

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
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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.*
2. List the **two** types of password used to protect a document. (2 marks)
 - ✓ *Password to modify*
 - ✓ *Password to open*
3. 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.*
4. State **four** categories of system software. (4 marks)
 - ✓ *Networking software*
 - ✓ *Firm ware*
 - ✓ *Operating system*
 - ✓ *Utility software*
5. 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)
6. State **four** features of a multimedia capable computer. (4 marks)
 - ✓ *Output text*
 - ✓ *Sound output*
 - ✓ *Video*
 - ✓ *Pictures*
 - ✓ *Accept: speakers, CD/DVD drive, sound cards, Monitor*
7. Describe the term ICT (2 marks)
 - ✓ *Is the integration of computers and telecommunication devices for the purpose of communication.*

8. 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.*
9. 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*
10. 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*
11. 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.*
12. 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*
13. State **three** characteristics of Read Only Memory. (3 marks)
- ✓ *Store data permanently or semi-permanent*
 - ✓ *Non volatile*
 - ✓ *The content cannot be change*

14. 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.*
15. 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.*
16. 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*
17. State **four** resources under the control of operating system. (4 marks)
- ✓ *Memory*
 - ✓ *Processor*
 - ✓ *Input devices*
 - ✓ *Output devices*
 - ✓ *Storage devices*
 - ✓ *Networking devices*
18. 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*
19. 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*
20. Explain why it is important to carry out the following activities on a disk. (3 marks)
- a. Formatting:
- ✓ *To delete all the files and information on the disk*
 - ✓ *To make the disk be recognized by the operating system*

b. Defragmentation:

- ✓ *For easy access of files*

c. Compression.

- ✓ *To create more storage on disk*

21. State **three** types of indentation used in word processor. (3 marks)

- ✓ *Hanging indentation*
- ✓ *1st line indentation*
- ✓ *Full indentation*

22. State the importance of creating a drop cap when creating a document. (2 marks)

- ✓ **To attract attention of the users.**

23. 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*

24. 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*

25. 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 first characters of every letter in capital the rest in small case*
- ✓ *Toggle case: Changes capital to small letters and small letter to Capital*

26. 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*

27. State **four** features of a file.

(4 marks)

✓ *Name*

✓ *Extension*

✓ *Date of creation*

✓ *Size*

✓ *Date of modification*

