

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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Minjie Lin

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