

v. State the function of the part labeled A, B, and D

[6 marks]

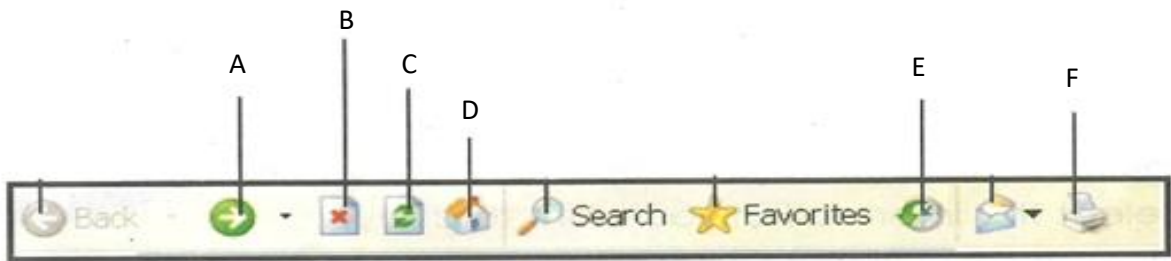
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(b) Study the diagram below carefully and answer the questions that follow



i. Name the parts lettered A – F

[6 marks]

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SECTION B (36 MARKS)

Answer *three* questions only from this section

2. a) Differentiate between

i. Save and Save As

[2 marks]

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ii. Backspace and Delete

[2 marks]

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iii. Undo and Redo

[2 marks]

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b) Complete the table below;

[6 marks]

NAME	SYMBOL ON BUTTON
Align Left	
Align Right	
Justify	
Centre	

3. a) State **three** actions performed during text editing

[3 marks]

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.....
b) Define the following terms as used in a word processing environment

i. Clip arts

[3 marks]

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ii. Clip board

[3 marks]

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iii. Subscript

[3 marks]

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4. a) Write the keyboard shortcut keys or key combinations used to perform the following operations in MS Word. [6 marks]

Operation	Short Cut Key/Key Combination
i. Grammar and Spelling Dialogue box	
ii. Open a document	
iii. Save changes made in a existing document	
iv. Undo	
v. Select entire text in a document	
vi. Display Font Dialogue Box	

b) Study the device and answer the questions that follow.



i) Name the device above

..... [2 marks]

ii) State any **two** roles the device named in (b)(i) above plays when the computer is in use [4 marks]

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5. (a) Study the following devices carefully and answer the questions that follow

[6 marks]

i) Name the devices labeled A – F



A.....

B.....



C.....

D.....



E.....

F.....

b) State two;

i. Components that make up device C

[3 marks]

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ii. Reasons why device E is **not** common nowadays

[3 marks]

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PAPER 1 40 MARKS 45 MINUTES
Answer all questions in this section

- 1) Which of the following keys is used for multiple selection of text that are **not** continuous?
a) ALT b) CTRL c) Del d) Shift
- 2) When a user clicks within a selected text by holding down the left mouse button, and then transfers the cursor to a different location within the same document, the text will be
a) Cut
b) Moved
c) Copied
d) Deleted
- 3) Double – clicking on a word in Microsoft word application the word
a) copy
b) cut
c) select
d) delete
- 4) Word processing program is mainly used by ...
a) Secretaries
b) accountants
c) engineers
d) artists
- 5) The letter that normally represents the floppy disk in a an operating system is
a) A: b) C: c) D: d) E:
- 6) Computer devices such as mouse, track pad and joystick are referred to as
a) Output devices
b) pointing devices
c) standard devices
d) internal devices
- 7) The main components of a computer are ...
a) hardware and software
b) disc and monitor
c) system and unit
d) communication devices
- 8) The main purpose of serach engine is for...
a) playing music
b) research
c) invoicing
d) locating crimes
- 9) One disavantage of internet devices is...
a) network coverage limitedness
b) free network
c) multimedia
d) affordability
- 10) A printed version of what is displayed/ seen on the computer screen is called
a) Soft copy
b) Hard copy
c) Copy
d) Software copy
- 11) The default orientation for a word processing document is
a) Landscape
b) Portrait
c) Legal
d) A4
- 12) To preview a document before printing is necessary because
a) It displays the name of the document
b) It displays how the document will look like after printing
c) It displays copy and paste of the document
d) It formats the document
- 13) A rectangle can be drawn in Word Processing application using the
a) Arrow
b) Circle
c) Oval
d) Square
- 14) The computer keyboard combinations that would move the cursor insertion point to the beginning of the document is
a) Ctrl + B
b) Ctrl+H
c) Ctrl +home
d) Ctrl +page up
- 15) Computerized text editing is also known as ...
a) Data base application
b) Desktop application
c) Spread sheet application
d) Word processing application
- 16) Text that is justified is
a) Adjusted to meet one margin
b) Adjusted to meet both margins
c) Grammatically correct
d) Only visible is print preview
- 17) To print a document after previewing, use the ...
a) Edit command button
b) Open command button
c) Print command button
d) Save command button
- 18) How is word processing software different from typing with a typewriter?
a) Word processors allow the user to enter a new text in the middle of a sentence
b) Word processors use word wrap
c) Word processors automatically adjust the spacing between characters
d) All the above
- 19) The spelling and Grammar feature does **not** ...
a) Check for words that are repeated
b) Automatically correct all misspelled words
c) Explains grammatical errors
d) Suggest revision to make a sentence correct
- 20) Which of the following is not an internal component of the system unit?
a) PSU b) UPS c) CPU d) HDD
- 21) To create a graphic that contains text, you can-

- a) Create a Word Art object
 - b) Create a text box
 - c) Right – click an auto shape, then click add text
 - d) All the above
- 22) The size of a newly created folder on the computer is
- a) 3 bytes b) 1 byte c) 0 byte d) 8 byte
- 23) Which default icon on the start menu of Microsoft window XP is used to open programs, folders and website
- a) Search
 - b) Help and support
 - c) Run
 - d) my computer
- 24) The undo and insert word Art buttons are located on the and toolbar respectively
- a) Standard, formatting
 - b) Standard, drawing
 - c) Formatting drawing
 - d) Drawing forms
- 25) Auto shapes can be found on the
- a) Menu bar
 - b) Drawing form
 - c) Standard toolbar
 - d) Toolbar
- 26) Which of the following is **not** a feature of the word processing window?
- a) Print preview
 - b) Spelling and grammar
 - c) Sheet tabs
 - d) Zoom
- 27) A red crimped line in a document means
- a) Incomplete sentence
 - b) Section of the document is missing
 - c) Word has been misspelled or not in the computer's dictionary
 - d) Incorrect grammatical construction
- 28) Which of the following features enables the user to present text or information in points form?
- a) Drop cap
 - b) Page number
 - c) Cross reference
 - d) Bullets and numbering
- 29) When you copy and paste in a document .
- a) The document is detached
 - b) It becomes complete
 - c) Nothing happens to the document
 - d) Portion of the document is duplicated
- 30) Anytime you want to format a text, the text must first be
- a) Copied
 - b) Selected
 - c) Changed
 - d) Pasted
- 31) To insert a drop cap in one of the paragraphs you should access the
- a) Insert menu
 - b) Format menu
 - c) Tool
 - d) None of the above
- 32) Which of the following is the latest version of MS Word?
- a) Word 2000
 - b) Word 2007
 - c) Word 2011
 - d) Word 2013
- 33) A screen element of MS word that is usually located below the title bar that provides categorized options is the
- a) Office button
 - b) Formatting toolbar
 - c) Standard toolbar
 - d) Menu bar
- 34) Which of the following file name extensions indicates that the file is a Word document?
- a) .msw b) .wor c) .wrd d) .doc
- 35) The thesaurus feature allows the user to --
- a) Check for grammatical construction
 - b) To search for missing words in a document
 - c) To check for misspelled words
 - d) To show up synonyms, for words I the document
- 36) The bars that enable the user to move within the entire document using the mouse is called
- a) Tool bar
 - b) Status bar
 - c) Scroll bar
 - d) Menu bar
- 37) The default folder for storing files created with MS Word is
- a) My computer
 - b) My recent document
 - c) My network places
 - d) My document
- 38) Dragging a folder from one drive to a window on another drive is equivalent to a
- a) Cut operation
 - b) Copy operation
 - c) Delete operation
 - d) Move operation
- 39) Which of the following is the function of the minimize button?
- a) Bring window to the taskbar
 - b) End application
 - c) Drag window on the taskbar
 - d) Enlarge a window
- 40) A device that uses magnetic method to store data is
- a) Compact disc
 - b) Digital versatile disk
 - c) Hard disk
 - d) Optical disk