

#### 1 SEC'94-PAPER 1-Q6

You have a choice of buying either an electronic typewriter, or a computer with word processing software. State your choice and give three reasons:

choice:	
First reason	
Second reason:	
Third reason:	

#### 2 SEC'94-PAPER 1-Q9

(1)	An application package performs tasks such as accounts, stock control, word-processing etc. Mention TWO legal ways such software may be acquired:	
	a	[1]
	b	[1]
(ii)	From your experience in using an application package, give ONE advantage and ONE disadvantage of such a package.	
Adva	ntage	[2]
Disac	lvantage	[2]

#### 3 SEC'94-PAPER 2A-Q6 (CONSULT CH 4)

The owner of a small printing press is looking for a computer system to be used for DTP (Desktop Publishing).

desktop publishing	[6]
(b) Besides a keyboard and a VDU, what input and output devices are resultable for use with a DTP system? Explain the use of each.	most <b>[6]</b>
(c) Explain why it is best to choose the software before deciding on hardware.	the <b>[4]</b>
(d) Explain why businessmen, such as the printing press owner, may fir necessary to computerize their business.	d it [4]

Writing Space for Previous Question	

4	SEC'94-PAPER 2B-Q2				
	Word processing has become a very popular computer application. Write brief notes				
	about each of the following common word-processing features:				
a. Text formatting			[4] [4]		
	b.	Text justification			
	c.	Spell Checking	[4]		
	d.	Print preview	[4]		
	e.	Cutting and Pasting	[4]		

Writing Space for Previous Question	

#### **SEC'95-PAPER 1-Q7**

Use the following list of words to fill in: Calculations numbers cellcolumns Automatically Rows cost accounting accountants formula text A spreadsheet is a sheet of paper divided into \_\_\_\_\_ and \_\_\_\_\_. These sheets are used by \_\_\_\_\_ for carrying out complex \_\_\_\_\_. The advantage of an electronic spreadsheet is that \_\_\_\_\_, \_\_\_\_ and formulas can be entered into each \_\_\_\_\_\_. If a \_\_\_\_\_\_ is entered, the spreadsheet will carry out any calculations specified. This ability to \_\_\_\_\_\_calculate figures makes spreadsheets ideal for planning applications, such as [5]

# 6 SEC'95-PAPER 2B-Q2 (CONSULT CHs 2, 4, 11, 14 & 15)

Briefly explain the main difference between:

a.	SOFTWARE and HARDWARE.	[2]
b.	SYSTEM SOFTWARE and APPLICATIONS SOFTWARE	[3]
c.	A USER MANUAL and a TECHNICAL MANUAL	[3]
d.	SOURCE CODE and EXECUTABLE CODE	[3]
e.	A TEXT EDITOR and a WORD PROCESSOR	[3]
f.	An IMPACT PRINTER and a NON-IMPACT PRINTER.	[3]
g.	SOFT-COPY and HARD-COPY	[3]
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# **7** SEC'97-PAPER 1-Q4 (CONSULT CH 11)

Mention ONE typical application for each of the following software packages.

The first one is done for you.

a. A wordprocessor:	Writing a book	
b. A spreadsheet		ra:
c. A text editor:		
d. An interpreter:		
e. A compiler:		[2 [2

# 8 SEC '97-PAPER 2A-Q6C (CONSULT CHs 8,9 & 14)

Write brief notes on ANY THREE of the following:

i. Computer viruses		
ii. The Internet		
iii. GUI		
iv. Fax modem		
v. Software installation		[9]
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9	SEC'97-PAPER 2B-Q4			
	(a)	Give T	TWO advantages of using a word processor rather than a typewriter	[2]
	(b)	Menti	on THREE jobs for which a word processor may be used by a clerk at a	[3]
		school	1.	
	(c) What is meant by CUTTING and PASTING text in a word processor?		s meant by CUTTING and PASTING text in a word processor?	[2]
	(d)	Briefly	y explain each of the following features which are normally found in a	
		word j	processor:	
		(i)	Set margin	
		(ii)	Underline	
		(iii)	Set font	
		(iv)	Spell check	
		(v)	Print preview	[10]

Writing Space for Previous Question	

#### 10 SEC '98-PAPER 2A Q3

An established **software company** usually concerned with system and **office automation software**, recently expanded its range of products to include **multimedia educational packages** for various age groups.

a. Briefly explain the words in bold.	[3]
b. What factors may have caused the company to invest in producing educational software?	[3]
c. Educational packages may involve CAI or CAL systems. What is meant by CAI or CAL?	[3]
d. Mention FOUR advantages of using computerized teaching methods.	[4]
e. Mention <b>FOUR</b> ways in which office automation software has changed the office work.	[4]

Writing Space for Previous Question		

SEC '98	B-PAPER 2B-Q2			
(a) App	(a) Application software may be bought <b>off the shelf</b> or <b>tailor made</b> . Describe			
ONI	E advantage and <b>ONE</b> disadvantage of <b>each</b> .			
(b) Iden	tify <b>THREE</b> reasons why off-the-shelf specialized application software			
pack	ages would not be available for larger computer installations.			
(c) Men	tion THREE activities that can be performed using personal financial			
man	agement packages.			
(d) One	(d) One common type of application software is a <b>Spreadsheet</b> . Each cell of a			
spre	adsheet may contain a label value or a formula.			
i.	What is a <b>label</b> ?			
ii.	Mention THREE types of values which may be entered in a			
	spreadsheet cell.			
iii.	Write TWO examples of formulas which may be entered in a			
	spreadsheet cell.			

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12	SEC	<b>'99-P</b>	APER	1-06

### 13 SEC '99-PAPER 2A-Q7A

A photographer uses a computer application package to edit scanned photographs.

i.	What is meant by an application package?	[1]
ii.	What is meant by scanning a photograph?	[1]
iii.	Mention, and briefly describe <i>two</i> examples of graphics application packages.	[4]
iv.	Mention two operations the photographer may want to perform on the	[2]
	scanned photos using the graphics application.	

#### 14 SEC'99-PAPER 2B-Q5 (CONSULT CHs 3 & 14)

a.	The following are five types of common application software:	
	Word processor	
	Spreadsheet	
	Database manager	
	Graphics program	
	Communication program	
	Briefly describe each of the above, and for each give one example of a	FA #3
	work environment where it is often used.	[2x5]
b.	A word processor normally includes a spelling checker.	
	i. Briefly describe how the spelling checker operates	[2]
	ii. Give an example of a spelling error which the spelling checker will not	[2]
	catch	
c.	What is system software? Mention and describe two examples of system soft-	[1,2]
	ware utilities.	- , -

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15	SEC '00-PAPER 1-Q9	(CONSULT	<b>CH 13</b> )
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Most modern software is distributed on a **CD** and needs to be **installed** before it can be used. Also, there is little **printed documentation** nowadays, since the user manual is usually **online**.

a.	Give one reason why software is nowadays distributed on CD instead of floppy diskettes.	[2]
b.	Mention <b>TWO</b> things which happen during the installation process.	[2]
c.	What is <b>ONLINE DOCUMENTATION?</b>	[2]
d.	Mention <b>TWO</b> advantages of having documentation online instead of in printed form.	[2]

#### 16 SEC '00-PAPER 1-Q11 (CONSULT CH 3)

Which **FIVE** of the following software packages would be most suitable for each of the applications listed below?

DBMS	DTP package	Image processing package	
Spreadsheet	Wordprocessor	Drawing package	
Personal information	Management software	Web browser	
APPLICATION M	IOST APPROPRIATE SOFTWA	RE PACKAGE	
Keeping student records:			
Online shopping: [1]			
Designing the layout of a newspaper			
Retouching a photograph [1]			
Keeping an address book and appointments diary:[1			

#### 17 SEC '01-PAPER 1-Q11

This question is related to computer graphics

Name TWO methods you could use to directly convert the diagram shown below into a digital form that could be used by a software package.

1		[1]
)	E RES	[1]
		[-]

Graphics programs use either bitmap or vector graphics. Images are stored [2] and manipulated differently by these programs. For each of the following, tick ( $\checkmark$ ) the columns to show whether bitmapped or vector graphics is more appropriate.

	Bitmapped graphics	Vector graphics
Changing the colour of individual pixels on an image		
CAD programs		
Using coordinates to store simple shapes in memory		
Changing the size of a logo		

SEC	6 '01-P2B-Q7 (CONSULT	T CHs 9 & 14)	
(a)	Define the terms system s	software and application software.	[2
(b)	State for each of the application <i>type</i> .	following software whether it is of system or	
	Format utility	presentation graphics	
	Database system	editor	
	Anti-virus software	spreadsheet	
	Operating system	assembler	[4]
(c)	Most of the common feat	ures found in a word-processor are:	
	Set font	find/replace	
	Set margin	word wrap	
	Spell check	centering of text	
	Mail merge	print preview	
	Describe <i>mail merge</i> ar	nd any other THREE features from above.	[8]
(d)	What does <i>e-mail</i> stand	l for? State ONE advantage and ONE disadvantage	<b>5</b> 03
	of using <i>e-mail</i> in an of	fice.	[3]

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### 19 SEC '02-PAPER 2A-Q4 E, F

An engineer uses a simulation program to design and test electronic circuits to	
be used in the manufacture of new computers.	
Give two reasons why simulation is used to experiment with new designs in the	[2]
manufacturing industry.	[2]
Name and briefly describe a simulation example in another computer application	
area. Mention one advantage of the use of simulation in the example selected	[4]
<del></del>	

# SEC '02-PAPER 2B-Q8 State two computer applications in finance; in industry; for leisure and home-use; in education; in the community; [10] List three positive and two negative effects that computerisation has brought [5] about. You have just bought a new office automation program. During the installation process you are reminded to register your software. Why is it important to regis-[2] ter software.

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SEC '03-PAPER 1 Q3	
Explain the following features as used in a word processing program.	
a. Word wrap	
	_
b. Find and replace	
•	
c. Mail merge	
	Explain the following features as used in a word processing program.  a. Word wrap  b. Find and replace

# Name ONE advantage in using: a. an electronic spreadsheet for processing class results. [2] b. electronic mail to send a weekly 'newsletter' to all employees of a large company. [2]

[2]

[2]

c. a digital camera to take photos for a magazine.

d. a computer controlled simulator to train aircraft pilots.

# 23 SEC '03-PAPER 2A Q5

i. What is computer simulation?	[1]
ii. Give THREE advantages of using simulation techniques to forecast the	
weather.	[3]
iii. Name another application that uses simulation, explaining the reasons for	
its use.	[3]

(d) Computer simulation is sometimes used to help forecast the weather.

SE	CC '03-PAPER 2B Q5 (CONSULT CHs 2,5,10,13 & 14)	
(a)	What is a register?	[2]
(b)	What is a numerical overflow?	[2]
(c)	What is a group of 8-bits that represent a single character called?	[1]
(d)	How many bits are required in a register in order to be able to represent 256 different binary patterns?	[2]
(e)	In a certain computer program, some checks are made when the user enters the year of birth. These are:  Field length check  Range check	
	Character type check Presence check	
	Choose the correct term from the list above to check the following:	
	<ul><li>i. Has something been entered?</li><li>ii. Is it made up of numbers only?</li><li>iii. Is it before 1986 and after 1880?</li></ul>	[4]
	iv. Is the entry 4 digits long?	[3]
(f)	Mention THREE features of a Graphical User Interface (GUI) as found on modern computers.	
(g)	What do you understand by the term Multimedia?	[2]
(h)	State ONE software application that uses multimedia.	[1]

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25	SEC '03-PAPER 2B Q7 (CONSULT CHs 10 & 14)	
	(a) What is the function of the CU (Control Unit) in the CPU?	[2]
	(b) Mention TWO operations the ALU can perform.	[2]
	(c) Briefly describe TWO functions of an operating system.	[4]
	(d) Mention and briefly describe THREE ways files can be protected against unauthorized access.	[6]
	(e) State TWO advantages and ONE disadvantage of introducing computers in an office.	[3]

Writing Space for Previous Question	

### 26 SEC '04-PAPER 1 Q1 (CONSULT CH 2)

1. Write the correct term for the following descriptions. (The answer for the first description is given.	
<ul> <li>a. Description: A popular type of device for generating hard-copies which is expensive to run.</li> <li>Answer: Ink jet printer</li> </ul>	
b. Description: The physical components of a computer system, including the peripherals.	
	[1]
c. Description: This type of software offers advantages and ease of use when producing a simple document such as a letter.	
	[1]
d. Description: This piece of hardware is mainly made up of the control unit, the Arithmetic Logical Unit and a number of registers.	
	[1]
e. Description: An application software that serves as a teaching tool.	
	[1]

## 27 SEC '04-PAPER 2A Q5 (CONSULT CHs 2, 4, 5 & 14)

A prospective buyer would only consider a digital type of camera nowadays. Pictures taken may later be edited using photo-editing software.  (a) Mention <b>TWO</b> other reasons for choosing a digital camera instead of a	[2]
conventional one.  (b) Describe <b>TWO</b> possible ways how a picture may be edited using photo-	[2]
<ul> <li>editing software.</li> <li>(c) Explain what is meant by the terms <b>pixel</b> and <b>resolution</b> of a picture.</li> <li>(d) Calculate the memory space in bytes required to store a picture of size 5 inches by 4 inches with 100 dpi and 16-colour depth.</li> </ul>	[2] [4]
<ul><li>(e) Stored pictures are usually compressed.</li><li>(i) Explain what is meant by the term 'compressed'.</li></ul>	[1]
(ii) Mention <b>TWO</b> advantages of using this technique on large data files.	[2]
(f) Suggest with reason, a suitable storage medium for storing holiday photographs.	[2]
(g) Why is a directory structure usually associated with a disk storage medium?	[2]
medium:	

Writing Space for Previous Question	

# 28 SEC '04-PAPER 2A Q6 (CONSULT CHs 5, 9 & 11)

<ul> <li>(a) An 8-bit register is used to store signed integers in two's complement notation.</li> <li>(i) Write down the binary bit pattern when +35 is stored in this register.</li> <li>(ii) Subtract 35 from -45 by two's complement operation, using the same type of registers.</li> <li>(iii) Specify the range in decimal of the above mentioned register.</li> </ul>	[2] [4] [4]
<ul> <li>(b) A software application is to be implemented using a high level language.</li> <li>(i) Write down TWO distinguishing features of a high level language.</li> <li>(ii) Distinguish between source code and executable code.</li> </ul>	[2] [2]
<ul><li>(c) It is recommended that the application software mentioned in (b) is <b>portable</b>.</li><li>(i) What do you understand by the term '<b>portable</b>'?</li><li>(ii) Why has portability become especially important with the extensive use of large scale networking?</li></ul>	[1] [2]

Writing Space for Previous Question	

SI	EC '04-PAPER 2B Q2 (CONSULT CHs 5, 12, 13 & 14)	
(a)	Describe <b>ONE</b> way of testing a program for errors.	[1]
b	) Mention <b>ONE</b> characteristic that makes a program more readable.	[1]
c	Mention <b>TWO</b> functions of an operating system.	[2]
d	) Explain the terms:	[6]
	(i) GUI; (ii) Algorithm; (iii) DTP.	
e	(i) Convert the unsigned binary number 01001101 to decimal.	[2]
	(ii) Represent the binary number 1111011010110 in hexadecimal.	[1]
	(iii) What is the largest unsigned number that one can represent with 8	[2]
	bits? Give your answer in decimal.	
(f)	A software suite consists of a word processor, a database and a spreadsheet.	[2]
	Mention TWO advantages of having these applications grouped in one	
	package.	

30	SEC '04-PAPER 2B Q4 (CONSULT CHs 9 & 14)	
	(a) Mention <b>TWO</b> advantages and <b>ONE</b> disadvantage of the use of computers in a travel agency.	[3]
	(b) Mention <b>FOUR</b> uses of the Internet.	[4]
	(c) Mention <b>TWO</b> advantages and <b>TWO</b> disadvantages of teleworking (i.e. doing office work at home on computer instead of being physically present at the place of work).	[4]
	(d) Describe <b>TWO</b> uses of computers in each of the following areas: (i) Education; (ii) Medicine; (iii) Manufacturing.	[6]

Writing Space for Previous Question	

## 31 SEC '05-PAPER 1 Q5

For each of the following computer applications, suggest, *with reason*, a suitable application software.

(a) Store student data and output reports when required.

	(i) Application software
	(ii) Reason
b)	Send a short message to a friend together with some pictures which you previously stored on your computer.
	(i) Application software
	(ii) Reason
c)	Store monthly sale amounts and perform breakdown analysis on sale items.
	(i) Application software
	(ii) Reason
d)	
	Use the computer to look up information about your favourite pop singer.
	(i) Application software

### 32 SEC '05-PAPER 1 Q11

(c) home;

arcas.	
(a) education;	
(i)	
(ii)	[2]
(b) travel;	
(i)	
(ii)	[2]

[2]

Mention TWO different uses of computers in each of the following application

### 33 SEC '05-PAPER 2A Q3 (CONSULT CH 7)

(a) Consider the computer system specifications given in the advertisement below.

- 1. Intel Pentium III CPU 700Hz
- 2. 32 KB Level 1 cache memory
- 3. PIII ATX motherboard
- 4. 64MB DIMM memory (RAM)
- 5. 20GB Seagate Hard drive
- 6. 8MB AGP video adapter
- 7. DVDROM Samsung 16x
- 8. 10/100 Base T Genius PCI network card
- 9. 56K Internal Fax/Data modem
- 10. 1.44MB Floppy drive
- 11. 14" Digital monitor
- 12. PS/2 mouse
- 13. PS/2 Windows keyboard
- 14. 160W Amplifier speaker

Each part of a computer has a specific task or purpose. The items labelled from A to F in the table below refer to some of these tasks. For each description in the table, find the component in the list of specifications (1– 14) given in the box, which matches it. The first answer is given as an example.

Write down only the letters A to
 F, and the line number from the advertisement which matches the description, next to the letter.

Example: X:14

Letter	Description
Example: X	Plays sound Answer: 14
A	This component reads removable disks which are large enough to contain a cinema movie.
В	This component is responsible for executing all instructions.
C	This is a non-removable permanent storage component.
D	This is where instructions which might be used next by the processor are stored for quick access.
E	This is used to communicate with other computers with the use of a telephone line.
F	This is used to connect to a LAN.

- (b) What does GUI stand for? Name TWO characteristics of a GUI.
- (c) What is a *buffer* and what is its purpose?
- (d) Discuss the difference between *single tasking* and *multi tasking* operating systems.
- (e) (i) Define the terms batch processing.
  - (ii) Describe an application for which batch processing might be used.
- (f) What is a *bootstrap loader*?
- (g) What is meant by a user interface?

**[6]** 

[3] [2]

[2]

[2]

[1]

[1]

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## 34 SEC '05-PAPER 2A Q6 (CONSULT CHs 11, 13 & 15)

bee of the end of the	
(a) Name ONE third generation language which could be used by students just starting to learn programming and ONE which could be used for scientific work. In each case, give a brief reason for your choice.	[4]
(b) Name ONE fourth generation language.	[1]
(c) Three facilities which are present in some fourth generation language are <i>query facilities</i> , <i>reports generators</i> and <i>application generators</i> . Briefly explain EACH of these terms.	[3]
(d) Briefly explain the difference between <i>system</i> and <i>application</i> software. Give ONE example of EACH of these types of software.	[4]
<ul><li>(e) (i) Explain the difference between <i>source code</i> and <i>executable code</i>.</li><li>(ii) What is the meaning of the term <i>mnemonics</i>?</li><li>(iii) What is the meaning of the term syntax of a programming language?</li></ul>	[2] [2] [1]
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35	SEC '05-PAPER 2B Q1 (CONSULT CH 14)	
	(a) Define the terms system software and application software.	[2]
	(b) Give TWO examples of application software and TWO examples of system software.	[4]
	<ul><li>(c) Briefly explain the following terms:</li><li>(i) mail-merge;</li><li>(ii) CAL.</li></ul>	[4]
	(d) What do GUI and CLI stand for?	[2]
	(e) Which one of the above two interfaces do you think is most suitable for use by young children? Why?	[2]
	<ul> <li>(f) Software can either be brought <i>off-the-shelf</i> or be <i>tailor-made</i>. Which of the following software programs should be tailor-made? Why?</li> <li>(i) a program to control traffic lights;</li> <li>(ii) a game;</li> <li>(iii) a program to control a nuclear reactor;</li> <li>(iv) an anti-virus program.</li> </ul>	[3]

Writing Space for Previous Question				

36	SEC	C '06-	PAPER 2A Q4 (CONSULT CHs 13 & 14)	
	a)		ch of these applications must be real time?	[1]
		i.	Designing a motorway.	
		ii.	Flood warning system.	
		iii.	Preparing electricity bills.	
		iv.	Checking exam marks.	
	b)	Nam	ne TWO functions of an Operating System.	[2]
	c)	High	alight the difference between a <i>Real Time</i> and a <i>Time Sharing</i> system.	[2]
	d)	Exp	lain the difference between a compiler and an interpreter.	[4]
	e)	_	lain what is meant by the terms: <i>Batch Processing</i> , <i>Multi-Programming On-line Processing</i> .	[6]
	f)	Give	e TWO examples of a dedicated computer system.	[2]

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#### 37 SEC '06-PAPER 2B Q5 ( CONSULT CH 13 )

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	H5	•	f <sub>x</sub>						
	Α	В	С	D	Е	F	G	Н	I
1		Maths	English	Maltese	History	Geograph	у		
2	Andrew	82	38	74	54	59			
3	Christine	50	25	95	61	90			
4	Duke	26	64	98	52	52			
5	Mark	85	58	83	45	73			
6	Paul	55	82	25	44	66			
7	Susan	10	62	94	44	78			
8									

A class teacher makes use of a spreadsheet to record the results obtained by her students in various subjects.

- a) Mention TWO advantages of using a spreadsheet for such a task.
  b) Write down the formula to find the average of Mark's results
  c) Mention a function to find the highest mark for a student in her class.
  d) How can a graph/chart be created from the data in a spreadsheet?
  e) Describe TWO validation methods which may be used to make sure that subject marks are valid.
- f) Complete the sentences using words from the following list:

function	formula	cell	copy	label	[5]
Α	is the place of single entry	•	sheet in which	only one	
Α	is the way a	calculation	is represented	in a	
	spreadsheet.				
Α	is a special t	ype of form	nula used in a s	spreadsheet.	
A	stores text ar	nd is used a	as a title for rov	ws and	
	columns.				
	is the proces	s of placin	g data into a ne	ew location.	

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# 38 SEC '06-PAPER 2B Q7 ( CONSULT CHs 11 & 14 )

a)	What does GUI stand for?	[1]
b)	Identify TWO types of program translators.	[2]
c)	Distinguish between application software and system software. Give	[8]
	TWO examples of each.	
d)	Describe THREE different tasks that could be performed by a com-	[6]
	puter operating systems.	
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## 39 SEC '07-PAPER 1 Q8 ( CONSULT CH 3 )

In the classroom, **computer simulation** may be used as an aid to learning.

e one example, with reason, where computer simulation may be used to learning in the classroom environment.
e one reason why although computer simulation may be recommend, still it is not used in the classroom environment.

## 40 SEC '07-PAPER 1 Q12

Application software may have different user licenses. Two types of user licenses are **freeware** and **shareware**.

State and advants	age of using licensed software.	

### 41 SEC '07-PAPER 2A Q4 ( CONSULT CHs1, 2, 8 & 9 )

a)	Define and give an application for each of the following terms related to software security.  i. Password  ii. Serial Number  iii. Activation Key  iv. Data Encryption	[8]
b)	The use of the internet and electronic mail revolutionized the way businesses operate nowadays compared to how they operated 30 years ago. Explain the statement supporting your answer with reasons.	[4]
c)	What is the use of access rights on a multi-user network?	[3]
d)	Mention TWO negative effects of computerization.	[2]
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$\mathbf{S}$	EC '07-PAPER 2B Q1 (CONSULT CHs 2, 4, 8, 10 & 11)	
a)	What is a <i>data bus</i> in computer system?	
b)	A High Level Language program needs to be translated into in order to be executed by the computer. Why is this necessary	
c)	State which of the following statements are TRUE and which	ch are FALSE.
	Processor speed is measured in GHz	
	Main Memory is slower than Secondary Storage	
	An assembly language instruction contains mnemonics	
	The CD-ROM is a magnetic device	
	Data stored in a secondary storage device is volatile	
	The operating system resides within the accumulator.	
	The Program Counter is a register	
e)	tions are stored during program execution.  Give <i>TWO</i> advantages and <i>TWO</i> disadvantages for buying o software in comparison to tailor-made packages.	code instruc- ff-the-shelf
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### 43 SEC '07-PAPER 2B Q6 (CONSULT CHs 3, 9, & 14)

a) What is the purpose of an Operating System? Give ONE example of an Oper-	[3]
ating System of your choice.	

b) Copy and fill in the missing spaces in the table below with one of the application programs listed underneath. The options may be assigned more than once. [8]

**Application Programs:** 

Web Browser	Word Processor	E-Mail Program
Spreadsheet	Graphics Package	Database Package

Action	Software
Writing a letter	
Looking for information over the internet	
Finding a book by author in the library	
Calculating the average mark	
Modify Clipart	
Sending a message	
Storing student records for a school	
Drawing a picture	

- c) What is the use of installing anti-virus software? Why are anti-virus applications essential for a computer with an internet connection? [2]
- d) When accessing personal data over the internet, a password is normally required. What is the use of having a password? [2]
- e) Define the abbreviation CAD. Give one application for CAD. [2]

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