INSTRUCTIONS:

- **Answer question ONE and ANY other TWO Questions**

QUESTION   ONE   30 MARKS

  i.   Define what a computer is and describe at least three types of a computer   (8 marks)
 ii.   Describe the difference between a volatile and non-volatile memory   (2 marks)
iii.   Describe the architecture of a computer using the von Neumann concept   (10 marks)
 iv.   Differentiate between software and hardware and give examples   (10 marks)

QUESTION TWO   20 MARKS

  i.   Define word processing   (2 marks)
 ii.   Give and describe at least five features of a word processor   (10 marks)
iii.   Give three examples of word processors   (3 marks)
 iv.   Describe the benefits of computers to the society   (5 marks)

QUESTION THREE   **20 MARKS**

   i.   Give five types of output units and their advantages and disadvantages   (15 marks)

   ii.   How does a central processing unit work   (5 marks)

QUESTION FOUR   **20 MARKS**

   i.   Define what computer networking is   (2 marks)

   ii.   Describe three types of networks   (6 marks)

   iii.   Give four properties of a network   (8 marks)

   iv.   Describe how a star topology works   (2 marks)

   v.   Define and describe how network surveillance works   (2 marks)

QUESTION FIVE   **20 MARKS**

   i.   In a cell reference, for example A1, what does the letter refer to?   (2 marks)

   ii.   Describe what a spreadsheet is   (2 marks)

   iii.   Angus runs his own taxi cab. Here is part of the spreadsheet which he uses to keep a record of his expenses and income

	A	B	C	D	E	F
1	COSTS (in £s)		JANUARY	FEBRUARY	MARCH	APRIL
2	Diesel		100.00	120.00	125.00	115.00
3	Repairs		50.00	30.00	40.00	35.00
4	Insurance		10.00	15.00	20.00	15.00
5	Other Costs		15.00	17.00	17.50	17.00
6	TOTAL COSTS		175.00	182.00	202.50	182.00
7						
8	PASSENGER FARES		420.00	500.20	525.45	480.80
9						
10	PROFIT		245.00	318.20	322.95	298.80

   a)   Cells C6 and C10 each contain a formula. Suggest a suitable formula for cell C6.

                                                             (4 marks)

   b)   Suggest a suitable formula for cell C10.   (4 marks)

   c)   If cell E3 changes, name another cell which will also change.   (4 marks)

   d)   The formula in C6 has been replicated across to the other cells in row 6. What does replicate mean?   (4 marks)