**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM NO: \_\_\_\_\_\_\_\_\_\_\_\_CLASS: \_\_\_\_\_\_\_\_**

**COMPUTER STUDIES**

**FORM TWO**

**OPENER EXAMINATION: TERM 2 2024**

**INSTRUCTIONS: (Answer all the questions) TIME: (2HRS)**

1. Define the terms.
2. word processing 3mks
3. Electronic word processing 3mks
4. List five examples of word processor. 5mks
5. Differentiate between system software and application software giving an example of each. 4mks
6. Give the examples of the following application software. 6mks

|  |  |  |
| --- | --- | --- |
| NO | SOFTWARE | EXAMPLES |
| 1 | Word processors |  |
| 2 | Spreadsheets |  |
| 3 | Desktop publishing |  |
| 4 | Computer aided design |  |
| 5 | Databases |  |
| 6 | Graphics software |  |

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

1. Give three examples of operating system. 3mks
2. What is the difference between CRT monitors and flat-panel display? 3mks
3. Give four advantages and two disadvantages of using a word processor over the typewriter. 5mks
4. Explain the purpose of word processing. 4mks
5. Name four functions performed by a word processor. 4mks
6. Describe four key features of windows-based word processing software. 8mks
7. Explain four common features found in most word processing applications windows.4mks
8. What three factors would guide the selection of a word processor? 3mks
9. Highlight two ways of starting the Microsoft application. 4mks

END

Success