

# **FORM 2 COMPUTER STUDIES**

## **TOPICAL QUESTIONS**



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## **FORM 2 COMPUTER STUDIES TOPICAL QUESTIONS**

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# WORD PROCESSING

1. a) What is a word Processor? (1 mk)  
b) List two common examples of word processing software widely used in the market today. (2 mks)
2. Give three comparisons of the traditional method of typing a document on a Typewriter against using a word processor (6mks)
3. a) What is a template? (1mk)  
b) State two advantages of using a template to create a document. (2mks)
4. Explain the difference between overtypes and insert mode in word processing

**5.** Veronica tried to retrieve a document file following all the steps correctly. The filename did not appear in file list box. State three causes for this. (3mks)

**6.** Mwikali selected a paragraph in word processing. Explain what happened after pressing the following keys on the keyboard: (3mks)

**7.** Precisely explain the role of the following editing features of a word processor; (3mks)

**8.** Give the steps you would use to find and replace the occurrence of a particular word in Microsoft Word. (4mks)

**9.** Name and explain the use of any three buttons found in a spell-check dialog box (6mks)

**10.** Clearly explain the meaning of the following terms as used in word processing: (7mks)

**i)** Editing a document -

**ii)** Blocking text-

**iii)** Printing –

**iv)** Saving-

**v)** Italicizing text-

**vi)** Header-

**vii)** Footer-

**11. a)** What is document formatting? (1mk)

b) Give any five document formatting features of a word processor. (5mks)

c) Differentiate between „superscript“ and „Superscript is text formatted to be at the bottom of a line.

**12.** What are page margins?

**13.** Differentiate between:

a) A Hard page break and a Soft page break. (2mks)

b) Auto complete and AutoCorrect (2mks)

c) Drawing and inserting a table in a document  
(2mks)

**14.** Explain how a paragraph can be moved from one page to another using a word processor. (4mks)

- 15. a)** What is line spacing? (1mk)
- b)** Explain any three line spacing specification used in Microsoft Word. (3mks)
- 16.** List any three sources of graphics that can be used in Microsoft word. (3mks)
- 17. a)** Explain the concept of graphics that can be used in Microsoft word. (3mks)
- b)** What is the difference between object linking and embedding? (2mks)
- 18.** Give a reason why it may be necessary to merge cells in a table. (1mk)
- 19. a)** Define mail merging. (2mks)

b) Give two advantages of mail merge over copy and pasting several times to mass mail a document.

(2mks)

**20.** a) Give two advantages of previewing a document before printing. (2mks)

**22.** a) Distinguish between Portrait and Landscape orientations. (2mks)

b) State two reasons why it is necessary to specify the correct paper size before printing a document? (2mks)

**23.** Outline any three main features that make word processors popular programs. (3mks)



# SPREADSHEETS

1. What is electronic spreadsheet software? (2mks)

□ Give any two application programs classified as spreadsheets. (2mks)

2. Differentiate between the traditional analysis ledger sheet and an electronic spreadsheet. (5mks)

3. Explain five application areas where spreadsheet software can be used. (5mks)

i) Accounting: -

ii) Data management: -

iii) Scientific applications:

iv) Forecasting: -

**4.** State five features of spreadsheets that are useful in financial modeling. (5mks)

**5.** Define the following terms as used in a worksheet:  
(3mks)

**i)** Columns

**ii)** Rows

**iii)** Cell

**6.** Explain the following concepts as used in spreadsheets: (4mks)

**i)** Automatic recalculation

**ii)** „What if“ analysis

”

iii) Sheet tabs

iv) Worksheet

Name four data types used in spreadsheets (2mks)

7. An Agrovet Company wants to analyze its employee’s personal details using Microsoft

Excel. The company has five employees: Mary Anne, Francis Kihara, Lena Achieng, Hellen Wanjiku, and Mwangi Peter. Their ages are 20, 45, 90, 45 and 34 years respectively. Mary department; Mwangi Peter in finance department and Hellen

Wanjiku in Computer department

Mary Anne and Hellen Wanjiku are single whereas Francis Kihara, Lena Achieng and

Mwangi Peter are married.

Construct a worksheet showing the above information. Use appropriate column headings

(6mks)

**8.** a) What is a cell reference? (1mk)

b) For each of the following, state the type of cell reference. (4 mks)

i) A5

ii) \$F\$5      iii) H\$21 absolute)

iii) \$D7

**9.** a) A formula to add the contents of B5 and C4 was entered in Cell F5. what will it become when it is copied to Cell H8? (1 mk)

b) Explain the reason for your answer. (2mks)

c) What is the equivalent R1C1 reference for G20?  
(1mk)

**10.** Differentiate between relative and absolute cell reference as used in Ms-excel.

(2mks)

**11.** The first column in the table below contains formulas as entered into cell D46. In the second column, enter the formulas as they would appear when copied to cell B56.

(4mks)

Formula in D46	Formula when copied to B56
=D1	=B11
=F5*C10	=D15 * A20
=H\$46 + J40	=F\$46 + H50
=\$E12 – D\$14*\$F\$2	=\$E22-B\$14*\$F\$2

12. A worksheet contains the data shown below:

Cell	A1	A2	A3	C1	C2	C3	
Entry	5	7	10	10	15	15	=SUMIF ( C1:C3 “ < 10”,A1:A3)

State the value displayed in G1

(2mks)

**13.** Study the worksheet below and answer the questions that follow:

	A	B	C	D	E	F
1						
2	<b>SKYW AYS AGENCIES</b>					
3	<b>PRODUCT</b>	<b>REGION</b> 1	<b>REGION</b> 2	<b>REGION</b> 3	<b>REGION</b> 4	<b>TOTAL</b>  Sale
4	Rexona	3400	3,700	4000	4100	
5	Lifebuoy	2500	2600	2100	2500	
6	Omo	6000	6100	6300	1600	
7	Ushindi	1200	1500	1400	6400	
8	Carmel	7000	6900	7200	8000	
9	Total					
10	Maximum					
11	Average					

- i) Write functions that can be entered to get total, maximum, and average of each region. (3 mks)
- ii) Write down the function that returns the number of sales in the four regions whose value is greater than or equal to 2000. (1 mk)
- iii) The function = sum (B4:E4) is entered at F5 and then copied to F8. Write down the function as it appears in the destination cell. (2mks)
16. a) What is a chart wizard in spreadsheets? (1mk)
- b) State the use of: (2mks)
- i) A pie chart-
- ii) A line graph- A line graph is used to show trend



# DATABASES

1. a) Define a database. (2mks)
  - A collection of related files organized to provide consistent and controlled access to the data items.
  - A collection of related data elements stored together under one logical structure so as to provide a consistent & controlled access to the items.
  - A collection of information related to a particular subject or purpose
  - A common data pool, maintained to support the various activities taking place within the organization.
- b) List four examples of database programs in the market today. (2mks)
  - Microsoft Access
  - Oracle
  - FoxPro
  - Dbase

2. State the components of a Database hierarchy in ascending order. (2mks) □ Character (alphabets, numbers and special characters)

- Fields (Facts, attributes, set of related characters)
  
- Records (Collection of fields)
  
- File (Collection of records)
  
- Database (Logical collection of files)

3 a) Explain three types of database models. (6 marks)

i. Flat file database: It holds only one set of data ii.

Relational database: Related data items are stored or organized together in structures called relations or tables. Each table consists of rows and columns.

iii. Hierarchical database: The data items are organized in hierarchical (tree-like) structure. The records are stored in multiple levels, where units further down the system are subordinate to the ones above iv. Network database: It allows a data element (or record) to be related to more than one other data element/record. Links are used to express the relationship between different data items forming a network of items.

b) Define the term sorting (2mks)

Sorting involves arranging of records in a logical order in the database. It can either be in Ascending or descending order.

4. a) What are database management system software? (2mks)

A collection of programs used to store & retrieve data, and manage files or records containing related information from a database.

b) Give the two classes of database software. (2mks)

PC-based database software:-Are usually designed for individual users or small businesses, e.g. Ms-Access, Dbase, Paradox, FoxPro

Corporate database software:-Are designed for big corporations that handle large amounts of data, e.g. Oracle, SQL Server, Sybase, etc

5. State the use of the following objects in databases.  
(3mks)

i) Tables To store related records ii) Forms  
They act as screens for entering, changing &  
viewing data in tables

iii) Query Searching for specific records/Data  
manipulation/Selecting

6. a) Define the term normalization as used in  
database design. (2mks)

Normalization is the process of trying to eliminate storage of  
duplicate values in a database.

b) State three objectives of normalization. (3mks)

- To relate different tables in a database
- To ease the retrieval of data from a relational  
database
- Breaking up multi theme tables into smaller  
workable tables

7. Give three advantages of separating data from the applications that use the data in

database design. (3mks)

- You can retrieve recorded data easily
- You can do calculations in an easy way
- Creating of queries, forms, reports will be easy by using data separation.

8. Differentiate between:

i) Primary key and relationship (2mks)

Primary key is a field or a set of fields that can be used to uniquely identify each individual record in a table. It is used to relate a table to the foreign keys in other tables.

- ii) Tabular and columnar form layout. (2mks)

Tabular – the records are displayed from left to right across the page, and

the labels appear at the top of each column, with each row representing a new record. Columnar – the fields for each record are displayed down a column, i.e. each value is displayed on a separate line with field labels to the left.

9. State three types of relationships that can be used to link tables in databases. (3 mks)

- One-to-One
- One-to-many
- Many –to-Many

10. Explain how „parents“ and „child“ tables are related in relational database. (4mks) A parent table is the one that has the primary key of the relationship, while a child table is the one that has the foreign key of the relationship.

Parent and child tables are related through a common field that links the two tables.

Records in a child table relate to one record in a parent table.

11. a) Describe four major shortcomings of the conventional (paper )file

structures that are being addressed by the database approach. (4mks)

- Unnecessary duplication of data
- Boredom & time wastage especially when searching for a particular item
- In order to carry out any file processing task(s), all the related files have to be processed
- Misleading reports due to poor data entry and organization



- Difficulty in sorting, retrieving & updating records
- Security: no protection of files against unauthorized access and corruption  Sharing of files is difficult
- Some information resulting from several files may not be available.

b) List any two methods used to secure data in a database  
(2mks)

- Password protection
- User and group permissions
- User-level security
- Data encryption

12. The following car details are to be entered in a database: Make, Date-of-manufacture, colour, and cost.

a) Prepare a suitable database structure showing field names and their field data types (5 mks)

Field name	Data type
ID (Primary key)	Auto Number
Make	text
Date of manufacture	Date/time
Colour	Text
Cost	Currency

b) Explain how you index the data such that cars of the same make and colour are together. (2mks)

Create a query to show same make and colour

c) Write a statement that can be used to select cars of colour green. (2mks)

Create a query. In the colour field, and in the Criteria row, write “green”

a) Give an instruction that would:

i) Select cars whose cost is between 500,000/= and 1,000,000/= (3mks) Create a query.

In the cost field, and in the criteria row, write “.>500000

and <1000000”

ii) Determine the average cost of all cars. (3mks)

Create a query. Choose average of costs “Avg” option in the total section.

## **DESKTOP PUBLISHING (DTP)**

- 1 a) Define the term desktop publishing. (2mks)  
b) Give any three examples of desktop publishing software available in the market today. (3mks)
2. Identify four different types of publications that can be produced using desktop publishing software. (4mks)
3. Differentiate between the following:
  - a) Pasteboard and printable page. (2mks)
  - b) Margins and column guides. (2mks)
  - c) Change case and drop cap. (2mks)

**d) Kerning and tracking. (2mks)**

**e) Fill and stroke**

A stroke refers to a line style, while a fill refers to applying background pattern such as shading to a graphical object.

**4 a) What is layering as used in DTP (1 mk)**

**b) Why is layering very useful in a desktop publisher? (1mk)**

**5. What commands are used in place of portrait and landscape page orientation in PageMaker?**

**(1mk)**

**6.** Give three methods that are used to transform an object. (3mks)

**7.** a) what is text wrap? (1mk)

b) Give three ways you can wrap text on an object.  
(3mks)

**8.** Define the term object grouping (2mks)

## INTERNET & E-MAIL

1. The first computer Network was set up by ARPA in the United States of America. What is the full meaning of the acronym ARPA (1mk)

2. Your manager wishes to be connected to the Internet. He already has a powerful personal Computer (PC), a printer, and access to a Telephone line. However, he understands that he will need a Modem.

State why a modem is required to connect him to the internet. (2mks)

3. The Internet connects millions of computers and telecommunication devices that have different hardware and software configurations. For these incompatible devices to be able to communicate, a protocols? (1mk)

b) Name the two most common protocols for the Internet, and state their functions.

(3mks)

Transmission control Protocol (TCP); -

Internet Protocol (IP); -

4. a) Explain the following terms as used in internet:

i) Website ( ½ mk)

ii) Browse/Surf the web. ( ½ mk)



**5.** a) What is meant by the term e-learning? (1mk)

b) A school intends to set-up an e-learning system. List three problems that are likely to be encountered. (3mks)

**6.** a) Identify the parts of the following e-mail address labelled A, B, C and D (4mks)

b) Mention two examples of e-mail software. (2mks)

**7.** Discuss four advantages and two disadvantages that electronic mails have over regular mails. (6mks)

Advantages

Disadvantages (2mks)

**8.** a) What is a search engine? (2mks)

**9.** Briefly describe four factors contributing to Internet access and growth in Kenya.

(6mks)

## **DATA SECURITY & CONTROL**

1. Differentiate between data security and data integrity.  
(2mks)
  
2. a) Define the term Computer crime (2mks)  
  
b) Explain the meaning of each of the following with reference to computer crimes. (7mks)
  
3. Outline four ways of preventing piracy with regard to data and information. (4mks)
  
4. a) What is a Computer virus? (2mks)  
  
b) i) State two ways through which computer viruses may be controlled. (2 mks)

ii) Explain how each of the two ways listed in b (i) above assist in controlling computer viruses.

(2mks)

5. Computer systems need maximum security to prevent an unauthorized access. State six precautions that you would expect an organization to take to prevent illegal access to its computer-based systems. (6mks)

6. Give four rules that must be observed in order to keep within the law when working with data and information. (4mks)

7. An individual has a right to demand guarantee to privacy of personal information stored on a computer. Give three such types of information. (3 mks)

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