

# COMPUTER STUDIES

## FORM 2

### TERM 2 2025

### OPENER EXAMINATION

### MARKING SCHEME

1. State **four** features of a word processor 4mk

- *Allows a user to create ,save, open a file for reuse*
- *Have editing tools eg spellcheckers, thesaurus, autocorrect*
- *Have capability to import tables text and graphical objects*
- *Allows the user to insert a password*
- *Have word wrap*

2. Name any **three** examples of application software  
3mk

- *Microsoft Word*                      *Word Star*                      *Open office*                      *Word Perfect Libre*

3. List down three situations that would make a user use SAVE AS command  
2mk

- *Saving a document for the first time*
- *Changing the location of the file*
- *Changing the name of the file*
- *When inserting a password*

4. State 4 advantages and two disadvantage of a word processor over a typewriter?  
6mk

#### Advantages

- *A document can be stored for future use.*
- *A word processor producers neat work than a type writer*
- *You can produce more copies when using a word processor*
- *Has superior editing tools like spellcheckers,*
- *Has superior formatting tools like drop cap, underlining*
- *Have capability to import tables text and graphical objects*

#### Disadvantages

- *A word processor need power supply so as to use it*
  - *A user has to be computer literate to use Word P*
  - *a word processor is expensive*
5. Has Identify **six** formatting features in the paragraph below  
6mk

**C**helsea secured their first Premier League title in five years after a nervy 1-0 win over Crystal Palace at Stamford Bridge. The Blues needed one more victory to ensure they could wrestle the league crown away from the Manchester stronghold, and Eden Hazard's header - on the rebound after a spurned first-half penalty - ~~was enough to settle~~ a cagey affair. *Palace were no pushovers* and had several half-chances to get themselves back into the match but it was H<sub>2</sub>O *Chelsea's day*,

- *Strike through, underlining, bolding, line spacing, drop cap, superscript, subscript*

6. Differentiate between type over and insert modes

4mk

- **Insert mode** is when text is inserted between words while pushing the text on the right to create room for the new insertion.
- **Overtyping mode:** When text is typed between existing words and the new insertion automatically replaces the text on the right of the insertion pointer.

7. Kimani used the following keyboard shortcut keys when working with Microsoft word.

Write down what command he achieved.

6mk

- |                                  |                            |
|----------------------------------|----------------------------|
| i. CTRL + S = Save               | ii. CTRL + A = Select All  |
| iii. CTRL + C = Copy             | iv. CTRL + R = Align right |
| iv. CTRL + SHIFT++ = superscript | iv. CTRL + P = Print       |

8. What is **troubleshooting**?

2mk

Is diagnostic tool that checks and fixes computer problems involving the input/output devices or software

9. State and explain any **two** FUNCTIONS of operating system

4mk

- |                      |   |                         |                |
|----------------------|---|-------------------------|----------------|
| • Memory Management  | Resource allocation                             | Input/output management | Error handling |
| • Interrupt handling | Installation and uninstallation of applications |                         |                |
| • Job scheduling     | Job sequencing                                  |                         |                |

10. Define the term **softcopy output devices** and give two examples

3mrks

Devices that gives out information by listening and viewing e.g Monitor and Speakers, LED

11. List two uses of **UPS** in a computer lab

2mrks

- Alerts the user in case of a blackout
- Give then user enough time to save his work
- Changes unstable power into stable power

12. Highlight the three major components of a **computer system**

3mrks

- Computer hardware
- Computer software
- User

13. mention the technologies used in the **five generations of computers**

5mrks

- 1<sup>ST</sup> gen Used thermionic valves /Vacuum tubes
- 2<sup>ND</sup> gen transistors
- 3<sup>RD</sup> Gen Intergrated Circuits

- 4<sup>th</sup> LSI, VLSI
- 5<sup>th</sup> Superconductor and parallel processing

*Success is how high you bounce when you hit bottom.*

*George S. Patton*

