**NAME……………………………………………………CLS…….……ADMNO…………………**

HOLIDAY ASSIGNMENT FORM 2

1. List four keyboard keys that work in a state of on /off switches in operation. (2marks)

2 List down at least two precaution necessary in a computer laboratory (2marks)

3. The diagram bellow shows coded data that could be input into a computer



761430724973

a) What is the name of the above method of input (1 mark)

b) Where would the above method of input be applied? (1 mark)

c) For the application you have given in the above question, state two items of information this type of input may represent. (2 Marks)

4. a) What is word wrap as used in word processing (1 mark)

b) Listdown examples of word processing packages in the market today. (2marks)

5. a) what are the characteristics of (ROM) (2marks)

b) The diagram below is of a common port in a computer system



i. What is the name of the port shown above (1 mark)

ii. What are some of the examples of devices that can be connected to the above port? (2marks)

6. Differentiate the following terms as used in word processing (5 marks)

1. Insert and Type over
2. Copying and Moving
3. Backspace and Delete
4. Undo and Redo
5. Auto complete and Autocorrect

7. List any thee sources of graphics that can be used in Microsoft word. (3marks)

8. Differentiate between merging and splitting cells as used in tables (2marks

9. a) Define mail merging. (2marks)

10. a) Give two advantages of previewing a document before printing. (2marks)

11. Study the document below

**TWO MEANING OF THE TERM WORM IN COMPUTING**

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n computing the term Worm has two meanings. The reader has to be careful in distinguishing between the two by not only basing on experience but also looking at the context in which they are used.

1. As software, a computer worm is a type of ***virus*** that replicates itself, but does not alter any files on your machine. However, worms can still cause havoc by multiplying so many times that they take up all your computer's available memory or hard disk space
2. In storage: It is an optical storage technology that allows a ***disc*** to be written only once but read an unlimited number of times.

Examples

Item Virus Disk

Worm Trojan Horse DVD

Identify any five formatting features in the above document (5 marks)