

BEGINNING OF TERM 1 EXAMS 2015
S.3 COMPUTER STUDIES (PRACTICAL)

840/2

TIME: 50 MINUTES

Instructions:- Save your work on the desktop in the folder of your name.

1. (a)(i) Type the text below using a word processing program: (07 minutes)

CHOOSING WORD PROCESSING SOFTWARE

Word processing is using the computer to enter, store, manipulate and print text letters, reports, books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you ever survived without it.

As more word processing packages come on the market, choosing the right software can become very confusing. Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions.

I What types of documents am now producing?

II What types of features do I want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, form letters, and so on. The point is, match the features you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notations is needed, you will want superscripts ($X^2 + Y^2$) and subscripts (A_{21}); and if you send “personalized” form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

On-line thesaurus
Spelling checker
Grammar checker
Style checker
Idea processor(outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Good luck in your Computer- Assisted writing adventures-now and in the future!

- (ii) Copy and paste the whole passage to a new page and do the following (02 marks)
- (ii) Insert in the header the word “**Tips**” on the left hand corner and “**Word processing**” on the right hand corner. (02 marks)
- (iv) Bold the heading font size 22- point, underline and centre it (03 marks)
- (iv) Make the second paragraph in italic and change its font colour blue. (02 marks)
- (v) Insert bullets on the list of functionality of word processing package given in the passage. (02 marks)
- (vi) Insert page numbers on your document (01 mark)
- (v) Save your work as “ Choosing Software” (01 mark)

******END******