COMPUTER APPLICATION PACKAGES EXAM   APRIL 2016

ANSWER ALL QUESTIONS.

TIME 2HRS.

1. Define word processing.   (2mks)
2. Name four functions performed by a word processor.   (4mks)
3. What is document formatting?   (2mks)
4. Define the term word wrap   (2mks)
5. What is an electronic spreadsheet?   (2mks)
6. Define the following terms;   (6mks)
   a. Cell
   b. Row
   c. Column
7. The formula =A1+C2 is initially typed in cell D1 what will it be when copied to cell E1?(4mks)
8. Differentiate between a formula and function   (2mks)
9. State the effect of pressing each of the following key combinations on cell pointers.   (6mks)
   a. Right arrow key
   b. Shift +Tab
   c. Cntrl+Home
10. How can you copy a formula   (2mks)
11. Define the following terms;   (6mks)
a. Table
b. Record
c. Field
12. State six major objects used to manipulate data in Ms Access.   (6mks)
13. Explain how you can protect a document from unauthorized opening or altering.(4mks)
14. Explain how you can exit Microsoft access.   (4mks)
15. Explain the importance of the status bar .   (2mks)
16. Give the use of undo and Redo commands.   (2mks)
17. Name any five parts of the Microsoft word application window.   (5mks)
18. Explain the importance of drop cap in a document.   (2mks)
19. What is line spacing?   (1mk)
20. Give any three sources of images or objects in a word processor.   (3mks)
21. What is an auto shape?   (1mks)