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**Computer Studies**

**FORM 3 JANUARY 2023 TERM 1 OPENER EXAM**

**Time: 2 Hours**

**Instructions: Answer All The Questions On the Space Provided.**

1. State three functions of a computer. [3]

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2. Explain the difference between digital and analogue computers using a diagram. [4]

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3. a) What is a computer laboratory? [2]

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b) State four methods of minimizing dust in a computer laboratory. [4]

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4. Why is it necessary to have a UPS in a computer laboratory. [3]

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5. a) What is a computer keyboard. [2]

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b) List four types of keys found on a computer keyboard. [4]

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c) What is a toggle key. [2]

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d) Name four toggle keys on a standard computer keyboard. [4]

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6. a) List four differences between a microcomputer and a supercomputer. [4]

|  |  |
| --- | --- |
| *Micro computer* | *Super computer* |
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b) State four advantages of using portable computers e.g. laptop. [4]

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7. State four ways in which a computer may be used in efficient running of a hospital. [4]

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8. State four types of computer output devices. [4]

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9. Give four reasons why primary storage devices are not used for secondary storage. [4]

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10. State **one function** of the following elements of a computer:

a) Hardware [2]

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b) Software [2]

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c) Liveware [2]

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11. List four devices that use scanning technology that would be used to capture data directly from the source.

[4]

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12. State four factors to consider when selecting an input device for use in an organization. [4]

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13. a) What is meant by the term user-friendly as used in software development. [2]

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b) List and explain three types of user interfaces. [6]

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14. a) State four advantages of word processors over manual typewriters. [4]

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b) A student typed a letter in a word processor and the last line of the letter flowed to the second page. State **four** ways in which the student could have adjusted the letter to fit on one page without changing the paper size. [4]

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c) List four arithmetic operations that can be performed on a row of numeric data in a word processing table. [4]

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d) List three editing features of word processor. [3]

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15. a) Briefly explain the following terms: [7]

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Range

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Worksheet

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Workbook

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Function

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16. Mr. Kamau is a teacher at Kianda High School used Ms-Excel to process the marks obtained by his student during the term. The table below shows the details entered in the Ms-Excel worksheet

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **1** | **Name** | **CAT1** | **CAT2** | **CAT TOTAL** | **EXAM** | **TOTAL MARKS** | **POSITION** | **GRADE** | **REMARK** |
| **2** | **Mark Jama** | **14** | **06** | **20** | **56** | 76 | **1** |  |  |
| **3** | **Caleb Wekeza** | **13** | **08** | **21** | **34** | **55** | **6** |  |  |
| **4** | **Kanini Mulue** | **10** | **04** | **14** | **59** | **73** | **3** |  |  |
| **5** | **Justine Melanie** | **11** | **07** | **18** | **57** | **75** | **2** |  |  |
| **6** | **Julia Wahome** | **06** | **09** | **15** | **48** | **63** | **5** |  |  |
| **7** | **Austin Kilome** | **08** | **07** | **15** | **50** | **65** | **4** |  |  |

Hints

**CAT1 is out 15, CAT2 is out 15 and Exam is out 70**

a) Give the formula used to calculate the Total Marks for Julia Wahome. [2]

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

b) Write a function that give each student his position in class based on the performance. [3]

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c) Write a logical function that will display the following remarks in **column I**. [3]

|  |  |
| --- | --- |
| **Total Marks** | **Remark** |
| **0 - 49** | **Fail** |
| **50 - 59** | **Above Average** |
| **60 - 69** | **Fair** |
| **70 - 79** | **Good** |
| **80 - 100** | **Excellent** |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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