**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)
* **Fitting metallic doors and windows**
* **Employing security personal**
* **Installing CCTV cameras around the laboratory**
* **Installing security alarms**
* **Ensuring the lab is locked when not in use**
* **Not allowing strangers into the lab**

***(1st three)***

1. Give **three** reasons why it is important to follow the correct procedure when shutting down the computers. (3mks)
* **To protect hardware components of the computer**
* **To protect software components of the computer**
* **To protect loss of data/information**
1. What are special PC operational Keys? (1mk)
* **These are keys used in combination with other keys to give instructions to the computer.**

***(accept illustration/use of an example of PC operational keys)***

 ***(1st 3 @ 1mk)***

1. Differentiate between electronic spreadsheet and manual spreadsheet.(4mks)
* **Electronic spreadsheet is an application software that is used to calculate, organize and analyze numeric data while manual spreadsheet is the use of ledger book to enter and analyze data by use pen**

***(4,2 or 0 )***

1. State **four** advantages of electronic spreadsheet. (4mks)
* **Utilizes the powerful aspects of the computer i.e speed, accuracy**
* **Offers large sheet for data entry**
* **Utilizes the large storage of the computer**
* **Enables one to produce neat work**
* **Have inbuilt formulas**
* **Enable auto recalculations**

***(Accept relevant points related to advantages of using computers)***

***(1st 4 points @ 1mk)***

1. Explain why it is important to look at the print preview of a document before printing. (2mks)
* **To ensure the document fits within the printable area**
* **To ensure all the content will be printed**
* **To ensure the document is free of errors.**

***(1 point @2marks 2 or 0)***

1. Describe the following parts spreadsheet window. (3mks)
	* **Formula bar: Displays the cell entry or the formula during typing**
	* **Worksheet: Made up of rows and columns where the data are entered**
	* **Cell pointer: Indicates the current active cell**
2. The formula =$F15\*G9 is typed in cell M20, and copied to cell R26, what will be the formula displayed. (3mks)
* **R26=$F26\*K15………@3mks**

***1mrk for each correct cell***

1. Explain the following functions as used in spreadsheet. (4mks)
	* **SumIf: Conditionally add values within arrange that meat a given condition/criteria**
	* **Count: Returns the number of cells in a range that hold values.**
	* **Min: Returns the lowest value in a range**
	* **Rank: Assigns values positions in a range as per the criteria.**
2. Define the following parts of a chart. (4mks)
	* **Chart area: The entire area within the chart frame**
	* **Axes: The lines along which the data are plotted.**
	* **Legend: The key that identifies the data series**
	* **Chart title: Identifies the purpose of the chart./heading/title**
3. Define mail merging as used in Ms. Word. (2mks)
* **Is a feature of word processor that enables one to produce personalized letters or labels**
* **Feature that enable one produce letters by merging main letter and data source.**

***(2 or 0)***

1. List **four** page formatting features. (4mks)
* **Columns**
* **Section break**
* **Page break**
* **Page margins**
* **Page orientation**
* **Paper size**
* **Headers, footers, footenote, end note**
* **Page numbering**

***(1st 4 @ 1mk)***

1. Explain the importance of the following formatting features on a document. (4mks)
	* **Columns: To improve the readability**
	* **Section break: To enable one apply more than one formatting on the same document**
	* **Bullets and numbering: To make order list easier to read and follow**
	* **Drop cap: To attract attention of the reader**
2. Differentiate between: (6mks)
	1. Line spacing and character spacing
* **Line spacing are spaces between the lines in a paragraph while character spacing are spaces between characters in a word**
	1. Ignore and change all
* **Ignore allows one to retain the wrongly identified phrase or word while Change all allows one to replace all the wrongly spelled word or phrase with the suggested option. (WTE)**
	1. Toggle case and sentence case.
* **Toggle case changes all the capital letters to small and all the small to capital, while Sentence case, The first letter of the paragraph is in upper case while the rest are in lower case.**

***(All @ 2 or 0, both must be correct to score)***

1. State **three** factors that determine the cost of a computer. (3mks)
* **Speed of the computer**
* **Memory capacity**
* **Harddisk space**
* **Branded or cloned**
* **size**
1. Define authenticity as used in software consideration. (2mks)
* **The genuineness, validity, or legitimacy of the software.**

***(2 or 0)***

1. Differentiate between system software and application software. (4mks)
* **System software are programs that help computers to perform a task, while application software that enable users to accomplish a particular task**
1. State **three** advantages of using USB cables. (3mks)
* **Are faster**
* **Are able to connect several devices**
* **Enable connecting several device to a single cable**.
1. Give **four** factors to consider when selecting a printer. (4mks)
* **Print quality**
* **Initial cost**
* **Running cost**
* **Speed**
* **Quality of the printer\_**
1. List **four** differences between impact printer and non-impact printer. (4mks)

|  |  |
| --- | --- |
| **Impact printer** | **Non impact printer** |
| * **Are noisy**
 | * **Are quite**
 |
| * **Are cheap**
 | * **Are expensive**
 |
| * **Low quality**
 | * **High quality**
 |
| * **Eg dot matrix**
 | * **Eg leser jet**
 |

1. Differentiate between pixel and resolution. (2mks)

**Pixel are tiny dots that represent image while resolution is the number of pixel per inch**

1. Give **three** characteristics of LCD monitor. (3mks)
* **Are expensive**
* **Quality out put**
* **Consume less power**
* **Easily portable**
1. List **three** factors to consider when selecting an input device. (3mks)
* **Speed**
* **Cost**
* **Availability in market**
* **Volume of data**
* **Accuracy**