

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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Abma Sample Answers

**Engineering Foundation, New York.
Welding Research Council, Welding
Research Council (U.S.)**

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Program Evaluation Theory and Practice, First Edition Donna M. Mertens, Amy T. Wilson, 2012-03-01 This engaging text takes an evenhanded approach to major theoretical paradigms in evaluation and builds a bridge from them to evaluation practice Featuring helpful checklists procedural steps provocative questions that invite readers to explore their own theoretical assumptions and practical exercises the book provides concrete guidance for conducting large and small scale evaluations Numerous sample studies many with reflective commentary from the evaluators reveal the process through which an evaluator incorporates a paradigm into an actual research project The book shows how theory informs methodological choices the specifics of planning implementing and using evaluations It offers balanced coverage of quantitative qualitative and mixed methods approaches Useful pedagogical features include Examples of large and small scale evaluations from multiple disciplines Beginning of chapter reflection questions that set the stage for the material covered Extending your thinking questions and practical activities that help readers apply particular theoretical paradigms in their own evaluation projects Relevant Web links including pathways to more details about sampling data collection and analysis Boxes offering a closer look at key evaluation concepts and additional studies Checklists for readers to determine if they have followed recommended practice Home Truths About Child Sexual Abuse Catherine Itzin, 2005-06-28 Home Truths About Child Sexual Abuse brings together the findings of research and clinical work by leading figures in the UK and USA It makes visible the prevalence of sexual abuse and exploitation of children by normal ordinary heterosexual family men both within and outside the family Comprehensive and multidisciplinary in approach it covers the many different aspects of child sexual abuse including phenomenology definitions and terminology epidemiology explanatory frameworks concepts and theory the contribution of radical feminism constructs classifications and typologies policy treatments multi disciplinary and multi agency work medical advice gender issues criminal justice The book provides the evidence and knowledge base necessary to begin to achieve effective prevention It offers professionals researchers and policy makers an invaluable source of reference and an informed basis for action **A Grammar of Abma** Cynthia Schneider, 2010 Sexual Activity and Contraceptive Practices Among Teenagers in the United States, 1988 and 1995 Joyce C. Abma, 2001 **The Epidemic of Rape and Child Sexual Abuse in the United States** Diana .E H. Russell, Rebecca M. Bolen, 2000-07-06 The authors clearly document the need for special techniques when interviewing about sensitive sexual issues and their defense of Russell's prevalence rates is convincing Readers will gain an understanding of the impact of research methods on results and the interplay of political agendas and research interests Extensive references as well as clear tables and figures Highly recommended for academic collections Choice This is a fascinating book which will have wide appeal to academicians and scholars in the field Dr Russell's outstanding reputation in the field should sell any book and this book is another example of her excellent work I offer my highest praises for this book and believe it will become an instant classic Helen M Eigenberg Ph

D Professor and Director of the School of Social and Community Services This long awaited follow up to Diana Russell s landmark 1984 book *Sexual Exploitation* examines the many and often conflicting findings of studies that have since been conducted on the incidence and prevalence of rape and child sexual abuse in the United States The wide variation in prevalence rates obtained by these studies for example rape rates ranging from 2 6% to 44% has led many hostile critics to attack the high rates as misleading and alarmist Diana E H Russell and Rebecca M Bolen s careful evaluation of 14 government and privately funded studies including Russell s own provides a definitive statement on the realities concerning the prevalence of rape and child sexual abuse Their evaluations consider the various definitions researchers have used for rape and child sexual assault as well as their methodologies for collecting data The authors also address in particular the sexual victimization statistics reported by two important U S government agencies the FBI and the Bureau of Justice Statistics both of which have reported relatively low incidence rates This book also addresses the widely publicized backlash criticism from both anti feminists and a new breed of feminist critics claiming that high sexual assault rates are greatly exaggerated Armed with the belief that accurate information about the magnitude of sexual assault in society is vital to the theory prevention and treatment of these crimes the authors have produced a ground breaking resource that is a must read book for those who study educate about and help the women and girls who are victims of sexual assault Fertility, Family Planning, and Women's Health Joyce C. Abma,A. Chandra,W. Mosher,L. Peterson,1998-08 Presents data on a wide range of topics based on personal interviews with a national sample of women 15 44 years of age in the U S It is organized around the central theme of pregnancy wanted sexual intercourse marriage contraceptive use fecundity infertility breastfeeding maternity leave adoption stepchildren health insurance coverage family planning cigarette smoking HIV testing pelvic inflammatory disease sex educ **Narrative Research in Nursing** Immy Holloway,Dawn Freshwater,2009-07-23 Narrative research is an increasingly popular way of carrying out qualitative research by analysing the stories or experience The findings of this type of qualitative research can be used to improve nursing education nursing practice and patient care and to explore the experience of illness and the interaction between professionals Narrative Research in Nursing provides a comprehensive yet straightforward introduction to narrative research which examines the skills needed to perform narrative interviews analyse data and publish results and enables nurse researchers to use the method systematically and rigorously Narrative Research in Nursing examines the nature of narratives and their role in the development of nursing and health care Strategies and procedures are identified including the practicalities of sampling data collection analysis and presentation of findings The authors discuss authenticity of evidence and ethical issues while also exploring problems and practicalities inherent in narrative inquiry and its dissemination Narrative Research in Nursing is a valuable resource for nurses interested in writing and publishing narrative research **Journal of Pressure Vessel Technology** ,1975

Reports of Progress Engineering Foundation, New York. Welding Research Council,Welding Research Council

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Design and Operation of the National Asthma Survey ,2008

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