COMPUTERS FOR SCHOOLS KENYA (CFSK)
EXPERT USER PROFICIENCY COURSE
AUGUST-SEPTEMBER 2005 EXAMINATIONS
EUP002 WORD PROCESSING

SECTION A (25MARKS)

INSTRUCTIONS

Answer **all the** questions in this section

a) Define word processing and give three examples of word processors. (**4 marks**)

b) Describe the following features of Microsoft Word application window
   i) Menu bar
   ii) Task bar
   iii) Tool bar

(**4 marks**)

c) Outline the steps for finding a given word in Ms Word document and replacing it with its synonym.

(**4 marks**)

d) Define the following terms as used in Word Processing
   i) Font
   ii) Book mark
   iii) Password
   iv) Line spacing

(**4 marks**)

e) Differentiate the following terms as used in word processing.
   i) Superscript and subscript
   ii) Save and Save As
   iii) Find and Find And Replace (**6 marks**)

f) Explain the functions of any three features of Microsoft Word application Window. (**3 marks**)

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SECTION B (75 MARKS)

INSTRUCTIONS

1. Answer **any three** questions in this section
2. Marks will be awarded for both **content** and **clarity** of expression
3. All your work **MUST** be saved in the diskettes provided
4. Time allowed for section B is **2 hours and 30 minutes**.

QUESTION ONE (25 MARKS).

Type the following document as it is by setting tab stops at 0", 1.5" and 4". Save the document as **QUESTION ONE.** **(25marks)**

EXAMINATION SCHEDULE

PAPER CODE	*TITLE*	*DURATION*	
CCS 001	Communication Skills	2Hours	
CCS 002	Fundamentals of Development ...	2Hours	
ICS 111	Programming Methodology	2Hours	
ICS 113	Programming Methodology Lab. ..	Continuous	Practical Exercises
ICS 115 ----------	Discrete Mathematics ----------	2Hours	
ICS 117----------	Computer Architecture 1 ----------	2Hours	
ICS 119----------	Fundamentals of Physics----------	2Hours	
ICS 121_____	Automata and Languages_____	2Hours	
ICS 123_____	Automata and Languages Lab. __	Continuous	Practical Exercises

QUESTION TWO (25 MARKS).

Type the following document as it appears and save it in the diskette provided as **QUESTION 2A.**

SYSTEM SOFTWARE

System software performs a variety of fundamental operations that avails computer resources to the user. These functions include:

1) Booting the computer and making sure that all the hardware elements are working properly.
2) Performing operations such as retrieving, loading, executing and storing applications programs.
3) Storing and retrieving files
4) Performing a variety of system utility functions.

System software is further divided into:
a) Operating system
b) Firmware
c) Utility software
d) Networking software

❖ OPERATING SYSTEM

This is set of complex programs that work together to control execution of user programs called applications and acts as a go between (interface) between applications and computer hardware. It manages input, output and storage operations in a computer. Examples of common operating systems are Microsoft Windows 95/98/2000/XP, UNIX, LINUX, MACINTOSH (Mac OS) and OS/2. Therefore the operating system is the main program on the computer system.

❖ FIRMWARE

Firmware also referred to, as *stored logic* is a combination of both the software and hardware recorded permanently on electronic chips. Usually, a firmware is a Read-Only Memory chip that is mounted or plugged into the motherboard. Firmware may hold an operating system, utility programs, language processors etc.

❖ UTILITY SOFTWARE
Utility software is a special program that performs commonly used services that make certain aspects of computing to go on more smoothly. Such services include sorting, copying, file handling, disc management etc. The two basic types of utility software are:

I. ***System-level utility software:*** these help the user to work with the operating system and its functions. For example, a utility software tells the user when he/she enters wrong command and gives suggestions how the error can be corrected.
II. ***Application utility software:*** these make the use of an application program smoother and efficient. These utility programs are commonly purchased separately or may be part of an operating system.

Format the text as follows:
1) Align the heading to the centre
2) Set the line spacing of the document to double.
3) Insert today's date at the top right hand of the document.
4) Find the word "software" and replace it with the word "program".
5) Move paragraph one to become the last one.

6) Insert page number(s) using upper case roman numbers in the document.
7) Insert a picture of your choice to the document and order it to be behind text.
8) Place the text in two columns with a line in between.
9) Spell check the document.
10) Save the resulting document as **Question 2B**.
(**25 marks)**

QUESTION THREE (25 MARKS).
Type the following document and save it as **QUESTION 3A**.

MOTIVATION AND OBJECTIVES

At the national level, the new Diploma in Computer Science programme is part of a set of academic programmes at the Institute of Computer Science that have been ***motivated*** by the following needs:

(a) The need for Kenya to harness information technology (IT) for increased productivity and effectiveness in all sectors of the economy for national prosperity.
(b) The need for widespread socio-economic awareness in Kenya of the purpose and capabilities of information systems.
(c) The need for Kenya to participate effectively in and reap maximum benefits from the global information economy.
(d) The need to address the increasing demands for IT education in the world of work.

The National Polytechnics have been offering computer studies or information technology diploma programmes for a number of years. The curricula is owned and examined by the Kenya National Examination Council (KNEC). Over the years, a number of external bodies have also introduced their own diploma programmes in computer studies or information systems. Notable among these are the Institute of Management Information Systems (IMIS) and National Computing Centre (NCC) all of the U.K.

The above programmes have contributed greatly in developing computer and information systems technologists in the Kenyan industry. However, our investigation has shown that the diploma graduate produced by these programmes lacks sound grounding in some of the key areas of computer science. Given the importance of technologists to industrial development, we therefore felt there was a niche that the University of Nairobi should target at this level of training.

More specifically, the objectives of the new Diploma in Computer Science programme are:

(a) **Quality product**. The new Diploma programme will produce a quality technologist by:

- ✓ Presenting the theoretical foundations in computer science and to integrate these theories in a way that gives the learner deep knowledge of computer science.
- ✓ Enabling learners to interpret solution specifications, select implementation strategies and implement IT solutions for a wide range of real-world problems.
- ✓ Developing learners who are practical and problem solving-oriented and capable of life-long learning.

(b) **Flexibility in B.Sc. programme**. The new Diploma programme introduces flexibility in the revised B.Sc. (Computer Science) programme. After two years, the B.Sc. (Computer Science) programme produces somebody who is immediately useful in industry. Candidates pursuing the B.Sc. programme who drop out after the second year of study for one reason or another, for example, because of fees problems, can have a certificate that will enable them to secure a job in the world of work.

(c) **Access to quality computer education**. The new diploma programme will broaden access to quality computer education in Kenya. The University of Nairobi will accredit tertiary institutions and commercial computer/IT colleges to offer the proposed Diploma in Computer Science. In addition, the Diploma programme is one of the programmes targeted for offer through Distance Learning. This will further widen access to quality computer education.

(d) **Human resource development**. The new Diploma programme will enable the University contribute to the production of computing and information systems technologists required for our nation's industrial development and thereby be a partner in the industrial development of Kenya.

REQUIRED:

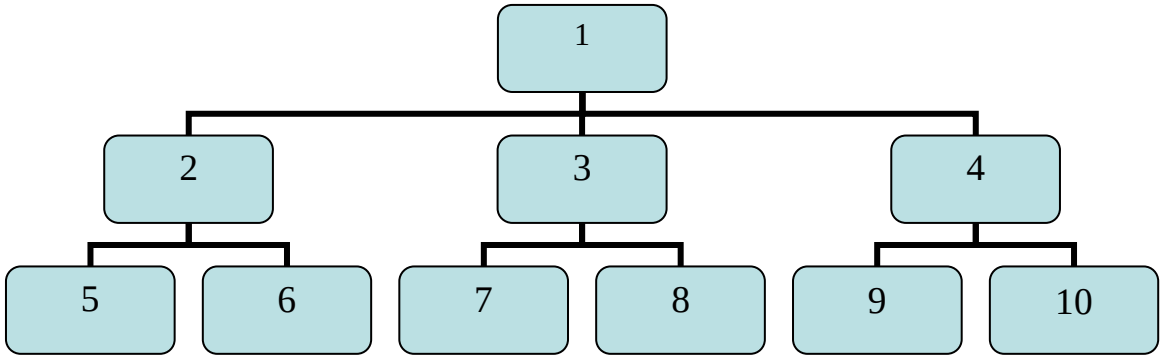
Make a copy of the document and perform the following operations.

(i) Align the heading to the centre and underline it.
(ii) Move the first paragraph to become the last one.
(iii) Insert the footer " created by cfsk"
(iv) Set the line spacing of paragraph two to double.
(v) Insert today's date at the top right hand of the document.
(vi) Set the page settings as follows: top margin 1", bottom margin 0,8", left margin 1.2", right margin 1".
(vii) Set the paper layout to landscape.
(viii) Insert page number(s) using lower case **Roman numbers**.
(ix) Set the font style to Century Gothic.
(x) Save the resulting document as **QUESTION 3B**

(25 marks)

QUESTION FOUR (25 MARKS).

Draw the diagram below and label it as shown. Save the drawing as **QUESTION 4.**



KEY:

1. COMPUTER SOFTWARE
2. SYSTEM SOFTWARE
3. APPLICATION SOFTWARE
4. PROGRAMMING LANGUAGES
5. OPERATING SYSTEMS
6. SYSTEM UTILITIES
7. APPLICATION PROGRAMS (OFF – THE –SHELF)
8. TAILOR MADE (IN–HOUSE PROGRAMS)
9. LOW –LEVEL LANGUAGES
10. HIGH LEVEL LANGUAGES **(25 marks)**