

1. (a) Outline **two** features that could be included in microcomputers of the future. (2 marks)
 (b) Differentiate between *field property* and *wizard* as used in database programs. (2 marks)
2. A student created a new e-mail account. Outline **four** folders that will be visible on this email program window. (4 marks)
3. A manufacturing company uses traditional filing system. Outline **four** challenges the company is likely to face. (4 marks)
4. (a) While using a computer keyboard, a student realised that some keys could switch from one state to another. Name **two** such keys in a word processing program. (2 marks)
 (b) A student typed a document comprising several paragraphs. Outline the procedure she could use to achieve each of the following:
 (i) select a single paragraph; (1 mark)
 (ii) select the entire document. (1 mark)
5. Explain **two** importance of formatting a disk before it is used. (4 marks)
6. Differentiate between *BIOS* and *POST* as used in computers. (4 marks)
7. (a) Re-write the Spreadsheet formula =F10 + G20 using absolute cell referencing. (1 mark)
 (b) A student entered the formula = B5+C4 in cell F5. When the formula was copied into cell H8 it changed to = D8 + E7. Explain the reason for this. (3 marks)
8. A college uses a computer to keep student's records in a database. The records contain the following fields: Student_Number, Name, Address, Telephone_Number.
 (a) Outline the purpose of Student_Number in the record. (1 mark)
 (b) Outline **three** ways in which these records could be manipulated. (3 marks)
9. (a) State **four** print options available in a presentation program. (2 marks)
 (b) John created slides in a presentation program. Outline **two** features he could use to make the presentation visually attractive. (2 marks)
10. (a) Explain the function of *autofill* feature in a Spreadsheet program. (2 marks)
 (b) With the aid of a sketch in each case distinguish between *first line* and *hanging* indentation as applied in a word processing program. (2 marks)

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Fafia Past Papers

Padhraic Smyth



Fafia Past Papers:

Fafia Past Papers Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Fafia Past Papers**, a literary masterpiece that delves deep into the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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