

QUESTION ONE (30 MARKS)

- a) Explain any four benefits of computers to the society. (4 Marks)
- b) Explain the two main components of the CPU. (4 Marks)
- c) Explain any four computer output devices. (4 Marks)
- d) What do you understand by secondary storage? State two types of secondary storage. (4 Marks)
- e) What is an operating system? State any four functions of operating systems. (6 Marks)
- f) Define the term fill handle as used in MS excel and explain its importance. (4 Marks)
- g) Explain any two arithmetic operators used in MS excel. (4 Marks)

QUESTION TWO (20 Marks)

- a) Discuss the evolution of computer technology based on the various computers generations? (10 Marks)
- b) Discuss how computers can negatively impact the society. (10 Marks)

QUESTION THREE (20 MARKS)

- a) Discuss the various types of operating systems. (10 Marks)
- b) What is computer software? Differentiate between system software and application software and explain the various types of the two. (10 Marks)

QUESTION FOUR (20 MARKS)

- a) In relation to MS word, briefly explain how to do the following:
 - i. Check spelling and grammar. (2 Marks)
 - ii. Find and replace. (4 Marks)
 - iii. Insert a picture into a document. (2 Marks)
 - iv. Adding header into a document. (2 Marks)
- b) Discuss how you will do mail merging in using a word processor. (10 Marks)

QUESTION FIVE (20 MARKS)

- a) What is a spreadsheet program? (2 Marks)
- b) State the characteristics of good spreadsheet software. (3 Marks)
- c) Explain how to enter a formula in MS excel. (5 Marks)
- d) With diagrams, explain how you will create charts in excel. (10 Marks)