NAME……………………………………………. CLASS………………………………………. ADM NO………………………… FORM 2 TERM 1 2016 COMPUTER STUDIES END OF TERM EXAMINATIONS TIME : 2HRS **Answer all the questions** 1. State two circumstances under which warm booting of a computer may be necessary (2mks) 2. An engineering company requires a computer system to design roads and bridges . Explain one suitable choice for: a. Output (2mks) b. Software (2mks) 3. Differentiate between the following: a. Graphical User Interface (GUI) and a commandline Interface (2mks) b. Softcopy output and a hardcopy output (2mks) c. Data and information (2mks) 4. State three risks posed by improper cabling in a computer laboratory (3mks) 5. State four advantages of word processors over manual typewriters (4mks) 6. List three formatting features of word processors (3mks) 7. List two features of word processor (2mks) 8. Name two methods of paper orientation (1 mk) 9. Distinguish between copying and moving text (2mks) 10. Name two keys used to delete text in a document (1mk) 11. Explain the following terms as used in a word processor (3mks) a. Indenting b. Alignment c. Word wrap 12. Differentiate between bolding and highlighting a text (2mks) 13. Outline the steps to be followed in order to merge cells in a word processing table (2mks) 14. Name two files commonly used in mail merge (1mk) 15. Explain some of the printing problems you may encounter during printing (3mks) 16. Define the term Spreadsheet (1mk) 17. Give four examples of spreadsheet packages available in the market today (4mks) 18. State five advantages of electronic spreadsheets over manual worksheets (5mks) 19. Explain three application areas of a spreadsheet (6mks) 20. State three components of a spreadsheet (3mks) 21. Briefly explain the following terms (5mks) a. cell B. Formula c. Label d. Value e. Function 22. Outline the difference between relative cell referencing and absolute cell referencing giving an example in each case (4mks)