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

**ELERAI MCK GIRLS SECONDARY SCHOOL**

**COMPUTER STUDIES**

**FORM TWO**

**END TERM II 2017 EXAMINATION**

**INSTRUCTION:** *Answer* ***ALL*** *the questions in the spaces provided*

1. List down TWO safety precautions one should observe when entering a Computer laboratory. (2MKS)
2. Why must foods and beverages be kept out of the computer room? (1MK)
3. List any two devices that use micro – electronics in their operations. **(2 Marks)**
4. a) List two types of paper orientation. **(2 Marks)**

b) Name two keys used to delete text in a document **(2 Marks)**

1. State two applications of mark sensing **(2 Mark)**
2. Explain the importance of computers in the following areas: (2MKS)

i). Industries.

ii). Education

1. Explain the similarities and differences between human beings and computer systems.(2MKS)
2. Define Application Software? (1MK)
3. Distinguish between moving and copying text in word processing (2mks)
4. a) List any two paragraph formatting activities in word processing (2mks)

b) Differentiate between bolding and highlighting text (2mks)

1. Benjos was instructed by his teacher while typing a Microsoft word document to replace all the occurrences of the word MS with Microsoft. Highlight the steps to do this (2mks)
2. Study the sample Microsoft Word document below and answer the question that follow.

**TWO MEANING OF THE TERM WORM IN COMPUTING**

In computing the term Worm has two meanings. The reader has to be careful in distinguishing between the two by not only basing on experience but also looking at the context in which they are used.

1. As software, a computer worm is a type of ***virus*** that replicates itself, but does not alter any files on your machine. However, worms can still cause havoc by multiplying so many times that they take up your entire computer's available memory or hard disk space.
2. In storage: It is an optical storage technology that allows a ***disc*** to be written only once but read an unlimited number of times.

By citing examples, identify any three formatting features used in the above passage. (3mks)

7. The following function was entered into the cell D2 in the table below to award the students.

=IF(C2>=75, “DISTINCTION”, IF(C2>=65, “V.GOOD”, IF(C2>=55, “GOOD”, IF(C2>=45, “AVERAGE”, “TIA BIDII”))))

Fill in the table with appropriate award for each student when the formula was copied down the column (2mks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | **ADMNO** | **NAME** | **AVERAGE MARK** | **AWARD** |
| 2 | 004 | ROSE | 48 |  |
| 3 | 008 | MERCY | 57 |  |
| 4 | 003 | KIBET | 68 |  |
| 5 | 012 | NDUTA | 46 |  |

8. a) Write the following formula as an absolute (2mks)

=F10 + G20

b) The formula =A1 + C2 is initially typed in cell D1. What will it be when copied to cell E1 (2mks)

8. Why are charts important in a spreadsheet? (1mk)

9. State any two application areas of spreadsheets (2mks)

10. State three components of spreadsheet (3mks)

11. state the use of the following functions in spreadsheets.

* + - 1. COUNT (1mk)
      2. MAX (1mk)
      3. AVERAGE (1mk)
      4. NOW (1mk)

12. The following is an extract of a spreadsheet created by form two computer students. Study it and use it to answer questions that follow

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H | I | J |
| 1 | ADMNO | NAME | MATH | GEO | COMP | ENG | TOTAL | AVERAGE | RANK | GRADE |
| 2 | 2240 | ANN | 70 | 60 | 80 | 77 |  |  |  |  |
| 3 | 2242 | PURITY | 50 | 80 | 70 | 68 |  |  |  |  |
| 4 | 2245 | SALLY | 60 | 50 | 65 | 63 |  |  |  |  |
| 5 | 2265 | SYLVIA | 80 | 68 | 57 | 74 |  |  |  |  |

**QUESTIONS**

1. Name any one column that contains values (1mk)
2. Name any one column that contains labels (1mk)
3. Write a formula or a function that can be used to get values of the following cells
4. G2 (2mks)
5. H2 (2mks)
6. I2 (2mks)
7. The following format was used to grade the students

|  |  |
| --- | --- |
| **AVERAGE** | **GRADE** |
| >=80 | A |
| >=75 | A- |
| >=65 | B+ |
| >=55 | B |
| OTHER WISE | “Tia Bidii” |

Write a function you can use to grade the students based on the format above for the cell J2 (2mks)

13. Give two advantages of computerized database (2mks)

14**.**  (a) differentiate between a field and a record (1mk)

b) Below is an extract from a hospital database table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Patient No.** | **Name** | **Date Registered** | **Amount Paid** | **Remarks** |
| LDK/001 | Martin | 04/05/08 | 2500.00 | To go for X-ray |
| LDK/004 | Jessica | 07/06/08 | 1200.00 | Medicine to be ordered |
| LDK/008 | John | 09/08/08 | 3500.00 | To be admitted for further check up |
| LDK/002 | Gerald | 02/04/05 | 800.00 | To come back for review |

(i) State with reasons the most suitable data types of the following fields. (2 marks)

(a) Patient No.

(b) Amount Paid

(ii) What would be the most appropriate primary key in the above table? (1 mark)

(iii) What is the purpose of the primary Key field in the database? (1marks)

iv) The Name column was sorted in ascending, explain the observation (1mk)

15. State the function of each of the following Ms Access field properties (2mks)

1. Field size
2. Validation text

16. Name any one example of database application software you know (1mks)

17. Give any two examples of publications you can produce using DTP (2mks)

18. Highlight any two advantages of using desktop publisher over Microsoft word (2mks)

19. Define the following terms as used in DTP (2mks)

1. Cropping
2. Text wrap