AHMES SECONDARY SCHOOL
FORM TWO HOLIDAY PACKAGE 2021
INFORMATION AND COMPUTER STUDIES

1   (a)   Differentiate between word processor and word processing

(b)   Why word processor is more preferable than typewriter

(c)   Give out three factors to consider when selecting the best word processor

2   (a)   Differentiate between the following terms

   (i)   Insert mode and overtype mode

   (ii)   Autocorrect and autocomplete

   (iii)   Undo and redo

   (iv)   Save and Save as commands

   (v)   Sentence case and toggle case

(b)   State five editing tools available in word processor

(c)   Give out four editing operations

3   (a)   Briefly explain four search options as used in word processing

(b)   Briefly explain five features of word processor application window

(c)   State steps of protecting document with password

4   (a)   What do you understand by the term electronic spreadsheet

(b)   Explain three components of electronic spreadsheet

(c)   Why electronic spreadsheet is more preferable than manual ledger

5   (a)   Explain four data entries in the worksheet

(b)   Briefly explain three types of cell referencing

(c)   Explain briefly each of the following in relation to document formatting
   (i)   Margin
   (ii)   Page size
   (iii)   Orientation
   (iv)   Header and footer

6   (a)   Give the longest form of the term Internet and give its purpose.

(b)   Describe four advantages of using Internet

(c)   Identify three basic elements considered when composing email.

7   Consider the following figure which shows data entered into the spreadsheet program and then answer questions below.

	A	B	C	D
1	INCOME			
2		Quantity	Per Unit	PRODUCT
3	Bottles	450	67	4522.5
4	Papers	34	23	117.5
5	Cans	280	45	A Num
6	Others	776	48	####
7	Total			
8	MAXIMUM			

(a)   Apart from performing calculations, state any other two features of spreadsheet

(b)   What is the cell reference of the active cell?

(c)   Which cell will become active if the HOME button on the keyboard is pressed?

(d)   State one way how the fill handle was used in the worksheet above

(e)   What feature is used in row 1 to make the text appear as a single cell in column A to D?

(f)   What the sign feature is used in cell C2 to make the text appear as in expanded form?

(g)   State the meaning of error displayed in cell D5 and D6, then suggest the possible solution for each

8   (a)   What does the following error mean and suggest the solution as appeared in electronic spreadsheet
        (i)   ########
        (ii)   #DIV/0!
        (iii)   #NAME?
     (b)   (i)   Differentiate between formula and Function
             (ii)   Given the spreadsheet below as indicated to answer the question

	A	B	C	D	E	F
1	Sn	Items	Buying Price	Selling price	Profit/Loss	Remarks
2	0001	Pen	20	250		
3	0002	Ruler	50	100		
4	0003	Book	1000	800		
5	0004	Pencil	100	500		
6	0005					

Questions

    (i)   Generate a formula to find profit/loss in E2

    (ii)   Generate a formula to calculate the highest buying price in C6

9   The following are typed information as purchased at a certain school when new production started.

	A	B	C	D	E	F	G	H
1		SCHOOL PROJECT						
2	PART NAME	QUANTITY	PRICE	AMOUNT				
3	PENCILS	200	120	TZS 24,000.00				
4	PENS	65	250	TZS 16,250.00				
5	SHARPENERS	885	50	TZS 44,250.00				
6	RULERS	90	140	TZS 12,600.00				
7	ERASERS	75	85	TZS 6,375.00				
8	MARKERS	125	150	TZS 18,750.00				
9	FOLDERS	250	450	TZS 112,500.00				
10	BOOKS	45	200	TZS 9,000.00				
11								
12								

(a)   (i)   Name the formatting effect set on cells A2, B2, C2 and D2.

        (ii)   Write the excel error that will happen when decreasing the width of column D.

        (iii)   Write all the records of the active row.

        (iv)   Write the procedures to add the new row between cell A8 and cell A9

(b)   (i)   Describe how to fix error that occurred in (a) (ii) above.

        (ii)   Give the feature that used in row1 to make the text appear as a single cell in columns A – D

10 (a)   Define the term an electronic mail.

   (b)   Give two advantages and two disadvantages of electronic mail.

   (c)   Differentiate "To" from "Carbon Copy (CC)" field as applied in electronic mail.