

COMPUTER STUDIES

MARKING SCHEME

FORM TWO

OPENER EXAMINATION: TERM 2 2024

1. Define the terms.

- i. word processing 3mks

Refers to the art of creating, saving, editing, formatting and printing text and graphic documents using an electronic word processor

- ii. Electronic word processing 3mks

Is an application software that enables the user to create, edit, format, and print text documents.

2. List five examples of word processor. 5mks

- ✓ Microsoft word
- ✓ Corel wordperfect
- ✓ Lotus word pro
- ✓ Apple works
- ✓ Openoffice writer

3. Differentiate between system software and application software giving an example of each. 4mks

System software manages and controls the computer hardware and provides a platform for running application software. e.g. operating system, drivers, utility programs, system servers.

Application software is designed to perform specific tasks or solve particular problems for users. examples, word processors, spreadsheets, graphic softwares etc

4. Give the examples of the following application software. 6mks

NO	SOFTWARE	EXAMPLES
1	Word processors	Microsoft word, lotus word pro, open office word processor
2	Spreadsheets	Microsoft excel, openoffice calc.
3	Desktop publishing	Microsoft publisher, Adobe InDesign
4	Computer aided design	AutoCAD, ArchiCAD
5	Databases	Microsoft Access, MySQL, Oracle, Foxbase, paradox
6	Graphics software	CorelDraw, Adobe Photoshop 6

5. What are the advantages of standard software over the in-house developed software? 4mks

- They can easily be installed and run
- They are cheaper than in-house developed software
- They are readily available for almost any task
- Minor or no errors since they are thoroughly tested.

6. Give three examples of operating system. 3mks

- ✓ Windows
- ✓ MacOS
- ✓ Linux
- ✓ Android
- ✓ ios

7. What is the difference between CRT monitors and flat-panel display?

CRT monitors are bulkier in size while flat-panel display are lighter

CRT consume more power while flat panel consume less power

CRT is cheap to buy while flat-panel is expensive to buy

8. Give four advantages and two disadvantages of using a word processor over the typewriter.

5mks

- a. **A document can be stored for future use .**
- b. **Typing using a word processor is easier and more efficient due to automated features.**
- c. **Most word processors have superior editing tools**
- d. **Provides inbuilt features for generating headers. Footers, indexes, footnotes and references.**
- e. **Have superior document formatting features.**
- f. **Have ability to create and import tables, text and graphics from other applications.**
- g. **It is possible to print multiple copies from a document.**

9. Explain the purpose of word processing.

4mks

- ✓ **Used to**
- ✓ **Create a document**
- ✓ **Saving a document**
- ✓ **Editing a document**
- ✓ **Formatting a document**
- ✓ **Printing a document**

10. Name four functions performed by a word processor.

4mks

- ✓ **Document creation**
- ✓ **Text editing**
- ✓ **Spell checking and grammar checking**
- ✓ **Document formatting**

11. Describe four key features of windows-based word processing software.

8mks

- ✓ **Title bar- indicates the task currently running**
- ✓ **Main menu/tab- provides the user with list of commands used to create or manipulate a document.**
- ✓ **Toolbars/ribbons- Group of command icons used to manipulate content in the application.**
- ✓ **Document window- This is an electronic paper-like work area where the content of a document are inserted**
- ✓ **Status bar- this is the communication channel between the user and the application program. The status bar displays document status information such as current page number, section and language.**

12. Explain four common features found in most word processing applications windows.4mks

- ✓ **Menu bar**
- ✓ **Tootbar**
- ✓ **Document area**
- ✓ **Status bar**
- ✓ **Ruler**
- ✓ **Navigation pane**
- ✓ **Zoom control**

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13. What three factors would guide the selection of a word processor?

3mks

- ✓ **The type of operating system installed on the computer.**
- ✓ **User-friendliness**
- ✓ **Richness of formatting and editing features.**

14. Highlight two ways of starting the Microsoft application.

4mks

I. using the start menu

iii. Using desktop shortcuts

