

TERM TWO EXAMINATIONS

COMPUTER STUDIES

FORM TWO

MARKING SCHEME

1. State **three** precautions taken that ensure proper ventilation in a computer laboratory. (3mark)

- *Installing fans*
- *Installing air conditioning systems*
- *Having windows and doors opened*
- *Avoid overcrowding*
- *Having vents*

1st 3 @ 1mk
(3marks)

2. List **three** softcopy output devices.

- *Printer*
- *Plotter*
- *Speaker*

1st 3 @ 1mk
(2marks)

3. State two reasons for partitioning a disk

- *For backup*
- *To enable installation of more than one operating system.*

1st 2 @ 1mk

4. State **four** factors to consider when selecting an operating system (4marks)

- *Hardware configuration (accept independent memory, hard disk, processor)*
- *Application software intended for use*
- *User friendliness*
- *Documentation available*
- *Cost*
- *Number of processor*
- *Number of user*
- *Compatibility*
- *Upgradability*

- **Warranty**

1st 4 @ 1mk

5. State **four** editing actions that can be performed on a table in a word processor (4marks)

- ***Inert row***
- ***Insert column***
- ***Delete row***
- ***Delete row***
- ***Merge cell***
- ***Split cell***
- ***Adjust row size***
- ***Adjust column size***

1st 4 @ 1mk

6. Describe **four** alignment features as used in Word Processor.

(4marks)

- ***Left***
- ***Right***
- ***Center***
- ***Justified***

State @ ½ mark and explanation @ ½ mark accept illustration

7. State **three** challenges that may cause a printer not to print

(3marks)

- ***Printer is off***
- ***Printer not installed***
- ***Printer not connected***
- ***Wrong printer name selected***
- ***Cable faulty***
- ***Paper jam in the printer***
- ***Printer faulty***

1st 3 @ 1mk

8. A Chief Executive Officer of a company opted to order for computers for his organization. Two Companies wished to win the contract of the supplying the computers. Company A computers had the following Specifications: 140 GB HDD, 3 GB RAM, 2.1 GHZ CPU. Company B had the following specifications: 240 MB HDD, 6 MB RAM, 4.2 KHZ CPU. The two companies offer the same price for the computers.

a) Which company should be granted the supply contract? (1marks)

- **Company A**

b) State **three** reasons for making the decision on the company to win the contract in (a) above (3marks)

- **High storage capacity**
- **High memory capacity**
- **High processor speed.**

1st 3 @ 1mk

9. In reference to ALU, explain the meaning of logic operations and give an example of this processing operation. (2marks)

- **Carrying out the comparison (WTE)**
- **Eg $X > Y$**

Explanation @ 1mk example @ 1mk

10. Distinguish between a function and a formula as used in spreadsheets.(2marks)
Function is an inbuilt formula that helps the user to faster carry out calculations while formula is a user-defined expression that creates a relationship between cells to return a value. (Accept example)

2 or 0

11. Explain the following as used in spreadsheets (4marks)

a. Absolute cell referencing

Where the cells referenced in a formula remain constant as the formula is copied from one cell to another.

b. Relative cell referencing

Where the cells referenced in a formula keep on changing as the formula is copied from one cell to another.

Accept correct illustration.

12. State **three** reasons why we should shut down computers with the right of procedure (3marks)

- **To avoid loss of data**
- **To prevent damage of hardware components**
- **To prevent damage of software**

1st 3 @ 1mk

13. a) A formula to add the contents of \$B\$5 and C4 was entered in Cell F5. What will it become when it is copied to Cell H8?
(1mark)

- **$H8 = \$B\$5 + E7$**

b) What is the equivalent R1C1 reference for G20? (1mark)

- **R20C7**

14. Outline any **three** main features that make word processors popular.(3marks)

- **Document can be stored for future reference**
- **Typing is made easier by automated features**
- **Has in build features**
- **Has superior formatting features**
- **Has superior editing features**

1st 3 @ 1mk

15. a) With aid of a diagram, distinguish between Portrait and Landscape orientations. (4marks)



Portrait: text and graphics are printed with the longest side of the paper vertically while landscape, text, and graphics are placed on the longest side horizontally

Illustration @ 1mk explanation @ 1mk. 4 or 2 or 0

b) Give **two** reasons of previewing a document before printing. (2marks)

- **To confirm the content are within the printable area.**
- **To have a look on how the printing will appear on paper**
 - **1st 2 @ 1mk**

c) List any **two** sources of graphics that can be used in Microsoft Word. (2marks)

- **Scanners**
- **Camera**

- *Drawing*
- *Clipart*

Any correct 2 @ 1mk

16. Distinguish between disk compressing and disk defragmenting (2marks)
Compression is the squeezing of files and folders on storage media while defragmentation is the re-arrangement of files and folders for easy access.

2 or 0

17. State **three** functions of the return key. (3marks)

- *Moves the cursor to the next line*
- *Starts a program*
- *Open file/folder*

1st 3 @ 1mk

18. List **four** measures that are taken to protect users in a computer lab. (4mark)

- *Proper ventilation*
- *No crowding*
- *Proper layout of the cable*
- *Insulation of cables*
- *Standard Furniture*
- *Providing antiglare screens*

1st 4 @ 1mk

19. Describe **three** attributes that make computers widely accepted and used in the day-to-day activities in our society. (6marks)

- *Accuracy*
- *Fast*
- *Multitasking*
- *Large storage*
- *Versatility*
- *Automation*

1st 3 Description @ 2 or 0

20. A firm intends to purchase new software. List **three** items of documentation that should accompany the software (3marks)

- *Warranty*
- *Receipt*
- *Certificate of authenticity/license*
- *Manual or documentation*

21. Differentiate between hardware and software portability.

(2marks)

- **Hardware portability is the ability to move the item from one place to another while software is the ability to install the program in more than one computer of different specifications.**

2 or 0

22. Small and large scale organizers are turning to the use of in- house developed software for the processing activities rather than use of standard software.

a. What is in- house developed software? (2marks)

- **Are programs developed and tailored to perform specific organization task and cannot be installed in other organizations.**

2 or 0

b. Give **three** reasons that may be influencing these organizations for such a decision. (3marks)

- **Have only features required by the user**
- **May not require the user to change the specifications of the computer**
- **Tailored to meet specific user needs**

1st 3 @ 1mk

23. State **three** contents of a warranty.

- **Call out response**
- **Period or time or scope**
- **Preventive maintenance.**

1st 3 @ 1mk

24. Apart from portability, explain four factors to consider when selecting computer hardware for an organization

(4marks)

- **Authenticity**
- **Warranty**
- **Cost**
- **User-friendliness**
- **User needs**

- **Compatibility**
- **Upgradability**

1st 3 @ 1mk

25. Give **two** advantages of a USB interface cable over other cables in the computer (2marks)

- **Fast**
- **Can connect variety of peripheral devices**
- **Connect more than two devices at a time.**

1st 2 @ 1mk

26. List **three** advantages of a laser printer over a drum printer.

(3marks)

- **Fast**
- **Produce quality output**
- **Quiet while printing**

1st 3 @ 1mk

27. a) What role do pixels play in screen display?

(1mark)

- **Determine the resolution or clarity of the image**

b) Give **two** differences between a CRT monitor and a flat-panel display

(2marks)

- **CRT consumes more power Flat panel consume less power**
- **CRT are less portable Flat panels are easily portable**
- **CRT are Cheap Flat panels that are expensive**
- **CRT have curved screen Flat panel have flat screen**

1st 3 @ 1mk

28. Explain the following terms as used in computer systems with reference to storage media (2marks)

- **Read: open or retrieve files from storage media**
- **Write: Save or burn information on storage media**

29. What is a Drive?

(1mark)

- **Is storage device used to read or write data on a storage media**

30. Explain **four** rules for handling magnetic disks (4marks)

(4marks)

- **Do not expose to magnetic field**
- **Do not expose to excessive heat**

- *Do not fold the media*
- *Do not touch the magnetic surfaces*
- *Do not remove the drive while still being accessed*

1st 3 @ 1mk

END

