**Term 1 - 2023**

**COMPUTER STUDIES (451/1)**

**FORM THREE CAT 1**

**Time: 1 ½ Hours**

**Name**: …………………………………………………………. **AdmNo**: ……………….

**Class**: …………………..

**Signature**: …………………………………………………….. **Date**: …………………...

1. State **three** ways of protecting the computer laboratory against unauthorized access. (3mks)
2. Give **three** reasons why it is important to follow the correct procedure when shutting down the computers. (3mks)
3. What are special PC operational Keys? (1mk)
4. Differentiate between electronic spreadsheet and manual spreadsheet.(4mks)
5. State **four** advantages of electronic spreadsheet. (4mks)
6. Explain why it is important to look at the print preview of a document before printing. (2mks)
7. Describe the following parts spreadsheet window. (3mks)
8. The formula =$F15\*G9 is typed in cell M20, and copied to cell R26, what will be the formula displayed. (3mks)
9. Explain the following functions as used in spreadsheet. (4mks)
10. Define the following parts of a chart. (4mks)
11. Define mail merging as used in Ms. Word. (2mks)
12. List **four** page formatting features. (4mks)

Explain the importance of the following formatting features on a document.

1. Differentiate between: (6mks)
   1. Line spacing and character spacing
   2. Ignore and change all
   3. Toggle case and sentence case.
2. State **three** factors that determine the cost of a computer. (3mks)
3. Define authenticity as used in software consideration. (2mks)
4. Differentiate between system software and application software. (4mks)
5. State **three** advantages of using USB cables. (3mks)
6. Give **four** factors to consider when selecting a printer. (4mks)
7. List **four** differences between impact printer and non-impact printer. (4mks)
8. Differentiate between pixel and resolution. (2mks)
9. List **three** factors to consider when selecting an input device. (3mks)
10. Give **three** characteristics of LCD monitor. (3mks)