NAME.....ADM NO..... .....SIGN.....CLS.....

NYABURURU GIRLS' NATIONAL SCHOOL
OUR LADY OF LOURDES

DATE DONE
INVIGILATOR
DATE RETURNED
DATE REVISED

COMPUTER STUDIES
MAKE UP CAT
TIME: 2 HOURS
FORM 2 2016
TERM 2

INSTRUCTIONS TO CANDIDATES

- Write your NAME and ADM NUMBER in the spaces provides above
- Answer all Questions in the spaces provided

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1. a. Differentiate between a formulae and a function 2mrks

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b. List three sections of a function 3mrks

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2. Consider the data in the cells bellow entered in a worksheet

Cell	D13	D14	E20	E21	E22
Data	400	300	=D13-D14	Vegetables	=D14

i. Name the data types in these cells 3mrks

D13.....

E20.....

E21.....

ii. Give the value in cells: 2mrks

E20.....

E22.....

d. Write the formula that should be written in cell G7 to add in cell A3, B5 and C6 2mrks

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3. a. Describe four cell data types used in spreadsheet 4mrks

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b. Define the term cell reference 1mrk

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c. Explain three types of cell referencing techniques 6mrks

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d. Explain any three components of a spreadsheet 6mrks

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4. Andrew, Jane, David and Zablon had tea, sausages and bananas for breakfast. They took one sausage, two sausages, three sausages and one sausage respectively. In addition, they took a cup of tea and two bananas. Tea, sausages and bananas cost ksh 10, 15, and 5 respectively.

   By naming columns A, B, C……and rows 1, 2, 3……

   a. Construct a worksheet showing the above information 5mrks

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   b. State the expression you would use to obtain:

      i. Total expenditure by David 3mrks

      ii. Total number of sausages taken 2mks

      iii. The cost of the cheapest item 2mrks

c. The following information shows the income and expenditure for **"BEBAYOTE"** matatu for five days. The income for Monday to Friday was ksh 4,000, 9,000, 10,000, 15,000 and 12,000 respectively while the expenditure for the same period was ksh 2,000, 3000, 7,000, 5,000 and 6,000respectively

i. Draw a spreadsheet that would contain the information. Indicate the rows as 1, 2,3..... and the columns as A, B, C. 4mrks

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ii. State the expression that would be used to obtain

a. Monday's profit 2mrks

b. Total income 2mrks

c. Highest expenditure 2mrks

5. a. List three paragraph formatting activities in word processing 3mrks

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b. Differentiate between bolding and highlighting text 2mrks

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6. a. Define the term mail merging 1mrk

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b. Name two files that are created in mail merging process 2mrks

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7. Explain the following terms as used in the word processing 4mrks

a. Indenting

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b. Alignment

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c. Footnote

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d. Endnote

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8. State any three functions of a computer

3mrks

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9. Give two differences between tower – style and desktop system units 2mrks

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10. a. Differentiate between a computer and a computer system 2mrks

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11. Give two examples to each of the following 6mks

i. Device that reads data

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ii. Pointing device

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iii. Printing device.

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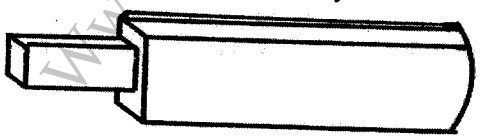
12. The diagram below shows as example of a secondary



a. Identify the name of the devices 1mrk

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13. List down two advantages of this device over a floppy disk in storage 2mrks

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14. Highlight four factors one should consider when purchasing a printer 4mks

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15. 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? 1mrk

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b) Give two reasons that may be influencing these organizations for such a decision 2mks

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16. Differentiate between single- purpose programs and integrated software 2mrks

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17. Explain the following considerations when purchasing software 2mks

a. Authenticity

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b. Portability

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18. Differentiate between portability with reference to hardware and software 4mrks

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19. Explain why documentation is necessary for any software package 2mrks

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20. A firm intends to purchase new software. List three items of documentation that should accompany the software
3mrks

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