**NAME.....................................................................................ADM NO...................... CLASS...................**

**ELERAI MCK GIRLS’ SECONDARY SCHOOL**

**FORM III**

**COMPUTER STUDIES**

**CAT I**

**TERM II 2013**

1. Describe each if the following types of computer processing files (4mks)
2. Master file

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Transaction file

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Reference file

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Report file

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Describe each if the following methods of organizing files (4mks)
2. Sequential method

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Random

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Serial

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Indexed-sequential

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Define the following terms (4mks)
2. Character

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Field

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Record

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Database

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. A system analyst in charge of Tusongembele Secondary School library project in considering their library system. Give three circumstances in which he would prefer observation rather than questionnaires (3mks)

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Using long division method, convert the following base 10 numbers to binary
2. 4310 (2mks)
3. 51210 (2mks)
4. Convert 100.112 into its decimal equivalent (3mks)
5. Convert 5128 to its base 10 equivalent (2mks)
6. Determine the value of X in the equation

1001102 – X2 = 0010102 (2mks)

1. Convert 78910 to octal (2mks)
2. Convert 11011000111101112 to Hex (2mks)
3. Differentiate between editing and formatting as used in word processing (2mk)

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Give any two advantages of using an electronic word processor program over ordinary type writer

(2mks)

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. State the purpose of highlighting a text (2mk)

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. What is the effect of the following excel function =COUNTIF(A5:D5), “orange” (2mks)

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

1. Using twos complement work out 1310 – 510 in binary form (2mks)

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….