**Name…………………………………................................Adm. no.………………..……Class........................................**

**FORM 2 TERM 3 END TERM EXAM 2015**

**TIME: 2 HOURS**

**INSTRUCTIONS**

***1. ANSWER ALL QUESTIONS IN THE SPACES PROVIDED***

***2. DO NOT LEAVE ANY BLANK SPACES***

1. **Computers have evolved through a number of generations. List any 4 characteristics of the first generation of computers. (4 Marks)**

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1. **Name two main causes of fire in the computer laboratory and give the precautions that should be taken against them (2 Marks)**

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1. **Differentiate between a computer and a computer system (2 Marks)**

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1. **Draw a well – labeled diagram showing the functional units of computer hardware (8 Marks)**
2. **Name four types of registers found in the CPU (4 Marks)**

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1. **Cedric selected a paragraph in word processing. Explain what happened after pressing the following keys on the keyboard: (3mks)**
2. CTRL + B **--------------------------------------------------------------------------------------------------------------------------**
3. CTRL +A**--------------------------------------------------------------------------------------------------------------------------**
4. CTRL+ U**--------------------------------------------------------------------------------------------------------------------------**
5. **Precisely explain the role of the following editing features of a word processor; (4 mks)**
6. Find and replace **-------------------------------------------------------------------------------------------------------------**
7. Undo and redo **--------------------------------------------------------------------------------------------------------------**
8. Thesaurus**----------------------------------------------------------------------------------------------------------------------**
9. Autocorrect**--------------------------------------------------------------------------------------------------------------------**

10. **Clearly explain the meaning of the following terms as used in word processing: (4 mks)**

1. **Editing a document ---------------------------------------------------------------------------------------------------------**
2. **Blocking text -----------------------------------------------------------------------------------------------------------------**
3. **Printing ------------------------------------------------------------------------------------------------------------------------**
4. **Saving** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. **Outline any three main features that make word processors popular programs. (3mks)**

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**12. Differentiate between the traditional analysis ledger sheet and an electronic spreadsheet. (5mks)**

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**13. a) What is a cell reference? (1mk)**

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**b) For each of the following, state the type of cell reference. (3 mks)**

i) A5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii) $F$5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii) H$21 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. Differentiate between the following:**

**a. Pasteboard and printable page. (2mks)**

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**b. Margins and column guides. (2mks)**

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**c. Change case and drop cap. (2mks)**

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**d. Kerning and tracking. (2mks)**

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**15. Study the worksheet below and answer the questions that follow:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** |
| **1** |  |  |  |  |  |  |
| **2** | **SKYWAYS AGENCIES** | | | | | |
| **3** | PRODUCT | REGION 1 | REGION 2 | REGION 3 | REGION 4 | TOTAL Sale |
| **4** | Rexona | 3400 | 3,700 | 4000 | 4100 |  |
| **5** | Lifebuoy | 2500 | 2600 | 2100 | 2500 |  |
| **6** | Omo | 6000 | 6100 | 6300 | 1600 |  |
| **7** | Ushindi | 1200 | 1500 | 1400 | 6400 |  |
| **8** | Carmel | 7000 | 6900 | 7200 | 8000 |  |
| **9** | Total |  |  |  |  |  |
| **10** | Maximum |  |  |  |  |  |
| **11** | Average |  |  |  |  |  |

i) **Write functions that can be entered to get total, maximum, and average of each region. (3 mks)**

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**ii) Write down the function that returns the number of sales in the four regions whose value is greater than or equal to 2000. (2 mks)**

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**iii) The function = sum (B4:E4) is entered at F5 and then copied to F8. Write down the function as it appears in the destination cell. (2mks)**

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**16. Define the term object grouping (2mks)**

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