COMPUTER STUDIES FORM 2

MID TERM 2 2025

MARKING SCHEME

1. Reasons why a mobile phone is regarded as a computer

- Its electronic * uses electric energy to operate
- It has a display unit (screen)
- It has a keypad
- It has a memory for storage
- It is programmable

2. Application areas of computers

- Schools/Education
- Healthcare/ Hospitals
- Banks
- Hotels
- Art scene
- Communication
- Industries
- Manufacturing

3. Device that reads data: OCR OMR OBR
   Pointing Device: mouse trackball, lighten, touch screen
   Voice input device: microphone

4. Find and replace: searches for words and replace them with a given word
   Thesaurus: It gives suggestion of words or phrases with similar meaning
   Undo and redo- Undo reverses the previous/latest action, while redo does the undone action

iv) Autocorrect -It checks for wrongly spelled words, and automatically replaces them with the correct ones as set by the user.

5. **Define the following terms as used in a worksheet: (3mks)**

i) Columns These are the fields that make up the worksheet of a spreadsheet, and are identified by letters. They run vertically from top downwards
ii) Rows These are the records that form a worksheet, and are identifies by numbers.
They run horizontally from left to right.

Automatic recalculation this is whereby an electronic spreadsheet will adjust the result of a formula automatically when the values are changed, so that they correspond with the different input.

6. When a spread sheet does calculation instead of highlighting all the cells the first and last cells are used
b. Addition (sum), mean, max, min, product
8. The file name was changed
   - The file may not have been saved
   - The file may have been deleted
   - The file may be located in a different folder from the one she was trying to
   - Retrieve from (or may have been moved).
   - The file may have been destroyed by a computer virus.

9. **Name and explain the use of any three buttons found in a spell-check dialog box (5mks)**

Change: Accepts the current selection in the suggestions box
Ignore Once: Leaves the highlighted error unchanged (if the highlighted word is a valid word) & finds the next spelling or grammar error
Ignore all: retains all the occurrences of the same word or phrase in the document from another language, e.g. a Kiswahili.
Add: Adds the highlighted word in the Suggestions box to the Custom Dictionary

10. **Differentiate between 'superscript' and 'Superscript is text formatted to be at the bottom of a line.**
Superscript is text formatted to be at the top of a line, Subscript is text formatted to be at the bottom of a line.

11. **Name four data types used in spreadsheets (2mks)**

• Labels : Alphabets and symbols used to identify items on a column
• Values : numbers that can be used in calculation
• Functions
• Formulae