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 ((av)) 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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# **Knec July Question Papers**

**Robert R. Redfield** 

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**Civil-service Examinations** Richard Rogers Bowker,1886 Civil-Service Examinations R. R. Bowker, 2017-10-16 Excerpt from Civil Service Examinations Being Question Papers With Actual Answers of Successful and Unsuccessful Candidates Union and each city or town They ought to get the best service at a fair rate but they have often paid the highest prices for the poorest kind of work Civil service reform had two things to accomplish first to prevent the government service the service of the whole people from being misused for politicians or parties second to provide for choosing fit men for the public service on truly democratic principles Usually after each election the politicians who had won wanted places for their friends They began this cry as long ago as the time of Thomas Jefferson But Jefferson refused to remove good officers unless they had been violent partisans. The party workers nevertheless kept up their pressure and by the time of Jackson it was recognized that to the victors belong the spoils This meant that the half of the American people which won in an election were entitled to look upon the other half as victims of war This was a very un american um demo cratic un republican spirit About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at www forgottenbooks com This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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