

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Which of the following is the brain of the computer?
 - (a) Central Processing Unit
 - (b) Memory
 - (c) ALU
 - (d) Control unit

2. _____ is computers short-term memory that is lost when the computer is turned off.
 - (a) CPU
 - (b) Hardware
 - (c) RAM
 - (d) Processor
3. What is the blank space outside the printing area on a page?
 - (a) Clipart
 - (b) Margin
 - (c) Header
 - (d) Footer
4. Which of the following is an example of page orientation?
 - (a) Landscape
 - (b) Subscript
 - (c) Superscript
 - (d) A4
5. Formula palette is used to _____
 - (a) format cells containing numbers
 - (b) create and edit formula containing functions
 - (c) enter assumptions data
 - (d) copy a range of cells
6. What is the extension of a Microsoft Excel file?
 - (a) .msxcl
 - (b) .xcl
 - (c) .xlsx
 - (d) .xlsm

7. _____ is not a valid data type in MS Access.
 - (a) Auto number
 - (b) Currency
 - (c) Memo
 - (d) Picture
8. Which field type is selected to enter long text in that field?
 - (a) Text
 - (b) TextBox
 - (c) Memo
 - (d) Currency
9. The maximum percentage of zoom in PowerPoint is _____.
 - (a) 400%
 - (b) 200%
 - (c) 350%
 - (d) 100%
10. In PowerPoint, the objects on the slide to hold the text are called _____.
 - (a) Placeholders
 - (b) Textbox
 - (c) Object holder
 - (d) Text holders

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) Give an account of memory unit in a computer.
Or
(b) Write a note on machine language.
12. (a) Give the steps to save and close a Word document.
Or
(b) Write a note on paragraph alignment and indentation.
13. (a) Write a note on the various options in format cells dialog box.
Or
(b) Write any five financial functions.
14. (a) Give the steps to search records.
Or
(b) Give the steps to link data files.

15. (a) Give the different types of views in PowerPoint.

Or

(b) Give the steps to include objects and pictures in a presentation.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Explain the anatomy of a computer.

Or

(b) Explain the features of Windows Operating System.

17. (a) Explain bullets and numbering.

Or

(b) Explain the process of spell check.

18. (a) Explain the steps to include a chart in a worksheet.

Or

(b) Explain the preparation of a financial statement.

19. (a) Explain the steps to create a table in Access.

Or

(b) Explain the design of queries.

20. (a) Explain the steps to create slide show.

Or

(b) Explain animation effects in slides.