**COMPUTER STUDIES**

**MARKING SCHEME**

**FORM TWO**

**TERM 1 2024**

1. Define the terms.
2. word processing 3mks

**Refers to the art of creating, saving, editing, formatting and printing text and graphic documents using an electronic word processor**

1. Electronic word processing 3mks

**Is an application software that enables the user to create, edit, format, and print text documents.**

1. List five examples of word processor. 5mks
* **Microsoft word**
* **Corel wordperfect**
* **Lotus word pro**
* **Apple works**
* **Openoffice writter**
1. Give four advantages and two disadvantages of using a word processor over the typewriter. 5mks
2. **A document can be stored for future use .**
3. **Typing using a word processor is easier and more efficient due to automated features.**
4. **Most word processors have superior editing tools**
5. **Provides inbuilt features for generating headers. Footers, indexes, footnotes and references.**
6. **Have superior document formatting features.**
7. **Have ability to create and import tables, text and graphics from other applications.**
8. **It is possible to print multiple copies from a document.**
9. Explain the purpose of word processing. 4mks
* **Used to**
* **Create a document**
* **Saving a document**
* **Editing a document**
* **Formatting a document**
* **Printing a document**
1. Name four functions performed by a word processor. 4mks
* **Document creation**
* **Text editing**
* **Spell checking and grammar checking**
* **Document formatting**
1. Describe four key features of windows-based word processing software. 8mks
* **Title bar- indicates the task currently running**
* **Main menu/tab- provides the user with list of commands used to create or manipulate a document.**
* **Toolbars/ribbons- Group of command icons used to manipulate content in the application.**
* **Document window- This is an electronic paper-like work area where the content of a document are inserted**
* **Status bar- this is the communication channel between the user and the application program. The status bar displays document status information such as current page number, section and language.**
1. Explain four common features found in most word processing applications windows.4mks
* **Menu bar**
* **Tootbar**
* **Document area**
* **Status bar**
* **Ruler**
* **Navigation pane**
* **Zoom control**
1. What three factors would guide the selection of a word processor? 3mks
* **The type of operating system installed on the computer.**
* **User-friendliness**
* **Richness of formatting and editing features.**
1. Highlight two ways of starting the Microsoft application. 4mks
2. **using the start menu**
3. **Using desktop shortcuts**