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

**ELERAI MCK GIRLS’ SECONDARY SCHOOL**

**FORM II**

**COMPUTER STUDIES**

**CAT I**

**TERM II 2013**

1. Define the term Word processing (2mks)

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2. b) What is the function of the following parts / features of an Word (2mks)

|  |
| --- |
| Title Bar |
| Menu Bar |

3. a) Why is it important to proof read your document? (1mk)

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4. Why would it be necessary to include tables in your document? (1mk)

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5. What is the difference between splitting cells and merging cells (2mks)

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6. What do you understand by the term mail merge (2mks)

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7. Why is it important to set up your document? (1mk)

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8. What is the difference between Portrait and landscape page orientations? (2mks)

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9. Why is it important to print preview your document (1mk)

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10. Define the term Password (1mk)

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11. Why is it important to use passwords in our documents? (1mk)

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12. Suggest any two considerations to be made when using passwords (2mks)

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13. Define graphic [1mk]

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1. Explain the meaning of text wrapping [1mk]

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1. What is the use of the following features of word processing?

a) Thesaurus [1mk]

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* + 1. Header and Footer [1mk]

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* + 1. Proof read [1mk]

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1. What is a section break as used in word processing? [1mk]

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b) State two section breaks that can be used in a word processor [2mk]

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1. Distinguish between a row and a column as used in tables [2mks]

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1. Name **two** methods of paper orientation [2mks]

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1. Name any **two** tools provided by Ms Word used to proof read a document [2mks]

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1. Differentiate between Save and Save As commands as used in Ms Word terms: [2mks]

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1. Differentiate between editing formatting as used in word processing (2mk)

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

(2mks)

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

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