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| **Form 3** | **Term 2** | **451 - Computer Studies** | **23-Jun-16** | **Mid Term** |
| **ADM…… NAME …………………………………………………… CLASS …….. TIME:** 1 | | | | |
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INSTRUCTIONS:

1. *Answerl the questions provided in this question paper*
2. *Save your work in the CD-ROM provided and keep a copy on the desktop in a folder named after your admission number*
3. *Any acts of cheating will render your examinations nullified*
4. *Write your name, class and ADM number in the spaces provided above.*
5. *Sign and write the date of the examination in the spaces provided below*

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| **Invigilator’s Name** | **Date Issued** | **Date Returned** | **Date Revised** | **Student’s signature** |
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# For examiner’s use only

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| **Question/Section/Page** | **1** | **2** | **Total** |
| **Max. Score** | 25 | 25 | 50 |
| **Candidate’s Score** |  |  |  |

# Questions

1. **The table below shows part of a spreadsheet that is used by a company that employees salesperson. In addition to the basic salary each receives a commission of 20% on goods sold. All four are taxed at a rate of 15 %**  
   ***Notes:***
   1. *commission = 20% of sales*
   2. *Gross = Basic + commission*
   3. *Tax = 15% of Gross*
   4. *Net Income = Gross – Tax*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **Basic** | **Sales** | **Commission** | **Gross** | **Tax** | **Net Income** |
| Edgar | 1200 | 3000 |  |  |  |  |
| Sheila | 1300 | 3100 |  |  |  |  |
| Wallace | 1600 | 3500 |  |  |  |  |
| Deirdre | 1700 | 3800 |  |  |  |  |

1. Prepare a worksheet to hold the data **(6 marks)**
2. Calculate the employee’s commission. Write the formula that returns Edger’s Commission

**(2marks)**

……………………………………………………………………………………………………………

1. Calculate the employee’s Gross pay. Write the formula that returns Sheila Gross **(4 marks)**

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1. Calculate the employee’s tax rates. Write the formula that returns Deirdre’s tax rates

**(4 marks)**

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1. Calculate net income for each employee. Write the formula that computes Wallace Net Income

**(5 marks)**

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1. Save your work as “**apollo11**” **(2 marks)**
2. Print your work and attach it with this question paper for submission **(2 marks)**
3. **By the use of a word processor type the following document as it appears and save it in the storage device provided as “Question2A” (5 marks)**

# Classification, application and Definition of System Software

## SYSTEM SOFTWARE

System software performs a variety of fundamental operations that avails computer resources to the user. These functions include:

1. Booting the computer and making sure that all the hardware elements are working properly
2. Performing operations such as retrieving, Loading, executing and storing applications programs
3. Storing and retrieving files
4. Performing a variety of system utility functions

System software is further divided into:

1. Operating system
2. Firmware
3. Utility software
4. Networking software

## OPERATING SYSTEM

This is set of complex programs that work together to control execution of user programs called applications and acts as a go between (interfaces) between applications and computer hardware. It manages input, output and storage operations in a computer. Examples of common operating systems are Microsoft Windows 95/98/2000IXP, UNIX, LINUX, MACINTOSH (Mac OS) and OS/2. Therefore the operating system is the main program on the computer system.

## FIRMWARE

Firmware also referred to as stored logic is a combination of both the software and hardware recorded permanently on electronic chips. Usually, a firmware is a Read-Only Memory chip that is mounted or plugged into the motherboard. Firmware may hold an operating system, utility programs, language processors etc.

## UTILITY SOFTWARE

Utility software is a special program that performs commonly used services that make certain aspects of computing to go on more smoothly. Such services include sorting, copying, file handling, disc management etc. The two basic types of utility software are:

1. System-level utility software: these help the user to work with the operating system and its functions. For example, a utility software tells the user when he/she enters wrong command and gives suggestions how the error can be corrected.
2. Application utility software: these make the use of an application program smoother and efficient. These utility programs are commonly purchased separately or may be part of an operating system.

## Required

Format the text as follows:

1. Align the heading to the **centre alignment** **(2 marks)**
2. Set the **line spacing** of the document to **double** **(2 marks)**
3. Insert today’s date at the top right hand of the document. **(2 marks)**
4. Find the word “software” and replace it with the word “program”. State the procedure you have used: **(2 marks)**

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1. Move paragraph one (system software and its contents) to become **the last one**. **(2 marks)**
2. Insert **page number(s) using upper case roman numbers** in all listings of the document.**(2 marks)**

State the procedure used: ………………………………………………………………………………..

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1. Place the text in **two columns** with a **Line in between**. **(2 marks)**
2. **Spells check** the document using a proof reading tool. State the tool you have used **(2 marks)**

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1. **Save** the new changes to the document **as** “**Question 2B**” **(2 marks)**
2. Print the **two** word documents and attach them alongside this question paper **(2 marks)**