1. (a) Outline **two** features that could be included in microcomputers of the future. (2 marks)

   (b) Differentiate between *field property* and *wizard* as used in database programs. (2 marks)

2. A student created a new e-mail account. Outline **four** folders that will be visible on this email program window. (4 marks)

3. A manufacturing company uses traditional filing system. Outline **four** challenges the company is likely to face. (4 marks)

4. (a) While using a computer keyboard, a student realised that some keys could switch from one state to another. Name **two** such keys in a word processing program. (2 marks)

   (b) A student typed a document comprising several paragraphs. Outline the procedure she could use to achieve each of the following:

   (i) select a single paragraph; (1 mark)

   (ii) select the entire document. (1 mark)

5. Explain **two** importance of formatting a disk before it is used. (4 marks)

6. Differentiate between *BIOS* and *POST* as used in computers. (4 marks)

7. (a) Re-write the Spreadsheet formula =F10 + G20 using absolute cell referencing. (1 mark)

   (b) A student entered the formula = B5+C4 in cell F5. When the formula was copied into cell H8 it changed to = D8 + E7. Explain the reason for this. (3 marks)

8. A college uses a computer to keep student's records in a database. The records contain the following fields: Student_Number, Name, Address, Telephone_Number.

   (a) Outline the purpose of Student_Number in the record. (1 mark)

   (b) Outline **three** ways in which these records could be manipulated. (3 marks)

9. (a) State **four** print options available in a presentation program. (2 marks)

   (b) John created slides in a presentation program. Outline **two** features he could use to make the presentation visually attractive. (2 marks)

10. (a) Explain the function of *autofill* feature in a Spreadsheet program. (2 marks)

    (b) With the aid of a sketch in each case distinguish between *first line* and *hanging* indentation as applied in a word processing program. (2 marks)

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Angelika Gabauer,Sabine Knierbein,Nir Cohen,Henrik Lebuhn,Kim Trogal,Tihomir Viderman,Tigran Haas

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   Public Participation in Health Care: Exploring the Co-Production of Knowledge Gill Green,Annette Louise Boaz,Maria Clasina Stuttaford,2020-01-28 *Communicating for Social Justice in Health Contexts: Creating Opportunities for Inclusivity Among Marginalized Groups* Elizabeth M. GlowackiVinita Agarwal,Vinita Agarwal,2023-10-19 Translational Cardiology Jeffrey A. Bakal,Michael Gibson,Adam E.M. Eltorai,2025-02-01 Translational Cardiology provides a cardiology specific instructional guide to translational medical research that will serve as a practical step by step roadmap for taking a biomedical device potential therapeutic agent or research question from idea through demonstrated clinical benefit Fundamentally the volume aims to help bridge the gap between current research and practice Written by a team of expert medical biomedical engineering and clinical research experts in cardiology this book provides a clear process for understanding designing executing and analyzing clinical and translational research Focuses on translational cardiovascular research covering the principles of evidence based medicine and applies these principles to the design of translational investigations Provides a practical straightforward approach that will help aspiring cardiovascular researchers navigate challenging considerations in study design and implementation Details valuable discussions of the critical appraisal of published studies in cardiology allowing the reader to learn how to evaluate the quality of such studies with respect to measuring outcomes and to make effective use of all types of evidence in patient care *Care and the City* Angelika Gabauer,Sabine Knierbein,Nir Cohen,Henrik Lebuhn,Kim Trogal,Tihomir Viderman,Tigran Haas,2021-10-24 Care and the City is a cross disciplinary collection of chapters examining urban social spaces in which caring and uncaring practices intersect and shape people s everyday lives While asking how care and uncare are embedded in the urban condition the book focuses on inequalities in caring relations and the ways they are acknowledged reproduced and overcome in various spaces discourses and practices This book provides a pathway for urban scholars to start engaging with approaches to conceptualize care in the city through a critical reflexive analysis of processes of urbanization It pursues a systematic integration of empirical methodological theoretical and ethical approaches to care in urban studies while overcoming a crisis centered reading of care and the related ambivalences in care debates practices and spaces These strands are elaborated via a conceptual framework of care and situated within broader theoretical debates on cities urbanization and urban development with detailed case studies from Europe the Americas and Asia By establishing links to various fields of knowledge this book seeks to systematically introduce debates on care to the interconnecting fields of urban studies planning theory and related disciplines for the first time

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2/Week 8 Title: Rikki-tikki-tavi Suggested Time Students complete an evidence chart as a pre-writing activity. Teachers should … Answer: Tasks and answers available in the anthology on page 137. • After …