**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADM NO: \_\_\_\_\_\_\_\_\_\_\_\_CLASS:\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPUTER STUDIES**

**FORM TWO**

**MID TERM EXAM**

**TERM 1, 2024**

**INSTRUCTIONS: (Answer all the questions) TIME: (1h 30min)**

1. Define the terms.
2. word processing 3mks
3. Electronic word processing 3mks
4. List five examples of word processor. 5mks
5. Give four advantages and two disadvantages of using a word processor over the typewriter. 5mks
6. Explain the purpose of word processing. 4mks
7. Name four functions performed by a word processor. 4mks
8. Describe four key features of windows-based word processing software. 8mks
9. Explain four common features found in most word processing applications windows.4mks
10. What three factors would guide the selection of a word processor? 3mks
11. Highlight two ways of starting the Microsoft application. 4mks