MARKING SCHEME

COMPUTER STUDIES
FORM 2
TERM 3 2025
OPENER EXAMINATION

INSTRUCTIONS: *Answer all the Questions*   **TIME: 1 HR 30 MIN**

1. (a) What is the function of the following combination of keys? (8 marks)

(i)   CTRL + A: Select all
(ii)   CTRL + Page Up: Move to the previous page
(iii)   CTRL + Home: Move to the beginning of the document
(iv)   CTRL + B: Bold the selected text
(v)   CTRL + E: Center-align the selected text
(vi)   CTRL + Z: Undo the last action
(vii)   CTRL + F: Open the Find dialog box to search for text
(viii) CTRL + SHIFT + HOME: Select from the current position to the beginning of the document

2. Explain the role/use of the following features in a word processor: (4 marks)

(a) Find and Replace:Explanation of finding and replacing text: 1 markMentioning the utility for correcting mistakes or modifying text efficiently: 1 markTotal: 2 marks

(b) Undo and Redo:Explanation of Undo: 1 markExplanation of Redo: 1 markTotal: 2 marks

(c) Thesaurus:Explanation of thesaurus functionality: 1 markDescribing its role in providing synonyms and enhancing vocabulary: 1 markTotal: 2 marks

(d) AutoCorrect:Explanation of AutoCorrect feature: 1 markDescribing its role in automatically correcting spelling and formatting errors: 1 markTotal: 2 marks 3. Differentiate between bolding and highlighting text. (4 marks)

1. **Bolding**: Bolding, also known as "bold text," involves making the selected text thicker and darker. It enhances the visual weight of the text, making it stand out more prominently within the surrounding text. Bolding is often used to emphasize important words or headings, to make them easier to spot or to add emphasis to certain parts of the text without changing its color.

2. **Highlighting**: Highlighting involves changing the background color of the selected text. This technique adds a colored background behind the text, making it visually distinct from the rest of the content. Highlighting is typically used to mark significant passages or sections, to indicate key points, or to visually organize information within a document. Unlike bolding, which primarily affects the text itself, highlighting alters the background of the text.

4. (a) Name and explain the use of any three buttons found in a Spell-check dialog box. (6 marks)

1. **Ignore**: The "Ignore" button is used to skip over a spelling mistake without making any changes to the word. It tells the spell-checker to disregard the highlighted word and move on to the next one. This button is handy when the highlighted word is intentionally spelled correctly or is a proper noun, acronym, or technical term that the spell-checker doesn't recognize.

2. **Change**: The "Change" button is used to replace the misspelled word with one of the suggestions provided by the spell-checker. When you click on "Change," the highlighted word will be replaced with the selected suggestion. This button is useful when the spell-checker offers a correct alternative for the misspelled word.

3. **Add**: The "Add" button is used to add the highlighted word to the spell-checker's dictionary. This tells the spell-checker to recognize the word as correctly spelled in future checks, preventing it from being flagged as a spelling error again. This button is particularly useful when the highlighted word is a correctly spelled term that the spell-checker doesn't recognize, such as a new word, a specialized term, or a proper noun.

(b) List the steps that you would use to correct wrongly-spelled words in a document using the spell-checking feature. (3 marks)

1. **Initiate Spell Check** : Depending on the word processing software you're using, the method to initiate spell check may vary. Typically, you can find it under the "Review" or "Tools" menu. Look for an option like "Spelling & Grammar" or "Check Spelling" and click on it.

2. **Navigate Through Errors**: The spell-checker will start scanning your document for spelling errors. It will highlight each misspelled word or phrase it encounters. Navigate through these errors by following the prompts provided by the spell-checker. It may stop at each misspelled word, or it may present a list of all errors found.

3. **Review Suggestions**: For each misspelled word, the spell-checker will offer one or more suggestions for correct spellings. Review these suggestions to choose the one that best fits the context of your document. The suggestions are typically displayed in a pop-up window or a side panel.

4. **Choose Correction Option**: Once you've reviewed the suggestions, choose the appropriate correction option based on the context:

- **Ignore**: If the word is spelled correctly or if you want to keep it as-is, you can choose the "Ignore" option to skip over it.

- **Change**: If one of the suggested corrections is correct, select it and choose the "Change" option to replace the misspelled word with the selected suggestion.

- **Add**: If the word is spelled correctly but not recognized by the spellchecker (e.g., a proper noun or technical term), choose the "Add" option to add it to the dictionary.

5. **Continue Spell Check**: After correcting each misspelled word, continue the spell-checking process by following the prompts provided by the spell-checker. It will continue scanning the document until it reaches the end or until you choose to stop the process.

6. **Final Review**: Once the spell-checker has scanned the entire document and corrected all identified errors, review the document one final time to ensure that all corrections are accurate and appropriate for the context.

7. **Complete Spell Check**: Once you're satisfied with the corrections, complete the spell-checking process by closing the spell-check dialog box or following any final prompts provided by the software.

5. Clearly explain the meaning of the following terms as used in word processing:

(a) **Blocking text** : This refers to the action of selecting and marking a specific section or block of text within a document. When text is blocked, it can be manipulated as a unit, such as copying,

cutting, deleting, or formatting. This feature allows users to apply changes to a selected portion of text without affecting the rest of the document.

(b) **Word wrap**: Word wrap is a feature in word processing that automatically moves words to the next line when they reach the end of a line in a document. It ensures that text flows smoothly within the confines of the document's margins without requiring manual line breaks. Word wrap adjusts the text dynamically as the window size changes or when margins are adjusted, making it easier to read and format documents.

(c) **Italicizing text**: Italicizing text involves slanting the letters in a word or phrase to the right, creating a stylized appearance. Italic text is commonly used to emphasize certain words or phrases, denote titles of books, movies, or publications, indicate foreign words, or highlight technical terms. Italicizing text can help draw attention to specific parts of a document and add visual variety to the text.

(d) **Page Break**: A page break is a command that marks the end of one page and the beginning of the next within a document. It instructs the word processor to start a new page at the designated point, typically forcing content following the page break to appear on the next page. Page breaks are used to control the layout and formatting of a document, ensuring that content is organized appropriately across multiple pages.

(e) **Header**: A header is a section of a document that appears at the top of every page, typically separated from the main body of the text. Headers often contain information such as page numbers, chapter titles, document titles, or dates. They provide consistency and help readers navigate through the document by providing context and identifying key information.

(f) **Footer**: Similar to a header, a footer is a section of a document that appears at the bottom of every page, separate from the main body of the text. Footers often contain information such as page numbers, copyright notices, document titles, or additional notes. Like headers, footers provide consistency and assist readers in navigating through the document.

(g) **Footnote**: A footnote is a piece of text placed at the bottom of a page in a document, separate

from the main body of the text. Footnotes are used to provide additional information, comments,

or citations related to specific points or passages within the document. They typically appear in smaller font size and are indicated by superscript numbers or symbols in the main text.

(h) **Indenting**: Indenting refers to the practice of moving the first line of a paragraph or block of text inward from the document's left margin. Indenting is commonly used to visually distinguish the beginning of a new paragraph or to denote hierarchical levels of information within a document. It helps improve readability and organization by creating visual cues that separate different sections of text.

(i) **Alignment**: Alignment refers to the horizontal positioning of text within a document or text box. Common alignment options include left-aligned, right-aligned, centered, and justified. Leftaligned text is aligned along the left margin, right-aligned text is aligned along the right margin, centered text is positioned in the middle of the page or text box, and justified text is aligned along both the left and right margins, creating straight edges on both sides.

(j) **Scrolling**: Scrolling refers to the action of moving the visible area of a document or webpage up or down to view content that extends beyond the current viewport. It allows users to navigate through lengthy documents or webpages by moving through content that is not currently displayed on the screen. Scrolling can be achieved using a mouse scroll wheel, touchpad gestures, arrow keys, or scrollbar controls.

(k) **Wildcard**: In word processing, a wildcard refers to a character or sequence of characters that can represent any other character or set of characters. Wildcards are often used in search and replace operations to find patterns or variations of text within a document. For example, the asterisk (*) is a wildcard commonly used to represent any sequence of characters, while the question mark (?) is used to represent a single character. Wildcards provide flexibility in searching for and manipulating text within documents.

6. (a) What is document formatting? (1 mark)
Document formatting refers to the process of arranging and styling text, images, and other elements within a document to improve its visual appearance, readability, and organization. It involves applying various formatting techniques to ensure that the document conveys information effectively and looks professional.

(b) Give any five document formatting features. (5 marks)

1.	**Font Styles**	: Word processing software allows users to choose from a variety of font styles for their

text. Common font styles include bold, italic, underline, and strikethrough. These styles help emphasize important information and add visual variety to the document.

2. **Paragraph Alignment**: Users can align paragraphs to the left, right, center, or justify them (align text evenly along both the left and right margins). Paragraph alignment helps maintain a consistent appearance and improves readability by ensuring that text is properly aligned within the document.

3. **Bullets and Numbering**: Word processing software provides options for creating bulleted or numbered lists. Bullets and numbering help organize information into easy-to-read, structured lists. Users can customize the appearance of bullets and numbering, such as changing the bullet style or starting number.

4. **Page Layout**: Page layout features allow users to customize the size, orientation, and margins of their document. They can choose between portrait and landscape orientations, adjust margins to control the amount of white space around the text, and specify paper size according to their printing needs.

5. **Headers and Footers**: Word processing software allows users to add headers and footers to their documents. Headers appear at the top of each page, while footers appear at the bottom. Users can insert page numbers, document titles, dates, and other information into headers and footers to provide context and navigation cues for readers.

(c) Differentiate between 'Superscript' and 'Subscript' font. (2 marks)

1. **Superscript**:

- Superscript characters are raised above the baseline of the text.

- They are typically smaller in size compared to the surrounding text.

- Superscript is commonly used for footnotes, exponents in mathematical expressions (such as raising a number to a power), and indicating ordinal numbers (such as "1st" or "2nd").

- Examples of superscript characters include exponent numbers (e.g., ^{2}, ^{3}), mathematical symbols (e.g., π), and trademark symbols (e.g., TM).

2. **Subscript**:

- Subscript characters are lowered below the baseline of the text.

- They are also typically smaller in size compared to the surrounding text.

- Subscript is commonly used in chemical formulas (such as H_2O for water), mathematical expressions (such as chemical equations or subscript indices), and in certain linguistic or scientific notation.

- Examples of subscript characters include chemical symbols (e.g., CO_2), mathematical symbols (e.g., subscript indices in algebraic expressions), and certain linguistic symbols (e.g., phonetic transcription).

(d) State one function of Drop Cap in a document. (1 mark)

One function of a drop cap in a document is to add visual interest and emphasis to the beginning of a paragraph or section. By enlarging and stylizing the initial letter of a paragraph and allowing it to drop down into the following lines of text, a drop cap can catch the reader's attention and enhance the overall aesthetic appeal of the document. It's often used in decorative or ornamental typography to mark the beginning of a new section or chapter, especially in books, magazines, and other printed materials.

7. (a) Explain the importance of Page numbers in a document. (1 mark)

1. **Navigation**: Page numbers provide readers with a clear indication of where they are within the

document. They act as signposts, allowing readers to quickly locate specific sections, references, or information. When a document is lengthy or contains multiple sections, page numbers make it easier for readers to navigate through the content, find what they're looking for, and move between different parts of the document efficiently.

2. **Organization**: Page numbers help organize the content of a document into manageable sections or chapters. They establish a sequential order for the pages, enabling readers to understand the structure and flow of the document. Page numbers facilitate referencing and citation by providing a standardized system for identifying specific pages within the document, which is particularly important in academic or professional settings.

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3. **Reference and Citation**: Page numbers are essential for referencing and citing sources within a document. When quoting or referring to specific passages, ideas, or information from the document, authors and researchers need to provide accurate page numbers to attribute the sourc e properly and allow readers to verify the information. Page numbers ensure transparency, accuracy, and credibility in academic writing, research papers, reports, and publications.

4. **Consistency and Uniformity**: Including page numbers in a document contributes to its professional appearance and readability. It demonstrates attention to detail and adherence to formatting standards. Consistent page numbering throughout the document maintains visual coherence and helps readers follow the logical progression of the content without confusion. Additionally, page numbers facilitate collaboration and communication among authors, editors,

and readers by providing a common reference point for discussions and revisions.

5. **Printed Document Management**: In printed documents, page numbers assist in organizing, assembling, and managing physical copies. They help readers keep track of pages, reorder or rearrange sections, and handle documents more effectively. Page numbers facilitate the production and distribution of printed materials, such as books, reports, manuals, and newsletters, by ensuring that pages are correctly ordered and aligned during printing and binding processes.

(b) Explain how you can give different page numbering styles to different pages in a multipage document. (1 mark)

1. **Insert Section Breaks**

- In Microsoft Word, go to the "Layout" or "Page Layout" tab, then click on "Breaks" in the Page Setup group.

- Choose the appropriate section break type, such as "Next Page" for a new section starting on the next page.

2. **Link or Unlink Headers and Footers**: By default, headers and footers are linked across sections in a Word document. To have different page numbering styles, you need to unlink them:

- Double-click on the header or footer area of the section where you want to change the page numbering.

- In the "Header & Footer Tools" tab that appears, deselect the option "Link to Previous." This action unlinks the header or footer in the current section from the previous one.

3. **Format Page Numbers**: Now that the headers and footers are unlinked, you can format the page numbers separately for each section:

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- With the header or footer area still active, click on the "Page Number" option in the "Header & Footer Tools" tab.

- Choose "Format Page Numbers" from the drop-down menu.

- In the dialog box that appears, select the desired numbering format, such as "1, 2, 3" or "i, ii, iii," and specify the starting number if necessary.

- Click "OK" to apply the changes.

4. **Repeat for Other Sections**: If you have multiple sections with different page numbering styles, repeat steps 1-3 for each section where you want to apply a different numbering format.

5. **Preview and Adjust**: After applying different page numbering styles to different sections, it's a good idea to scroll through your document to ensure that the page numbers are formatted correctly and appear as intended.

8. (a) Distinguish between Copying and Moving text. (2 marks)

- **Definition** : Copying text involves duplicating a selected portion of text from one location in a document and placing an identical copy of it elsewhere.

- **Definition** : Moving text involves relocating a selected portion of text from one location in a document to another, removing it from its original position.

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