

FOCUS A365

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Form 3 | Term 2 | 451 - Computer Studies | 18-Jul-16 | Weekly Ambush

ADM..... NAME CLASS TIME: 2 hrs

INSTRUCTIONS:

1. Write your name, class and ADM number in the spaces provided above.
2. Answer all the questions provided in this question paper
3. All workings must be clearly shown
4. Any acts of cheating will render your examinations nullified
5. Sign and write the date of the examination in the spaces provided below
6. Confirm that the **four** pages in this question paper are printed

Invigilator's Name	Date Issued	Date Returned	Date Revised	Student's signature

For examiner's use only

QUESTION/SECTION/PAGE	1	2	3	4	TOTAL
MAX. SCORE	5	16	10	19	50
CANDIDATE'S SCORE					

Questions

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

2. a) Give **two** advantages of word processors over type writers. **(2mks)**

3. Mention any **two** parts of a Microsoft Office Word 2007 screen layout and the function of each part mentioned (4mk)

4. List **three** possible ways of creating a new word document. (3mks)

5. Give any **four** text alignment features (4 mks)

6. a) What is line spacing? (1mk)

7. A. Explain how a paragraph can be moved from one page to another using a word processor. (4mks)

B. Differentiate between 'superscript' and 'Subscript as used in word processors (2mks)

8. Clearly explain the meaning of the following terms as used in word processing: (8mks)

i. Editing a document –

ii. Blocking text-

iii. Printing –

iv. Saving-

v. Italicizing text-

vi. Font color-

vii. Proof reading-

viii. Text wrap

9. Describe **three** functions performed by the CPU **(3mks)**

10. Kemunto mistakenly deleted her work she had been typing for four hours without saving. Which feature in word processor can you advise her to use in reversing her deleted work? **(1mk)**

11. Name any **two** types of input devices **(2mks)**

12. Which type of software can be used to perform the following tasks with a computer? **(5mk)**

a. Run the operations of a computer?

b. Handle publications?

c. Keeping records of an organization?

d. Help in communication between computer devices?

e. Assist other computer programs to function properly and efficiently? _____

13. Which feature in word, can be used to perform the following functions: **(3mks)**

a. Provide synonyms and antonyms? _____

b. Automatically corrects a misspelled word? _____

c. Fills a complete word after a few characters have been typed? _____

14. True or False? **(5mks)**

a. Daisy wheel printer is an impact printer? _____

b. A flash disk is a solid state type of memory? _____

c. A calculator can be classified as a computer? _____

d. A digital signal is continuous in nature? _____

e. Shutting down the computer without using the right procedure may cause fragmentation?
