$\qquad$ Class: $\qquad$

## Directions to Candidates:

Answer ALL questions in Section A on this paper;
Answer ALL questions from Section B on separate foolscaps;
The use of flow chart template is permitted;
Calculators are NOT allowed;
Good English and orderly presentation are important.

For office use only:

| Question | $\mathbf{1}$ | $\mathbf{2}$ | $\mathbf{3}$ | $\mathbf{4}$ | $\mathbf{5}$ | $\mathbf{6}$ | $\mathbf{7}$ | $\mathbf{8}$ | $\mathbf{9}$ | $\mathbf{1 0}$ | $\mathbf{1 1}$ | $\mathbf{1 2}$ | $\mathbf{1 3}$ | Paper <br> Total | Course <br> Work | Final <br> Mark |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Max | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 15 | 15 | $85 \%$ | $15 \%$ | $100 \%$ |
| Mark |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Section A - Answer all Questions

1 (a) Define the three database terms: record, field and key field.

## Record:

$\qquad$
$\qquad$
Field:

## Key field:

$\qquad$
$\qquad$
(b) The table below shows part of the design of a book file for a library system. The data types for two other important fields have been given. Complete the table by inserting the field names and their size/format for the two missing fields.

| Field Name | Data Type | Size/Format |
| :---: | :---: | :---: |
| Location | Text | 10 |
| Title | Text | 50 |
| Author/s | Text | 40 |
|  | Text |  |
|  | Number |  |

2 Fill in the table below to obtain the conversion of each number in binary ( $\mathbf{8}$ bit), hexadecimal and decimal.


Working Space:

3 (a) What do the abbreviations RAM and ROM stand for?

RAM:
ROM:
(b) Give one main difference between the two memories of part (a) above.

Difference: $\qquad$
$\qquad$
(c) What software is stored in the ROM integrated circuit?

File:
(d) Apart from a computer, mention a home appliance where a ROM integrated circuit may be found.

Appliance:

4 (a) Why are truth tables useful when designing logic circuits?

## Truth tables:

$\qquad$
$\qquad$
(b) For the logic circuit below, draw its truth table given that A and B are the inputs and X is the output.


## Space for Truth Table:

5 (a) Storage media can either be Magnetic, Optical or Electronic.
i. What is the difference between a Magnetic and Optical media?
ii. Give one example of a magnetic medium and one of an optical medium.

## Magnetic vs. Optical:

$\qquad$

Example Magnetic:
Example Optical:
(b) USB flash (pen) drives are an example of electronic media. Give two reasons why they became so popular.
$1^{\text {st }}$ Reason:
$2^{\text {nd }}$ Reason: $\qquad$
6 (a) Define the term access time as used for hard disks.
Access time: $\qquad$
$\qquad$
(b) Besides the data, a hard disk also stores the File Allocation Table (FAT).
i. What is the FAT used for?
ii. Give three items which can be found in the FAT.

FAT:
$1^{\text {st }}$ item: $\qquad$
$2^{\text {nd }}$ item: $\qquad$
$3^{\text {rd }}$ item: $\qquad$

7 (a) i. What does the acronym MICR stand for?
ii. Explain briefly where MICR is commonly used.

## MICR:

## Explanation:

$\qquad$
$\qquad$
(b) For each of the following input devices give a suitable application: keyboard, light pen, OMR, bar code reader, graphics tablet and mouse.

## Keyboard:

Light pen: $\qquad$
OMR: $\qquad$
Bar code reader:
Graphics tablet:
$\qquad$

Mouse:
$\qquad$
$\qquad$
8 Format, Scandisk, Defrag, Antivirus and Winzip are five commonly used utilities when using the computer. Briefly explain the usage of each utility.

Format: $\qquad$
$\qquad$
Scandisk: $\qquad$
$\qquad$
Defrag: $\qquad$
$\qquad$

## Antivirus:

$\qquad$

Winzip:
$\qquad$
$\qquad$
$\qquad$
9 (a) The two statements below are parts of an advert from a local newspaper. Explain what the three underlined terms are referring to.
i. Dot Matrix Printer, 24 Pin, Narrow, $\mathbf{4 1 3}$ CPS, Connects Via Parallel ...
 Capacity

## 413 CPS:

$1200 \times 1200$ dpi: $\qquad$
$\qquad$

## 30 ppm:

$\qquad$
$\qquad$
(b) Give one reason why the Dot Matrix printer is still in use nowadays.

## Reason:

$\qquad$
$\qquad$
(c) Give and explain one main difference between an ink-jet printer and a laser printer.

Difference: $\qquad$
$\qquad$
10 (a) Images can be categorized either as Vector images or Raster images.
i. Describe the terms Vector Image and Raster Image.
ii. Give the name of a peripheral which produces a Vector Image.

## Vector Image:

$\qquad$
$\qquad$
Raster Image: $\qquad$

Peripheral:
$\qquad$
$\qquad$
(b) Give the name of an input or output device that may be used by a person with special needs. Explain how the device may be helpful to such a person.

## Device:

Explanation: $\qquad$
$\qquad$
11 (a) Bookmarks, URL and Search Engines are Internet related terms. Briefly explain the three terms.

## Bookmarks:

$\qquad$
$\qquad$
URL: $\qquad$
$\qquad$
Search Engines: $\qquad$
$\qquad$
(b) i. What is electronic mail?
ii. Explain one advantage that electronic mail has over traditional mail.

## Electronic mail:

$\qquad$
$\qquad$
Advantage: $\qquad$
$\qquad$

## Section B - Answer BOTH Questions

12 (a) Before solving a problem it must be defined and analyzed. Describe some of the steps taken to define and analyze a problem.
(b) The drawing below shows an incomplete flowchart. Copy and complete the flowchart to design the solution for the following problem:

- Two numbers X and Y are input
- A menu is output which asks the user to choose an option (OP) from Multiplication (M), Division (D), Addition (A), Subtraction (S) or Exit (E).
- According to the chosen menu option the result is worked out and the answer shown
- The process of outputting the menu is repeated until the user chooses option E from the menu
If an option other from ' $M$ ', ' $D$ ', ' $A$ ', ' $S$ ' or ' $E$ ' is chosen, the error message 'Wrong option, please try again!' is shown and returns back to display the menu.


13 (a) i. The following are four keyboard keys: Shift, Tab, Enter and Backspace. Give their function as used in word processing.
ii. Indentation, headers/footer and table of contents are three common features found in modern word processors. Briefly describe the three features.
(b) i. Describe the purpose of using a Spreadsheet package and NOT a Word Processor.
ii. Give one advantage of using the Spreadsheet rather than using tables in a word processor.
iii. What is the difference between a formula and a function as used in a spreadsheet.
iv. The picture below shows part of a worksheet for the earnings of a Computer Shop for the years 2006 and 2007.

1. What formula or function must be written in cell B10?
2. What formula must be written in B12?
3. Name and sketch a chart that can be used to visualize the data in the cell range A3 to C8.

|  | A | B | C |  |
| :--- | :--- | ---: | ---: | ---: |
| 1 | XYZ Computer Store |  |  |  |
| 2 |  |  |  |  |
| 3 |  | Yr 2006 | Yr 2007 |  |
| 4 | CD | 2,000 | 1,575 |  |
| 5 | DVD | 2,525 | 3,575 |  |
| 6 | Floppies | 565 | 225 |  |
| 7 | RAM | 1,440 | 2,600 |  |
| 8 | Pendrives | 576 | 1,254 |  |
| 9 |  |  |  |  |
| 10 | Total Earnings |  |  |  |
| 11 |  |  |  |  |
| 12 | Difference in Totals |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |

