**TERM ONE EXAMINATION 2024**

**FORM TWO**

**451/1**

**COMPUTER STUDIES**

**Time 2 HOURS**

**MARKING SCHEME**

**INSTRUCTIONS**

* Write your **name** and **admission** number in the spaces provided.
* Answer ALL the Questions
* All answers should be **written** in the spaces provided

**FOR EXAMINERS USE ONLY**

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| **QUESTION** | **SCORE** |
| **1 – 27** |  |

1. Define the term password as used in word processor. (2 marks)
* ***Password is a combination of characters that prevents unauthorized users/persons from opening and changing a document.***
1. List the **two** types of password used to protect a document. (2 marks)
* ***Password to modify***
* ***Password to open***
1. Differentiate between editing and formatting as used in word processor. (4 marks)
* ***Editing is the making necessary changes to a document (adding or deleting text) while formatting is the making a document appealing and attractive.***
1. State **four** categories of system software. (4 marks)
* ***Networking software***
* ***Firm ware***
* ***Operating system***
* ***Utility software***
1. Describe **three** examples of application software giving their uses. (6 marks)
* ***Word processor: typing a document***
* ***Spreadsheet: performing calculations***
* ***Desktop publisher: designing publications***
* ***Computer aided design: technical drawing***
* ***Database: keeping records of files***
* ***Graphics software: designing and manipulating graphics***

**(Stating @1mk description or use @ 1mk)**

1. State **four** features of a multimedia capable computer. (4 marks)
* ***Output text***
* ***Sound output***
* ***Video***
* ***Pictures***
* ***Accept: speakers, CD/DVD drive, sound cards, Monitor***
1. Describe the term ICT (2 marks)
* ***Is the integration of computers and telecommunication devices for the purpose of communication.***
1. Differentiate between peripheral devices and system unit. (4 marks)
* ***Peripheral device re devices connected to the system using data cables while system unit is a box that houses the CPU and other drives of the computers.***
1. State **four** characteristics of super computers. (4 marks)
* ***High processing speed***
* ***High storage capacity***
* ***High memory capacity***
* ***Large in science***
* ***Most expensive***
* ***Consumed a lot of power***
* ***Generated a lot of heat***
1. State **three** reasons why it is important the computer laboratory has a standard furniture. (3 marks)
* ***To provide upright sitting position***
* ***To accommodate all the peripheral devices***
* ***To accommodate the weight of all the devices***
1. Differentiate between keying in device and pointing device. (4 marks)
* ***Keying in devices are used to feed data into the computer by pressing the keys while pointing devices are used to execute commands of the computer.***
1. State **four** factors to consider when selecting an input device. (4 marks)
* ***Speed of the device***
* ***Accuracy***
* ***Nature of data to be feed***
* ***Volume of data***
* ***Warranty***
* ***Cost***
* ***Availability of the device***
1. State **three** characteristics of Read Only Memory. (3 marks)
* ***Store data permanently or semi-permanent***
* ***Non volatile***
* ***The content cannot be change***
1. Define the term operating system. (2 marks)
* ***Is the main program that controls the execution of user application and enables the user to access hardware and software resources of the computer.***
1. Describe the **three** functional units of a processor. (6 marks)
* ***Control unit: Coordinates all the activities in the CPU as well as the input, output and storage operations of the computer.***
* ***Arithmetic Logic Unit: Performs all the arithmetic and logical operations of the computer.***
* ***Main Memory: Is the working storage of the computer, provides temporary storage of data during execution.***
1. State **two** difference between projector and plotter. (4 marks)
* ***Projector is a softcopy output while plotter is hardcopy output.***
* ***Projector display information on plain wall while plotter produce information on large paper***
1. State **four** resources under the control of operating system. (4 marks)
* ***Memory***
* ***Processor***
* ***Input devices***
* ***Output devices***
* ***Storage devices***
* ***Networking devices***
1. Differentiate between file and folder. (4 marks)
* ***A file is a collection of related data given a unique name while is a named storage location used to store related files***
1. Explain the **three** parts of task bar. (6 marks)
* ***Start button: is the left part that displays the start menu***
* ***Task manager: Is the middle part that displays all the running application.***
* ***System try: is the right most part displays tasks running on the background***
1. Explain why it is important to carry out the following activities on a disk. (3 marks)
	1. Formatting:
* ***To delete all the files and information on the disk***
* ***To make the disk be recognized by the operating system***
	1. Defragmentation:
* ***For easy access of files***
	1. Compression.
* ***To create more storage on disk***
1. State **three** types of indentation used in word processor. (3 marks)
* ***Hanging indentation***
* ***1st line indentation***
* ***Full indentation***
1. State the importance of creating a drop cap when creating a document. (2 marks)
* **To attract attention of the users.**
1. Explain the **two** types of page orientation used in word processor. (4 marks)
* ***Portrait: text and graphics are printed with the longest side of the paper placed vertically.***
* ***Landscape: text and graphics are printed with the longest side of the paper placed horizontally***
1. Write the following acronyms in full. (4 marks)
	* WIMP: ***Windows Icon Menu Pointing***
	* AI: ***Artificial Intelligence***
	* SATA: ***Serial Advanced Technology Attachment***
	* BIOS: ***Basic Input Output System***
2. Describe **four** character case options available in word processor. (4 marks)
* ***Uppercase: all text in capital***
* ***Lowercase: all text in small letters***
* ***Sentence case: The first character of the paragraph in capital the rest in small letters***
* ***Title case: The fast characters of every letter in capital the rest in small case***
* ***Toggle case: Changes capital to small letters and small letter to Capital***
1. State **four** disadvantages of using word processor. (4 marks)
* ***Require power to operate***
* ***Require skills to operate***
* ***Files are prone to virus***
* ***The documents can be hacked during transmission***
1. State **four** features of a file. (4 marks)
* ***Name***
* ***Extension***
* ***Date of creation***
* ***Size***
* ***Date of modification***