**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM NO: \_\_\_\_\_\_\_\_\_\_\_\_CLASS:\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MARKS HERE

**COMPUTER STUDIES**

**FORM ONE**

**TERM 3, 2023**

**INSTRUCTIONS: (Answer all the questions) TIME: (1h 30min)**

1. State 7 the functions performed by the operating system. 7mks
2. Classify operating system. 3mks
3. Highlight 5 factors to consider when choosing an operating system. 5mks
4. Name the file type of the extension below. 7mks

|  |  |
| --- | --- |
| Extension | File Type |
| .doc |  |
| .txt |  |
| .tif |  |
| .exe |  |
| .bat |  |
| .sys |  |

1. Describe the procedure of doing the following.
2. Restoring files and folders. 3mks
3. Emptying the recycle bin. 2mks
4. Copying files and folders. 4mks
5. Moving files and folder.3mks
6. Draw a sketch of directory tree showing how files and folders are organized by an operating system. 6mks
7. Define the following terms. 6mks
8. File
9. Folder
10. Subfolder
11. Name how Microsoft operating systems categorizes drives. 4mks

|  |  |
| --- | --- |
| Drive | Media |
| A and B |  |
| C |  |
| D-Z | 1.2. |