**NAME………………………….………………..ADM NO…………….STR…………**

**451/1**

**COMPUTER STUDIES**

**FORM TWO**

**Time 2 HOURS**

**TERM ONE EXAMINATION 2024**

**FORM TWO**

**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)

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1. List the **two** types of password used to protect a document. (2 marks)

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1. Differentiate between editing and formatting as used in word processor. (4 marks)

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1. State **four** categories of system software. (4 marks)

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1. Describe **three** examples of application software giving their uses. (6 marks)

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1. State **four** features of a multimedia capable computer. (4 marks)

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1. Describe the term ICT (2 marks)

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1. Differentiate between peripheral devices and system unit. (4 marks)

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1. State **four** characteristics of super computers. (4 marks)

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1. State **three** reasons why it is important the computer laboratory has a standard furniture. (3 marks)

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1. Differentiate between keying in device and pointing device. (4 marks)

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1. State **four** factors to consider when selecting an input device. (4 marks)

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1. State **three** characteristics of Read Only Memory. (3 marks)

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1. Define the term operating system. (2 marks)

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1. Describe the **three** functional units of a processor. (6 marks)

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1. State **two** difference between projector and plotter. (4 marks)

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1. State **four** resources under the control of operating system. (4 marks)

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1. Differentiate between file and folder. (4 marks)

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1. Explain the **three** parts of task bar. (6 marks)

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1. Explain why it is important to carry out the following activities on a disk. (3 marks)
   1. Formatting...................................................................................................................................................................................................................................................................................
   2. Defragmentation.........................................................................................................................................................................................................................................................................
   3. Compression...............................................................................................................................................................................................................................................................................
2. State **three** types of indentation used in word processor. (3 marks)

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

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1. Explain the **two** types of page orientation used in word processor. (4 marks)

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1. Write the following acronyms in full. (4 marks)
   1. WIMP…………………………………………………………………………………………
   2. AI……………………………………………………………………………………………..
   3. SATA…………………………………………………………………………………………
   4. BIOS………………………………………………………………………………………….
2. Describe **four** character case options available in word processor. (4 marks)

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1. State **four** disadvantages of using word processor. (4 marks)

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1. State **four** features of a file. (4 marks)

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