# COMPUTER STUDIES 840

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# TOPICS IN THE SYLLABUS

- Topic 1: Introduction To Computers
- Topic 2: Computer Hardware
- Topic 3: Computer Software
- Topic 4: Word Processing
- Topic 5: Computer Presentation
- Topic 6: System Start-up And Configuration
- Topic 7: Computer Communication And Networking
- Topic 8: Spreadsheets
- Topic 9: Web Designing
- Topic 10: Databases
- Topic 11: Elementary Computer Programming
- Topic 12: Trends In Computing

# STRUCTURE

- The subject is made up of two papers
1. Paper one (840/1 theory paper)
2. Paper two (840/2 practical paper)

# 840/1 PAPER ONE

- Time 2 hours 30minutes
- Made of three sections A, B, C
- Section A has 20 compulsory MCQ
- Section B has 6 equally weighed Qns ( 60% of the paper)
- Section C has 3 Qns. (You choose one, 20% of the paper.)

# AFTER YOU GET THE PAPER

- Take the first minutes to read all Qns
- Mark the simple questions, keywords in the questions
- In answering, <span style="color:red">start with those marked simple or easy</span>
- Re-read the questions before you attempt them
- Then attempt all the questions marked <span style="color:red">simple then challenging later.</span>

# HOW TO GET 20/20 IN SECTION A

- Read thoroughly in each of the topics, get **facts**
- Read the question more than once
- Discover the **keywords** in the question
- Relate the keywords with the topic
- Apply **elimination method. ( don't leave MCQ unanswered)**

# ON MCQs

- Only write the Letter of the alternative in the box provided
- Don't misuse your box or draw your own
- Don't write more than one alternatives in the box
- *Ensure you provide an answer for every question in this section*

# SECTION B (60%)

## KNOW THE STRUCTURE OF THE SECTION

▸ Read the question two times and more

▸ Select and note the keywords in the question

▸ Use ICT language

▸ Every question is compulsory

▸ Don't forget the practical topics and all aspects related to them

# SECTION C (20%)

- Read all the three questions more than once
- Relate the questions to the topics
- Choose the simplest

- **Section C qns will be picked from topic,**
1. Hardware
2. Data communication and networking
3. System startup and configuration
4. Trends in computing
5. ~~Elementary programming~~

# GENERAL QUESTION APPROACH TIPS

1. Always start with a leading keyword when defining/explaining computer terms or concepts.

Examples:

(i) Define Router .

Answer:  This is networking device designed to receive, analyze and move incoming packets to another *network*.

(ii) **What is a Data Backup?**

**Answer:**   This is a <span style="color:red">**Copy**</span> of a computer file….


(iii) Define a term **Word Wrap.**

This is a <span style="color:red">**feature**</span>  of  word processor that…..

**(iv) Define a Computer Virus.:**

This is a malicious program which copies itself onto the computer files and destroys other programs.

Or

A computer virus is program that, when executed, replicates itself by modifying other programs and inserting its own code

**(v) What is a Footnote?**

This is a reference in a word document……

2. Avoid ~~redundancy~~ in your answers

Example;

(a) Define a computer virus?

A computer virus ~~is a type of computer program~~ that, ~~when executed~~, replicates itself by modifying other ~~computer~~ programs ~~and inserting its own code.~~

**Is the answer below right?**

This is ~~program~~ that, replicates itself by modifying other programs.

▪A computer virus is ~~a small or simple~~ program designed to disrupt ~~the normal functionality of the~~ computer.

**Is the answer below right?**

▪A program that disrupts the computer operation.

# 3. Avoid very brief answers for explanations.

▸ Let  points be explained  but not just stated in abstract form

▸ Example:

**Qtn: Give ways how the IT is used to  improve Education and instruction in your school.**

Avoid answers like;

 For Research,

Using projectors. etc

# Better answers

◂IT can be used by students to carry out research using the Internet.


◂ IT can be used by teachers to enhance the use of  visual aids using power point presentations.

# 4. Always relate your answer to the question.

Qtn: State two challenges of using IT  at home.

← It is expensive          X

← Power fluctuations     X

Better answers

– IT equipment may not be safe due to lack of strict rules and procedures to its access and use.

– IT equipment can easily be damaged by electric fluctuations.

**5. Questions requiring Distinguishing or Differentiating** terms should  give detailed descriptions of both terms for you to be awarded  marks allocated else no marks will be awarded.

Example:

Qtn: Distinguish between a Hardcopy and a Softcopy as used in computing.

 Avoid answers like:  A Hard copy is a tangible  printed computer file on paper  while a soft copy is Not tangible.
 X

You need to define a Soft copy fully else Zero marks.

6. Comparative questions must be answered with comparative answers.

**Qtn**: State <u>two</u> advantages of **Soft copies** over **Hard copies**:

**Wrong Answers:**
Softcopies can be made into many copies.
Soft copies can be shared among many people.

# Correct Answers:

- Softcopies can _easily_ be made into many copies.
- Soft copies can _easily_ be shared among many people.

**7.** Avoid Distinguishing terms by writing their abbreviations in full other than what they mean in Computing:

**Eg. Qtn: Distinguisgh between RAM and ROM.**

**Wrong Answer:** RAM is <u>**Random Access Memory**</u> while ROM is <u>**Read ONLY Memory**</u>.

**What is the correct answer???**

Qtn: Distinguish between a LAN and WAN

Wrong Answer:

A LAN is a Local Area Network

while

 a WAN is Wide Area Net Work

What is the correct answer???

# 8. Avoid implied answers

Always give direct answers and avoid giving **implied** answers:

Qtn : Give two advantages of a **Electronic Spreadsheets** over **Manual ones.**

Wrong Answers( **X** )

- Manual Spread sheets are not easy to update.
- Manual Spread sheets require more physical space for storage.

# Better answers

- Electronic Spread sheets can easily be updated.
- Electronic Spread sheets require minimal physical space for storage.

- Remember the question asked for advantages of electronic spreadsheets not disadvantages of manual worksheets so give advantages.

# 9. Avoid writing None Official names of software, computer Hard ware etc

- Desktop...........................Desktop computer

- Excel          ..........................Ms Excel/Microsoft Excel

- PowerPoint ............Ms PowerPoint/Microsoft PowerPoint

- Whatsapp------------WhatsApp

# 10. Avoid jargons

Qn . List two services offered by the internet
1. Social networking
2. Chatting

–Facebooking,
‣ –Whatsapping
‣ using the Net

# Practical theory questions.

11.Questions relating to practical concepts should be provided with answers as they would apply in a practical situation.

▸ E.g Functions and formulas should always start with EQUAL

SIGNS "="

= MAX (A1:B2)   NOT  MAX (A1:B2)

**Thank you !**

"Problems brought about by our current level of thinking ,cannot be solved by the same level of thinking." (Albert Einstein )