**Term 1 - 2023**

**COMPUTER STUDIES (451/1)**

**FORM FOUR CAT 1**

**Time: 1 ½ Hours**

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

**Class**: …………………..

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

**Answer ALL the questions**

1. Give three measures an organization need to put in place to prevent threats from sabotage **(3marks)**

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1. Describe any three types of data that can be accepted in spreadsheet cells (**3marks**)

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1. Mention three factors to consider before installing an operating system in a computer **(3marks)**

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1. Enumerate three data management tools available in spreadsheet **(3marks)**

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1. Describe three ways in which ICT can be used to run a taxi business in a busy town like Nairobi **(3marks)**

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1. State a stage in system development life cycle where each of the following activities are carried out **(3marks)**
2. Performing system audit

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1. Listing hardware and software requirement of the system

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1. Establishing whether the system to be developed is cost effective

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1. Convert the decimal number 30$\frac{3}{8}$ to its binary equivalent **(3marks)**

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1. Briefly describe three ways in which internet platforms have revolutionized business activities **(3marks)**

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1. Give three ways of preventing transcription errors during data entry **(3marks)**

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1. Describe the term desk checking as used in computer programming **(1mark)**

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1. Describe three security services offered by the operating system in a computer **(3marks)**

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1. When an image inserted in a desktop publishing document is selected, handlers on its place holder appears. State two uses of these handlers **(2marks)**

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1. Use flowcharts to demonstrate two ways of implementing a For loop in a program **(2marks)**

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1. Use appropriate example to explain how records are accessed in sequential file organization using binary search method **(3marks)**

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1. Write down the correct syntax for each of the following Excel functions given that C1,C2,C3,C4 and C5 contain 50,60,45,56 and 10 respectively **(2marks)**
2. RANK

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1. COUNTIF

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