

STUDENT NAME.:_____ EXAMINATION NO.:_____

KAMUZU BARRACKS COMMUNITY DAY SECONDARY SCHOOL



2024-25 MALAWI SCHOOL CERTIFICATE OF EDUCATION EXAMINATION

COMPUTER STUDIES

FORM 3

Subject Number: M039/I

December, 2024

Time Allowed: 2 hours
8:00 – 10:00 am

PAPER I

(100 marks)

Instructions

1. This paper contains 9 printed pages.
Please check.
2. This paper has **two Sections, A and B**.
Answer **all** the questions in **all** Sections.
3. The maximum number of marks for each question is indicated against each question.
4. Follow the instruction for each section.
5. Write your **Name** and **Examination Number** at the top of each question paper.
6. Use of computers or calculators is **strictly prohibited** in this paper.
7. In the table provided on this page, **tick** against the question number of have answered.

Question Number	Tick if answered	Do not write in these columns	
1			
2			
3			
4			
5			
6			
7			
8			
9			
Total			



KBCDSS-2024-25-F3-P1

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Turn over

Section A (55 marks)

Answer **all** the **six** questions in this section in the spaces provided.

1. **Figure 1** shows a keying device.

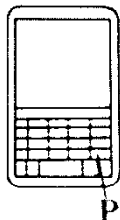


Figure 1

a. Name the keying device labelled **P**.

(1 mark)

b. List any **two** devices that use keying device **P**.

(2 marks)

c. Define the following terms as used in computer studies:

i. Data

(1 mark)

ii. A computer

(1 mark)

iii. An electronic spreadsheet.

(1 mark)



2. a. Define the term '**Template**' as used in spreadsheet software.

(1 mark)

- b. Give any **three** examples of spreadsheet software.

(3 marks)

- c. Explain the importance of saving a Word document while typing it.

(2 marks)

- d. Differentiate between a traditional ledger sheet and an electronic spreadsheet. Give **two** points.

(4 marks)

3. a. State any **three** number formats available in a spreadsheet application.

(3 marks)

- b. Highlight the procedure that can be followed to perform the following in a spreadsheet application:

- (i) Freeze and unfreeze pane

(4 marks)



- (ii) Hide and unhide row or column

(4 marks)

4. a. How do you switch on/off the numeric keypad on a computer keyboard?

(1 mark)

- b. State the shortcut for performing the following operation in a workbook:

- (i) Saving: _____

(1 mark)

- (ii) Opening: _____

(1 mark)

- (iii) Printing: _____

(1 mark)

- c. **Figure 2** shows icons found in the font group of command in the ribbon of a spreadsheet



Figure 2

- i. State the function of icon **X**.

(1 mark)

- ii. What is the function of the icon **Y**?

(1 mark)



d. Differentiate the following keys of a computer keyboard:

(i) Delete and Backspace

(2 marks)

(ii) Space bar and Tab

(2 marks)

5. a. Name any **one** data type that is used in a spreadsheet.

(1 mark)

b. What is the difference between a workbook and a worksheet?

(2 marks)

c. Describe **one** way of protecting a worksheet.

(2 marks)

d. Fredrick was given a task to enter data using Microsoft Excel. Briefly describe the process that Fredrick would follow to save the workbook created in a folder named 'KBCDSS' that is located on the desktop.

(4 marks)



6. a. Define the term 'formatting' as used in a spreadsheet document.

(1 mark)

- b. Name any **two** activities that can be done during the editing process in a spreadsheet document.

(2 marks)

- c. Differentiate a function from a formula in a spreadsheet.

(2 marks)

- d. Describe **two** ways of increasing the height and width of a cell in a spreadsheet.

(4 marks)

SECTION B (45 marks)

There are **three** questions in this section.

Answer **all** the questions in the spaces provided

7. a. State the output of the following function in a spreadsheet:

(i) **=NOW()** : _____

(ii) **=TODAY()** : _____

(iii) **=SQRT(-1)** : _____

(3 marks)



- b. Discuss the **three** contents of a cell in a spreadsheet application.

(6 marks)

- c. Describe the **three** types of cell referencing in a spreadsheet.

(6 marks)

8. a. State any **two** effects of computer hacking.

(2 marks)

- b. Mention any **two** examples of computer viruses.

(2 marks)



- c. Outline the procedure to be followed when protecting a workbook in a spreadsheet.
-
- (5 marks)

- d. **Table 1** shows a spreadsheet data entry for a student report card. Use it to answer questions that follow.

Table 1

	A	B	C
1	Subject	Mark	Grade
2	English	70	B
3	Mathematics	80	A
4	Physics	75	B
5	Computer	91	A
6	Total Marks		
7	Average		

- i. Write a function which can be entered in **cell B6** to calculate the total marks in the table.

(3 marks)
- ii. Write a formula which can be entered in **cell B7** to calculate the average for the student in the table.

(3 marks)
9. a. What is the difference between a text editor and a word processor?

(2 marks)

b. Describe auto-recalculation as a feature of an electronic spreadsheet application.

(3 marks)

c. Discuss any **five** areas where spreadsheet application can be used.

(10 marks)

END OF QUESTION PAPER

NB: This paper contains 9 printed pages.

