

NAME: CLASS:

DATE: ADM: SIGN:

GIANCHERE FRIENDS SECONDARY SCHOOL

COMPUTER STUDIES

FORM 2

TERM 2

PAPER 1 [THEORY]

SEPTEMBER 2022

Answer all Questions Provided.

1. Write the following statement “mock examinations” in (4mks)
 - a. Title case.....
 - b. Toggle case.....
 - c. Sentence case
 - d. Upper case

2. Define the following terms as pertaining computer software (3mks)
 - a. User friendliness

 - b. Portability

 - c. Compatibility

3. Explain the importance of the following: (2mks)
 - a. Disk defragmentation

- b. Disk compression
-
- 4. Name and explain the **two** types of primary memory. (3mks)

 - 5. Outline **two** advantages of hard disk over floppy disk. (2mks)

 - 6. State **one** function of each of the following terms (3mks)
 - a. Buffer

 - b. An accumulator

 - c. Cache memory

 - 7. What is the meaning of the following as used in word-processing: (2mks)
 - a. Word wrap

 - b. Drop caps

 - 8. State **two** ways of minimizing dust in the computer laboratory. (2mks)

9. Why should one switch on the ups before switching on the system unit and the monitor. (1mk)

10. State the functions of the following keys in a computer key board

a. Insert (1mk)

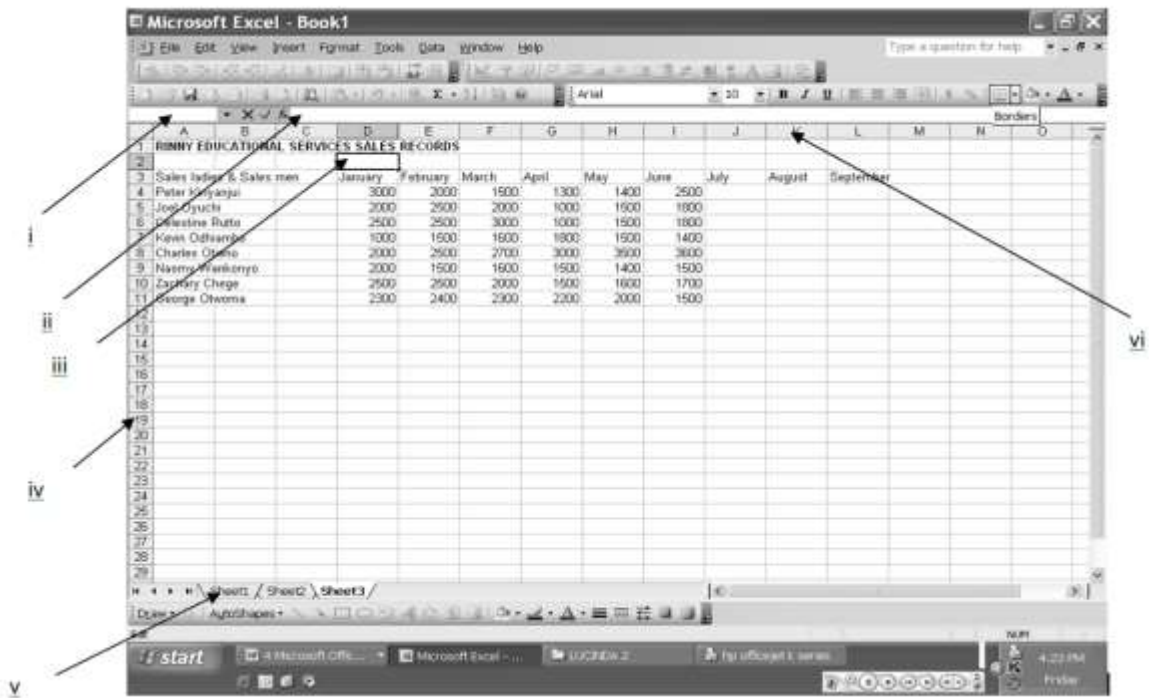
b. Num lock key (1mk)

11. List **FOUR** factors to consider when purchasing an operating system (4mks)

12. What is the importance of a file extension? (1mk)

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13. Distinguish between a folder and a subfolder. (1mk)



14. The above is a diagram of a spreadsheet program. Use it to answer the following questions

a. Appropriately label the parts labeled i, ii, iii, iv, v (5mks)

- i)
- ii)
- iii)
- iv)
- v)

b. Name the function of the part labeled i, ii, iii (3mks)

- i).....
-
- ii).....
-
- iii).....
-


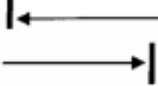


15. Name **THREE** examples of spreadsheet application programs (3mks)

- i).....
- ii).....
- iii).....

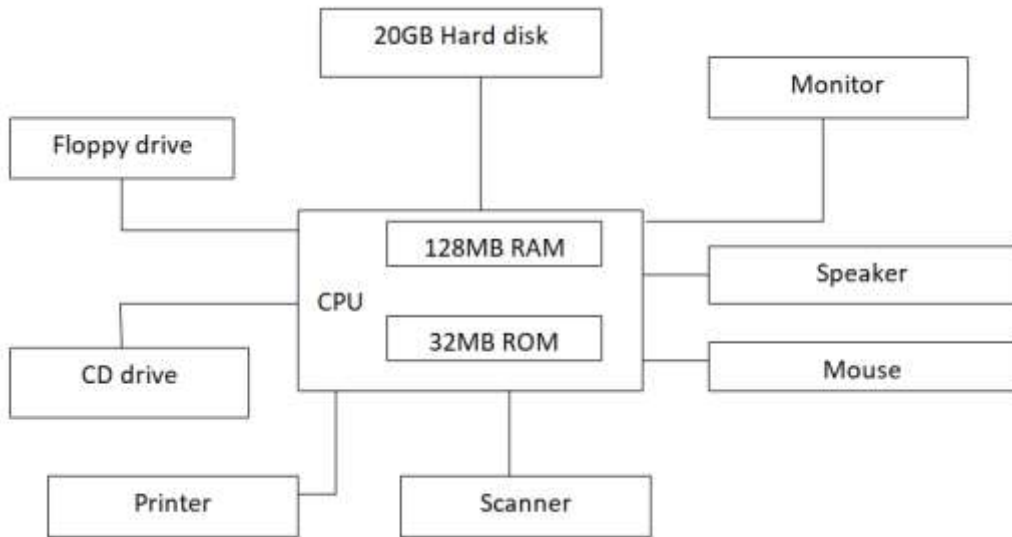
16. State and explain any **FOUR** application areas of spreadsheets (5mks)

- i).....
.....
- ii).....
.....
.....
- iii).....
.....
.....
- iv).....
.....
.....

17. Name and explain the function of the following key symbols. (5mks)

A.		
B.	 	
C.		
D.	ESC	

18. Study the following diagram and answer the questions that follow:



a. Name **two** devices that are used for long term storage (2mks)

.....

b. Name **three** peripheral devices shown in the diagram that are used for output (3mks)

.....

c. Name the input device that is not shown in the diagram above that the school secretary would require..... (1mk)

d. Name the **TWO** categories that monitors classified (2mks)

.....

e. Highlight **FOUR** advantages of non-impact printers over impact printers (4mks)

a).....

b).....

c).....

d).....
.....
.....

19. a) Msambweni auto mechanics intends to purchase an output device to produce their engineering drawings. Which device would you advice them to purchase. (1mks)

.....

b) State **two** advantages of the named device above over monitors. (2mk)

.....

.....

20. Who discovered the analytical engine?

21. The formatting feature 'B' in word processing represents

22. What is the name of a feature in word processing meaning pushing text away from the page margins?

23. Which generation of computers used the transistors to process data?

.....

24. is a secondary storage device that offers permanent storage of information to the computer.

25. is a software package that triggers power on self test (POST) when a computer is booting.

26. How do we call a formula that is inbuilt in spreadsheets?

27. The surface of a disk platter is made up of and which is essential for a computer to identify the region where information is saved.

28. Underline **two** options from the list of devices provided which are not input devices:

keyboard, VDU, mouse, trackball, stylus, plotter, card reader, joy stick, smart board, digitizer

29. is used to supply power to all components in the system unit.

While is used regulate, control and stabilize power entering into the computer.

30. and are examples of power backups.

31. printers are used in banks because they have the ability to produce multiple copies at the same time.

32.,, and are some of the three examples of referencing used in spreadsheets.