Outline two features that could be included in microcomputers of the future. (2 marks) (a)Differentiate between field property and wizard as used in database programs. (165) (2 marks) A student created a new e-mail account. Outline four folders that will be visible on this email (4 marks) program window. A manufacturing company uses traditional filing system. Outline four challenges the company 3. (4 marks) is likely to face. While using a computer keyboard, a student realised that some keys could switch from ((a)) one state to another. Name two such keys in a word processing program. A student typed a document comprising several paragraphs. Outline the procedure she (b) could use to achieve each of the following: (I mark) (11) select a single paragraph; (I mark) (ii) select the entire document. (4 marks) Explain two importance of formatting a disk before it is used. 5. Differentiate between BIOS and POST as used in computers. 15 (4 marks) Re-write the Spreadsheet formula =F10 + G20 using absolute cell referencing. (1 mark) Cook A student entered the formula = B5+C4 in cell F5. When the formula was copied into (B) cell H8 it changed to = D8 + E7. Explain the reason for this. (3 munrles) 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. (I mark) Outline the purpose of Student Number in the record. Cash Outline three ways in which these records could be manipulated. (3 marks) (b) State four print options available in a presentation program. (2 marks). Cab John created slides in a presentation program. Outline two features he could use to (b) (2 marks): make the presentation visually attractive. (2 marks) Explain the function of autofill feature in a Spreadsheet program. 10. (a) With the aid of a sketch in each case distinguish between first line and hanging (b): indentation as applied in a word processing program. (2 marks)

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