**NAME…………………………………………………CLASS ………………….ADM NO:……………**

**ELERAI MCK GIRLS’ SECONDARY SCHOOL**

**COMPUTER STUDIES**

**TERM I 2015**

**FORM THREE OPENER EXAM**

1. Distinguish between the following sets of terms as used in spreadsheets:

(i) Worksheet and workbook (2mks)

(ii) Filtering and sorting. (2mks)

1. a) State **one** way in which a user may reverse the last action taken in a spreadsheet package.

(1mk)

(b) The following is a sample of payroll. The worksheet row and column headings are marked 1, 2, 3 …. and A, B, C …. respectively.

A B C D E F G H

**1 NAME HOURS PAY/ BASIC ALLOW- GROSS TAX NET**

**WORKED HOUR PAY ANCES PAY DEDUCTION**

2 KORIR 12 1500

3 ATIENO 28 650

4 MUTISO 26 450

5 ASHA 30 900

6 MAINA 18 350

7 WANJIKU 22.5 500

8 WANYAMA 24.5 250

9 OLESANE 17 180

10 MOSETI 33 700

**TOTALS**

Use the following expressions to answer the questions that follow:-

1. Basic pay = Hours worked x pay per hour.
2. Allowances are allocated at 10% of basic pay.
3. Gross pay = Basic pay + allowances.
4. Tax deductions are calculated at 20% of gross pay.
5. Net pay = Gross pay – tax deductions.

Write formulae using cell references for the following cells:

(i) D2 (1mk)

(ii) E4 (1mk)

(iii) F10 (1mk)

(iv) G7 (1mk)

(v) H5 (1mk)

1. (a) State any **two** factors one would consider when selecting any data output device. (1mk)

(b) Input devices can be categorized according to how they are used to enter data namely; Keying devices, Pointing devices, Scanning devices, Speech recognition devices and Digital devices. Give **one** example of each of the following devices:-

(i) Scanning devices (1mk)

(ii) Pointing devices (1mk)

(iii) Keying devices. (1mk)

1. List any **two** formatting features of word processor (2mks)
2. The database table DENTAL PATIENTS has the following fields

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| PatientNo |  |
| FirstName |  |
| DOB |  |
| Address |  |

1. Fill in the grid with suitable data types for the fields listed (2mks)
2. List any two additional fields that you could add to the database table above (2mks)
3. What field in this database table would you use as the primary key? explain (2mk)
4. State any two advantages of computerized database (2mks)
5. State the function of each of the following Ms Access field properties (2mks)
6. Field size
7. Validation text
8. Name any one example of database application software you know (1mks)
9. Give any two examples of publications you can produce using DTP (2mks)
10. Highlight any two advantages of using desktop publisher over Microsoft word (2mks)
11. Define the following terms as used in DTP (2mks)
12. Cropping
13. Text wrap
14. List any two tools used to design a publication that are provided by Microsoft Publisher (2mks)
15. Differentiate between margin guides and column guides (2mks)
16. List any one advantage of using robots in industries (1mks)
17. Define the term computer networking (1mk)
18. State any two importance of internet (2mks)
19. List any two requirements for connecting the internet (2mks)
20. What is search engine (1mk)
21. State two advantages of e-mail over traditional mail (2mks)
22. Give any two precautionary measures considered to ensure the safety of computers in a computer laboratory    2mks
23. State the functions of the following parts of a new e-mail window (2mks)
24. To:
25. Subject: