Intructions to Candidates:
You should have the following for this examination
Answer Booklet

This paper consists of **FIVE** questions. Attempt question **ONE** and any other **TWO** questions. Maximum marks for each part of a question are as shown.

This paper consists of **THREE** printed pages.

**Question One (Compulsory)**

a) Define the term internet. \(2 \text{ marks}\)
b) State **FOUR** types of alignment used in editing a document. \(4 \text{ marks}\)
c) Describe the different navigation buttons. \(4 \text{ marks}\)
d) Differentiate between merge cells and split cell. \(4 \text{ marks}\)
e) Differentiate between the following terms:
   (i) Download and upload \(4 \text{ marks}\)
   (ii) Internet and www \(4 \text{ marks}\)
   (iii) Webpage and website \(4 \text{ marks}\)

**Question Two**

a) Give **FIVE** application areas of computers. \(10 \text{ marks}\)

b) Define the following terms. \(3 \text{ marks}\)
   (i) Browser
   (ii) URL
   (iii) ISP

c) Differentiate between copy and paste and cut and paste. \(4 \text{ marks}\)

d) State **THREE** features of Microsoft word window. \(3 \text{ marks}\)

**Question Three**

a) Explain any **FOUR** general features of electronic spreadsheet. \(4 \text{ marks}\)

b) State and describe the different layouts of a document. \(4 \text{ marks}\)

c) State and describe the three view buttons. \(3 \text{ marks}\)

d) Describe the structure of a URL. \(3 \text{ marks}\)

e) Explain the use of the following keys: \(4 \text{ marks}\)
   (i) Ctrl + A
   (ii) Ctrl + U
   (iii) Ctrl + B
   (iv) Ctrl + C

f) State the difference between sorting and filtering in Microsoft Excel. \(2 \text{ marks}\)

**Question Four**

a) Define the term hyperlink. \(2 \text{ marks}\)

b) Define secondary storage and give **FOUR** examples of secondary storage devices. \(5 \text{ marks}\)

c) Outline the procedure of inserting headers and footers. \(4 \text{ marks}\)

d) Outline the different procedures of calculating totals. \(3 \text{ marks}\)

e) Explain **FOUR** types of cases. \(4 \text{ marks}\)
f) How is ICT applicable in the Pharmaceutical Field (2 marks)

**Question Five**

a) Define the following terms:
   (i) Workbook
   (ii) Worksheet
   (iii) Cell address
   (iv) Name box
   (v) Formulae bar

b) Give the significance of creating a query. (1 marks)

c) State **TWO** types of views that are used in access and give the function of each. (4 marks)

d) Outline the procedure of inserting clip art into a document. (3 marks)

e) Define a folder and state its function (2 marks)

f) Briefly describe the history of internet. (5 marks)