

ST.APOLLO SCHOOL EXAMINATION BOARD 2021

COMPUTER STUDIES END OF OCTOBER ASSESSMENT P.4 2021

NAMES: _____ CLASS: _____

1. What is a printer?

2. Outline the steps taken to create a folder

3. What is the function of the following in Microsoft word?

Colour icon toolbar

Underline icon toolbar

Bold icon toolbar

4. Mention any three elements of a desktop

5. List down four examples of font sizes you know

6. Define the term formatting text as used in Microsoft word

8. Outline the steps taken to open Microsoft word.

i. _____

ii. _____

iii. _____

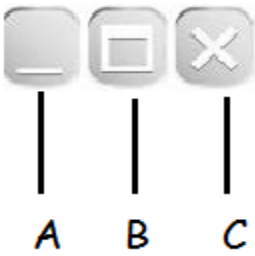
9. Name three Alignment tools used in Microsoft word to move text/work to different directions.

i. _____

ii. _____

iii. _____

10. Name the following control buttons



A _____

B _____

C _____

11. Name the following program buttons.





12. What is communication?

13. What is a computer virus?

14. What is technology?

15. Outline four disadvantages of using computers

16. Write the following computer terminologies in full

a. MB

b. GB

c. KB

d. TB

17. Mention three factors you should consider when buying a computer of your choice

