

ALLIANCE HIGH SCHOOL

COMPUTER STUDIES

FORM TWO END TERM TWO 2018

Name **Class** **Adm no**

1. State 4 components of a computer. (4mks)

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2. State three types of buses found in the CPU. (3mks)

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3. Explain the following terms used in data security. (4mks)

(a) Tapping

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(b) Fraud

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(c) Trespass

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(d) Alterations

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4. List 3 sources of graphics that can be used in Microsoft Word. (3mks)

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5. Define the following terms as used in a worksheet: (6mks)

(a) Columns

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(b) Rows

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(c) Cell
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6. Distinguish between encryption and decryption of data. (4mks)

7. Give 3 applications programmes classified as spreadsheets. (3mks)

8. Explain 5 merits of using an E-mail over traditional mail. (5mks)

9. Before the development of the modern electronic computer, man in an effort of making work easier developed a number of machines to make work easier. Describe three of these machines. (6mks)

10. Define formatting? List four types of paragraph formatting features. (5mks)

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11. Describe the procedure for inserting a strike through in a document. (5mks)

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12. Differentiate between relative and absolute cell reference as used in Ms Excel. (4mks)

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13. Name four data types used in spreadsheets. (4mks)

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14. What is a drop cap? Explain two types of drop caps. (5mks)

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15. Differentiate between save and save as commands. (4mks)

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16. Explain two purposes of a recycle bin. (4mks)

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17. Identify 5 factors to consider when choosing an operating system use. (5mks)

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18. The first column in the table below contains formulas as entered into cell D46. In the second column, enter the formulas as they would appear when copied to cell B56. (8mks)

Formula in D46	Formula when copied to B56
=D1	
=F5*C10	
=H\$46+J40	
=\$E12 -D\$14*\$F\$2	

19. Describe three functions performed by the CPU. (6mks)

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20. Describe 4 sub-categories of system software. (8mks)

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21. Identify 4 resources that are controlled by the operating system. (4mks)

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