**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADMNO:\_\_\_\_\_\_\_\_\_CLASS:\_\_\_\_\_\_**

**END OF TERM 2 2023 EXAM COMPUTER STUDIES FORM 2**

**TIME: 2 HOURS**

1. State the component of a computer system which performs each of the following tasks
2. Comparison of numbers. (1mk)

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1. Convert data into a computer format. (1mk)

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1. Coordinate operations of an entire computer. (1mk)

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1. Instruct the computer on what to do. (1mk)

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1. Define the term system software. (2mks)

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1. Name three functions of the system software. (3mks)

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1. State and explain three disk management activities that may be performed on a computer hard disk. (6mks)

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1. The following is a list of computer output devices: ***speaker***, ***plotter***, ***projector***, ***printer***, ***LED***, ***monitor***. Categorize each as either softcopy output devices or hardcopy output devices. (3mks)

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1. Differentiate between serial and parallel cables as used in computers. (4mks)

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1. Name three cables other than those mentioned in **4** **a**) above that are used to connect a computer to other peripheral devices. (3mks)

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1. State three precautions to take to avoid damaging removable storage media. (3mks)

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1. Name three hardware and three software considerations to be made when purchasing a computer system.
2. Hardware considerations. (3mks)

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1. Software considerations. (3mks)

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1. Explain the following registers found in the central processing unit. (6mks)
2. Accumulator

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1. Storage register

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1. Instruction registers

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1. State three characteristics of ROM. (3mks)

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1. Give three factors to consider when purchasing an input device. (3mks)

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1. Differentiate between keying devices and scanning devices. (4mks)

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1. Name two examples of keying devices and two examples of scanning devices. (4mks)

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1. Describe three types of operating system classified according to the user interface. (6mks)

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1. Name five features that are common in most word processors. (5mks)

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1. Explain the meaning of the following word processing terms:
2. Editing a document (2mks)

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1. Proofreading a document (2mks)

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1. Word wrap (2mks)

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1. Copying text (2mks)

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1. Thesaurus (2mks)

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1. State six text formatting features used in word processing. (3mks)

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1. List three components of a spreadsheet. (3mks)

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1. Describe two cell data types that can be entered into a worksheet. (4mks)

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1. Name three types of cell referencing used in spreadsheets. (3mks)

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1. Below is an extract from a spreadsheet program used by a shopkeeper to keep records for their business. Use it to answer the questions that follow.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** |
| **1** | **ITEM** | **UNITS** | **UNIT PRICE** | **TOTAL COST** |
| **2** | Cooking fat | 3 | 390 |  |
| **3** | Sugar | 12 | 150 |  |
| **4** | Rice | 20 | 120 |  |
| **5** | Bread | 10 | 50 |  |

1. Write a function that would be used to obtain:
2. The total cost of cooking fat. (2mks)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The average unit price for the items. (2mks)

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1. What is a cell with reference to spreadsheets? (1mk)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Which cell contains the item ***RICE.*** (1mk)

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1. Which column contains the total cost of items. (1mk)

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1. State the function of the following keyboard keys. (5mks)
2. Enter key

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Delete key

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tab key

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1. Arrow keys

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1. Space bar

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