

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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Abma Past Papers Community Development

Thomas Griffiths



Abma Past Papers Community Development:

Unveiling the Magic of Words: A Report on "**Abma Past Papers Community Development**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Abma Past Papers Community Development**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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