**NAME……………………………………………………………..….ADM NO…………..……………..**

**ELERAI MCK GIRLS SEC. SCHOOL**

**TERM I 2016**

**END TERM EXAMINATION**

**COMPUTER STUDIES FII**

1. Give two uses of an auto fill handle (2mks)
2. Name three types of contents a cell can hold (3mks)
3. State the function of each of the following parts of Ms Excel window (2mks)
4. Formula bar
5. Name box
6. Give any three application areas of spreadsheets (3mks)
7. Describe the three components of an electronic spreadsheet (3mks)
8. Give two examples of spreadsheet application programs you know (2mks)
9. State three advantages of electronic spreadsheet over manual spreadsheet (3mks)
10. Define the following terms as used in spreadsheets (3mks)
11. Cell
12. Worksheet
13. Workbook
14. Name two editing featured available in Excel (2mks)
15. Name two formatting featured available in Excel (2mks)
16. Explain how you would increase the column width of a cell (2mks)
17. How would someone protect documents in a computer from unauthorized access (1mk)
18. Define mail merging (1mk)
19. Which key allows you to display any letter that you type in upper case (1mk)
20. Define the following terms as used in tables (2mks)
21. Merge cells
22. Split cells
23. Draw a table that contains 4 rows and 5 columns (2mks)
24. Differentiate between an header and a footer (2mks)
25. Differentiate between bullets and numbering (2mks)
26. What is a drop cap (1mk)
27. Name any two paragraph formatting features available in Ms Word (2mks)
28. Define document formatting (1mk)
29. Giving an example in each case differentiate between superscript and subscript (2mks)
30. Give any two sources of images or objects in a word processor (2mks)
31. How can you enter text in an auto shape (1mk)
32. Differentiate between hardcopy and softcopy (2mks)
33. Highlight any two problems you are likely to encounter when printing a document (2mks)
34. Define the term sorting (1mk)
35. What is line spacing (1mk)
36. Give any two text alignment features (2mks)
37. What is a thesaurus (1mk)
38. State two purposes of word-processing (2mks)
39. Define the term word wrap (1mk)
40. Explain why a new disk must be formatted before using it (1mk)
41. Define the following terms (3mks)
42. File
43. Folder
44. Icon
45. Give any two examples of special purpose memories found in the CPU (2mks)
46. Give two advantages of a USB interface cable (2mks)
47. Give two advantages of sound output devices (2mks)