**NAME………..…….………………………………………………….CLASS……………..ADM NO……………….**

MARKS

**2022 END TERM III**

**COMPUTER STUDIES**

**FORM TWO 2HRS**

**INSTRUCTIONS: ANSWER ALL THE QUESTIONS**

1. Define **word processor** and give **two** examples (3mks)

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2. Give three **advantages** of using electronic word processor. (3mks)

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3. Highlight five **paragraph formatting** features. (5mks)

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4. GIVE five **advantages** of using electronic spreadsheets over manual spreadsheets. (5mks)

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5. Differentiate between **autocorrect** and **autocomplete** functions as used in Microsoft word. (2mks)

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6. Give four data types used in Microsoft excel spreadsheets, (4mks)

7. Highlight four table formatting features used in Microsoft word. (4mks)

8. State three sources of graphics that can be used in Microsoft word. (3mks)

9. Differentiate between a worksheet and a workbook in spreadsheets. (2mks)

10. Discuss any two application areas of electronic spreadsheets. (4mks)

11. Give a detailed procedure of starting a new Microsoft excel worksheet. (3mks)

12. Define the term databases (1mk)

13. What is a database management system? Give three examples. (4mks)

14. Mention four features of database management system. (4mks)

15. Give three examples of **pointing devices** and **briefly describe** where they are applied. (6mks)

16. State and explain four factors to be considered when purchasing a software. (8mks)

17. Explain the three components of a computer system. (6mks)

18. Discuss any four functions of an operating system. (8mks)

17. Operating systems can be categorized according to **user interface**. Highlight three types of operating systems under this category. (3mks)

18. Give four ways of handling a removable storage media when not in use to avoid data loss. (4mks)

19. Give the full names of the following acronyms as used in computing. (5MKS)

1. HDMI
2. VDU
3. VGA
4. SATA
5. CMOS

20. Differentiate between LED and CRT monitors. (2mks)

21. Give two examples of **non-impact** printers. (2mks)

22. Explain how computers are applied in the following fields. (5mks)

1. Agriculture
2. Law enforcement agencies
3. Construction and engineering
4. Weather stations
5. Library

23. Highlight four **database models** used in organization and manipulation of data. (4mks)