(1marks).

b) List two types of plotters

(2marks).

12.Explain the following terms as used in word processing

(4marks).

a)Alignment.

b)Indenting.

c)Header.

d) Footer.

12.a) Ventilation is an important practice in the computer lab because it enhances proper circulation of air. Outline **THREE** ways in which air is regulated in the computer room. (3marks)

b). While purchasing a computer for his school the principal of Alliance High School decided to consult an expert. As a computer student advice him on **FOUR** hardware considerations (4marks).

13.a) Distinguish between the following terms as used in Spreadsheet (2 marks).

i) A worksheet and a workbook.

b) Apart from Microsoft Excel, give any two other application programs classified as Spreadsheets. (2 marks).

14. List **FOUR** examples of flat panel displays (4marks).

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15. State **FOUR** advantages of Optical disks over floppy diskettes

(4 marks).

16. a) Write the following in full

(2 marks).

i) ENIAC

ii) EDVAC

b) What is a computer system

(2 marks).

c) Name two input devices

(2 marks).

d) Differentiate between the following scanning devices

(2 marks)

i) Optical Scanner.

ii) Magnetic Scanner.

17. a) Differentiate between a computer and a computer system

(2 marks).

b) Differentiate between data verification and data validation

(2 marks).

c) What is a CPU (2 marks).

d) Name THREE functional elements of the CPU and give their function. (6 marks).

18. Explain briefly the following concepts as used in windows environment

a) Window (2 marks).

b) Desktop (2 marks)

c) Icon (2marks)

d) Start menu (2marks)

e) Taskbar (2 marks)

19. Explain FIVE rules to follow in and around a computer laboratory. (5marks)