

1. (a) Outline **three** features of a graphical user interface in operating systems. (3 marks)
- (b) Describe each of the following types of operating system:
  - (i) distributed operating system;
  - (ii) multiprocessing operating system. (4 marks)
- (c) Alice intends to create a document using a word processing program. Outline **four** types of computer keyboard keys she is likely to use during this process. (4 marks)
- (d) Joab created slides using a presentation program. Outline **four** ways he could view the slides. (4 marks)

2. (a) State **six** functions of an operating system software in a computer system. (3 marks)
- (b) Explain the function of each of the following data types as used in a database table.
  - (i) OLE object;
  - (ii) Hyperlink. (4 marks)
- (c) Distinguish between *data source* and *main document* as used in word processing programs. (4 marks)
- (d) Susan used master slides in a presentation she created. Outline **four** kinds of master slide she could have used. (4 marks)

3. (a) Karaha Ltd intends to connect its computers to the Internet. Outline **three** types of Internet services they would get from this connectivity. (3 marks)
- (b) Distinguish between a *macro* and a *module* as used in databases. (4 marks)
- (c) Figure 1 shows the errors generated when a wrong formula is entered in cell C1 and cell C2 in a worksheet.

	A	B	C
1	45	45	#NULL!
2	45	45	#NAME?

Figure 1

- Write the formula that may have been entered in the cells to generate the errors in cell C1 and C2. (4 marks)
- (d) Marion has been tasked to design wedding cards for her friend using a desktop publication application. Outline **four** types of layout guides that she could use while designing the cards. (4 marks)
4. (a) With the aid of **two** examples, explain the term *transition* as used in presentation programs. (3 marks)
  - (b) Julie intends to add a table in a database she created. Outline **four** ways she could achieve this. (4 marks)

- (c) Figure 2 is a spreadsheet extract. Use it to answer the questions that follow.

	A	B	C	D
1				
2	<b>Subject</b>	<b>Weight</b>	<b>Score</b>	<b>Weighted Score</b>
3	Mathematics	0.3	80	24
4	Operating system	0.4	70	28
5	ICT and Ethics	0.3	60	18
6				
7	Average Weighted Score			22.66

Figure 2

Using a function and cell addresses only, write a formula that may have been used to compute each of the following:

- (i) Weighted score in cell D3;  $= (B3 * C3)$
- (ii) Average weighted score in cell D5.  $= \text{SUMPRODUCT}(B3:D4, C3:D4)$  (4 marks)
- (d) An organization has noted that the security of their data in the database is compromised. Explain **two** types of threats that the database could have been exposed to. (4 marks)
5. (a) State **six** effects that could be applied to the shapes created in a slide of a presentation program. (3 marks)
- (b) Distinguish between *tracking* and *leading* as used in desktop publishing applications. (4 marks)
- (c) Joan entered the number 13000.8779 in cell A1 of a worksheet in a spreadsheet. Write a formula that would be used to round the number:
- (i) to the nearest integer;  $= \text{ROUND}(A1)$
- (ii) as a multiple of 5. (4 marks)
- (d) Ruth inserted a picture labelled S in a publication she designed as shown in Figure 3. She applied different transformations to achieve the results labelled W, X, Y and Z.

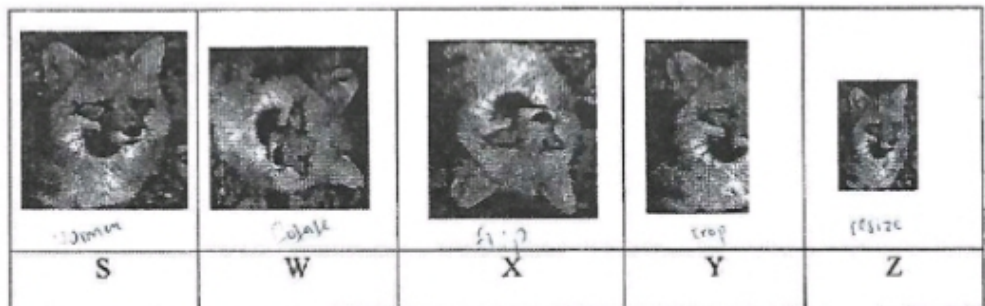


Figure 3

State the type of transformations she applied in each case.

(4 marks)

6. (a) Outline **three** ways that could be used to align text in a paragraph while designing a brochure in a desktop publishing application. left center  
right (3 marks)
- (b) Explain the circumstance that would necessitate the use of each of the following operators when querying a database.
- (i) **AND**; - combining two conditions given
- (ii) **OR**. - when a condition *is* given another choice (4 marks)
- (c) Sam intends to view a report created using a database program before printing. Explain **two** ways he could use to achieve this. report wizard (4 marks)
- (d) Peter intends to print slides created using a presentation program. Outline **four** options he could use to print the slides. 2 slides 1 slide  
3 slides 4 slides  
b slides (4 marks)

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