

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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Knec Past Papers For Public Relations

Joseph M. Zappala, Ann R. Carden



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everything from day to day business communications and media tools to writing for social media and crisis situations This fourth edition incorporates a number of changes and updates including New chapters on Social Media and Writing for Key Publics and new content on the use of generative AI and its impact on PR writing Expanded chapters on Writing for Digital Communications and on Publications Presentations and Speeches New guest columns from PR professionals on topics including writing and pitching the media inclusive writing speech writing and measuring writing content impact New cases and assignments based on topics issues and problems that public relations professionals face today The text is suitable for undergraduate and graduate students in a public relations writing course preparing for entry level public relations and communications roles as well as a useful reference for early career practitioners Online resources also accompany the book teaching materials test banks and reference sources Please visit www.routledge.com 9780367860028 **Public Relations**

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