DATA PROCESSING WEEK 1 SECOND TERM

1. One of the following is a single user operating system
2. Android
3. Windows
4. Linux
5. Macintosh
6. The following are types of OS except
7. Multi-User
8. Multi-deposer
9. Multi-tasking
10. Batch processing
11. Windows 10 operating system is an example of
12. Batch Processing
13. Real time OS
14. Multi-User
15. Distributed
16. An example of application software is
    1. Microsoft excel
    2. DOS
    3. Unix
    4. Ubuntu
17. An example of OS is
    1. Ubuntu
    2. Microsoft word
    3. Smadav
    4. Opera Mini

ANSWERS

1. BONUS
2. B
3. BONUS
4. A
5. A

DATA PROCESSING SS 1 WEEK 2

1. Windows operating fits one of the following operating system properly
2. Single user single tasking
3. Single user Multi-tasking
4. Multi user Single tasking
5. Multi user Multi-tasking
6. One of the following is an example of Real time operating system
7. A space Satellite operating system
8. Windows
9. Linux
10. Unix
11. “my friend and I can access my files even if we are not in the same place or using the same computer” this statement describes
12. Single User Operating system
13. Multi-tasking Operating System
14. Distributed operating System
15. Real-Time Operating System
16. Processes that require similar procedure, activities or task are done using
17. Multi-Tasking Operating System
18. Batch Processing Operating System
19. Distributed Operating System
20. Real-Time Operating System
21. One of the following is a feature of Single User Operating System
22. You can run log in as a user anywhere
23. Only you can log as a user at a time
24. Only one task can be executed at a time
25. You can’t even run a task

Answers

1. B
2. A
3. C
4. B
5. B

DATA PROCESSING SS 1 WEEK 3

The following words are features of GUI except

Command prompt

Windows

Icons

Menu

1. To draw a table in Microsoft word, which of the following tab is clicked
2. HOME
3. VIEW
4. INSERT
5. DESIGN
6. Which tab helps you to format your page properties
7. INSERT
8. PAGE LAYOUT
9. DESIGN
10. VIEW
11. One of the following are example of word processing package
12. WordPad
13. Microsoft Access
14. Microsoft Excel
15. CorelDraw
16. GUI means
17. Graphics User Interface
18. Graphical User Interface
19. Green User Interface
20. Greedy User Interface

Answers

1. A
2. C
3. B
4. A
5. B

DATA PROCESSING SS 1 WEEK 4

1. The algorithm to load a word document is
2. click start menu>type word> click on word icon
3. click start menu> click on word icon > type 2013
4. click windows button>type excel> click on word icon
5. click windows button>type access> click on word icon
6. The following can inserted using insert Tab except
7. Table
8. Picture
9. Shapes
10. Page border
11. The algorithm to insert a new page in a document is
12. Double click on the document> click insert button>click on blank page
13. Right click on the document> click insert button>click on blank page
14. Left click on the document> click insert button>click on blank page
15. Double click on the document>click on blank page
16. What does highlighting a text and clicking “ctrl + shift + +” do to the text
17. Convert the text to a subscript
18. Convert the text to a superscript
19. Bold the text
20. Underline the text
21. The following tools are found on the Page Layout tab except
22. Margin
23. Size
24. Page border
25. Orientation

Answers

1. A
2. D
3. A
4. B
5. C

DATA PROCESSING SS 1 WEEK 5

1. Ctrl + Z is used to
2. Redo
3. Undo
4. Merge
5. Calculate
6. To create a table, you do the following
7. Click insert > click table > select the number of rows and columns
8. Click home > click table > select the number of rows and columns
9. Click design > click table > select the number of rows and columns
10. Click page layout > click table > select the number of rows and columns
11. To merge columns in a table, do the following
12. Select the columns or rows > right click > select the number of rows and columns > click merge cells
13. Select the columns or rows > click merge cells > left click > select the number of rows and columns
14. Select the columns or rows > left click > select the number of rows and columns > click merge cells
15. Select the columns or rows > left click > click merge cells
16. The following are the tools in the insert tab except
17. Table
18. Pictures
19. Header
20. Shading
21. To add row, you
22. Right click, select insert row above or below
23. Left click, select insert row above or below
24. Right click, select insert row to the right
25. Right click, select insert row to the left

ANSWER

1. B
2. A
3. A
4. D
5. A

DATA PROCESSING WEEK 8

1. The following are features of a spreadsheet package except
2. Worksheet
3. Column
4. Query
5. Formula
6. Excel can be used in the following areas except
7. Record sheet
8. Keeping attendance
9. Presenting lesson notes
10. Calculating student grade
11. The following are examples of spreadsheet except
12. Apple iWork Numbers
13. Microsoft PowerPoint
14. Microsoft Excel
15. Gs-Calc

|  |  |
| --- | --- |
| A | B |
| MATHEMATICS | ENGLISH |
| 72 | 68 |
| 80 | 70 |
| 69 | 75 |
| 71 | 82 |

Use the information in the spreadsheet below to answer questions 4 and 5

The formula for finding the total of mathematics is

1. =A2 + A3 + A4 +A5
2. =A1 + A3 + A5 + B4
3. =A1 + B2 + B3 + A5
4. =A4 + A2 + A4 + B1
5. To find the sum of Mathematics and English for all rows except
6. =SUM(A2, B2)
7. =SUM(A1, A2)
8. =A2+B2
9. =B2+A2

ANSWERS

1. C
2. C
3. B
4. A
5. C

DATA PROCESSING SS 1 WEEK 9

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
| 1 | MATHEMATICS | ENGLISH | TOTAL |
| 2 | 50 | 40 |  |
| 3 | 30 | 20 |  |
| 4 | 30 | 40 |  |

1. Which of the following formulas would be used to obtain the value in cell C2?
2. =A2 + B3
3. = A1 + A2 + A3
4. =SUM(A2,B2)
5. =A2 + A4
6. To find the average of row column A we use the formula?
7. =SUM(A2,A3,A4)
8. =A2+A3+B4
9. =(B1 + B2)/ 2
10. =AVERAGE(SUM(A2,A3,A4))
11. To find the minimum value of column B we use the formula?
12. =SUM(A2,A3,A4)
13. =MIN(B2,B3,B4)
14. =MAX(A1+A2)
15. =AVERAGE(SUM(A2,A3,A4))
16. To find the maximum value of column A we use the formula?
17. =SUM(A2,A3,A4)
18. =MIN(B2,B3,B4)
19. =MAX(A2,A3,A4)
20. = AVERAGE(SUM(A2,A3,A4))
21. The data above is an example of \_\_\_\_?
22. Numeric
23. Data
24. Symbolic
25. Scientific

ANSWER

1. C
2. D
3. B
4. C
5. A