

NAME: \_\_\_\_\_

Class and stream \_\_\_\_\_

## **SMACON TOPICAL ASSESSMENTS**

**Topic : Word processing**

**UGANDA ADVANCED CERTIFICATE OF EDUCATION**

***SUBSIDIARY ICT***

**1 HOUR**

### **INSTRUCTIONS TO CANDIDATES:**

- Answer all questions in this paper
- All answers should be written in dark blue or black ink in the spaces provided on the question paper.

1. Give five advantages of using word processors as compared to manual type writers

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2. (a) Identify any three examples of word processing software .

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- (b) State any three documents that can be created using a word processor

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3. Define the following terms as used in word processing.

- a) Clipboard

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- b) Subscript

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- c) Thesaurus  
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- d) Footer  
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- e) Spell checker  
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4. a) What is the function of a mail merge facility in a word processor  
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- b) Suggest two possible file extensions for Word document files  
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- c) What do you understand by the term **page orientation**  
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5. a) Explain the difference between an endnote and a footnote  
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- b) State the difference between backspace and delete key.  
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6. a) Define the term text alignment.  
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- b) State three forms of alignment in relation to text handling  
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7. List five ways you can make a document look attractive and professional.  
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- .....
8. Which keyboard shortcuts would you use to activate the following commands in a word processor?
- i) Save a document
- .....
- ii) Highlight all text
- .....
- iii) Double underline selected text
- .....
- iv) Undo a previous task
- .....
- v) Go to top of page
- .....
9. Distinguish between the following terms as used in word processing.
- i) Editing and formatting
- .....
- .....
- .....
- ii) Indenting and line spacing
- .....
- .....
- .....
- iii) Header and footer
- .....
- .....
- .....
10. Staff in a firm of solicitors use typewriters for all letters and forms. The firm decides to introduce word processors to make the office work more efficient. State five reasons why this change may worry some staff members.
- .....
- .....
- .....
- .....
- .....
- .....

*“Diligent pursuit for excellence”*