

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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Government Reports Announcements & Index ,1988-05 **Who's who of British Scientists** ,1980 The Supplement to the Tenth Mental Measurements Yearbook ,1990 This volume is designed as a bridge between the publication of the Tenth Mental Measurements Yearbook in 1989 and the forthcoming publication of the Eleventh Measurements Yearbook projected in 1991 This yearly publication schedule has been implemented to allow test users rapid access to reviews of commercially available tests in psychology and education **The Supplement to the Tenth Mental Measurements Yearbook** Buros Institute,Buros Center,1990-12 Customers who place a standing order for the Tests in Print series or the Mental Measurements Yearbook series will receive a 10% discount on every volume To place your standing order please call 800 755 1105 in the U S or 402 472 3584 outside the U S The Supplement to the Tenth Mental Measurements Yearbook contains original reviews of tests published or revised since the 1989 edition of the Tenth Mental Measurements Yearbook The Supplement provides timely access to reviews of recently available tests It also includes a helpful indexing system that integrates referencing across Buros Institute publications Indexes of titles classified subjects names and scores as well as a publisher s directory and index are included The Yearbook includes detailed descriptive information and reviews for each test and extensive references on specific tests The tests are listed in alphabetical order for easy reference The biennial publication schedule for Yearbooks and Supplements began in 1988 with the Supplement to the Ninth Mental Measurements Yearbook The publication of the Supplement to the Tenth Mental Measurements Yearbook continues this publication schedule which facilitates timely access to test evaluation information and better meets the needs of test consumers The Mental Measurements Yearbooks are widely regarded as an essential reference for users and developers of tests Each Yearbook contains reviews of commercially available tests published or revised since the previous Yearbook The Buros Institute of Mental Measurements founded in 1938 by the late Oscar Krisen Buros is located in the Department of Educational Psychology at the University of Nebraska Profiles of American Colleges -- 2008 Barron's Educational Series,2008-07-01 Up to date facts and figures on enrollments tuition and fees academic programs campus environment available financial aid and much more make the 28th edition of Profiles of American Colleges America s most authoritative data source for college bound high school students their parents and high school guidance counselors More than 1 650 accredited four year colleges are profiled An interactive CD ROM enclosed with the directory guides students to specific schools when they enter details describing their personal academic plans and aptitudes In addition to the above cited information each college profile gives details on Admission requirements Library and computer facilities Admissions

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