

ZIMSEC O LEVEL 2001 COMPUTER STUDIES

- 1
- (a) Control character
It is a non-printing character which is a signal to a peripheral to perform some action e.g. begin printing. [1]
- (b) Turn around document
A printout which has data written on it and is then used as a source document. [1]
- (c) Merging
It is a process of combining two or more files ^{documents} into a single file. / Combining records from different files
- (d) Integrated package / suite
A package that usually has word processing, spreadsheet and database integrated in the same system. Can import / transfer and export data from one application to the other. [2]
- (e) Field
It is an item of data within a record. Collection of characters within a record [2]
- (f) Peripheral device
A device that operates in conjunction with, that is not part of a computer, such as printer / Device which communicates/attached to the CPU Device/hardware/equipment etc. Joined/linked/connected etc. [2]
- 2
- (a) Difference between Masterfile and transaction file.
(i) Masterfile holds permanent data (of employees) [1]
- (ii) Transaction file is used to update the Masterfile. [1]
- (b) EFT reference file.
The use of computers ^{to} transfer money from one Bank Account to another without any cash transactions. [1]
- (c) How to determine hours worked by each employee
Use clock cards. [1]
- (d) Advantage to employer of EFT
no cash handling;
no possibility of robbery;
less stationary; Reduce costs / Labour.
no need to travel to bank;
bankers on strike can still transfer funds; [1]
- Advantage to employee of EFT
no need to carry cash;
hence secure from theft etc;
encourages banking/saving;
~~avoids queues at bank~~ [1]

Computer Studies Zimsec Papers

Michal Rosen-Zvi



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