DATA PROCESSING WEEK 1 SS 2

1. A ……………. Is a software that is used to view web pages
2. Chrome
3. Network
4. Safari
5. Browser
6. ………… is not a browser
7. Google chrome
8. Firefox
9. Internet explorer
10. Satri
11. The standard rules by which computers communicate is called………….
12. Regulations
13. Procedure
14. Protocol
15. Order
16. ……………….is not one of the benefits of the internet
17. E learning
18. E-commerce
19. Hacking
20. E banking
21. The start page of the website is called…………………
22. Web page
23. Front page
24. Home page
25. Main page

Answer

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

DATA PROCESSING SS 2 WEEK 2

1. The transfer of information from internet to your computer is called \_\_\_\_\_\_\_\_\_\_\_
   1. Copy
   2. Download
   3. Retrieval
   4. Upload
2. Search engines are used for the following EXCEPT
   1. finding pages of information or data
   2. downloading educational material
   3. displaying advertisement
   4. handling virus attacks
3. The extension for web pages is
   1. .hme
   2. .html
   3. .htl
   4. .http
4. Which of the following is a valid e-mail address?
   1. www.itbeginswithu.org
   2. waecoline@yahoo.co.uk~
   3. www.waeconline.org
   4. [www.fine.gov.ng](http://www.fine.gov.ng)
5. The default page displayed when a website is visited is called
   1. facebook
   2. fontage
   3. homepage
   4. workpage

ANSWER

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

DATA PROCESSING SS 2 WEEK 3

1. A presentation package has the following features except\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Animation
3. Slide show
4. Thesaurus
5. Code
6. The tab used for adding table, pictures, charts etc. is
7. Insert
8. Home
9. Design
10. Page Layout
11. A page where the height is shorter than the width is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page
12. Landing
13. Landscape
14. Portrait
15. Flat
16. The shortcut command to bold a text is
17. Ctrl + x
18. Ctrl + D
19. Ctrl + B
20. Ctrl + I
21. One of the following is the file extension format for PowerPoint documents
22. ppt
23. ppf
24. pph
25. php

Answers

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

DATA PROCESSING SS 2 WEEK 4

1. Which of the following is not an abuse of the Internet?
   1. Addiction
   2. Browse
   3. Fraud
   4. Pornography
2. Which of the following is NOT among the features of presentation package?
   1. Animation
   2. Insertion of range and cell
   3. Insertion of video and audio
   4. Slide show
3. In Microsoft PowerPoint, click on Ctrl + A highlights
   1. All the slides in the document
   2. Only the current slide
   3. Only the current text
   4. All of the above
4. The feature on a tool bar that allows many slides to be viewed at the same time in a presentation package is
   1. print preview
   2. photo album
   3. slide layout
   4. slide sorter
5. During presentation, a slide transition can be activated by
   1. Mouse drag
   2. Mouse left click
   3. Mouse right click
   4. Click

Answers

* + - 1. B
      2. B
      3. B
      4. D
      5. B

DATA PROCESSING SS 2 WEEK 5

1. The following are in the Home Tab
2. Bold text
3. Header
4. Text effect and Typography
5. Styles and Heading
6. To bold a text , you can use the shortcut
7. Ctrl + B
8. Ctrl + V
9. Ctrl + A
10. Ctrl + D
11. The steps to create header are
12. Click insert > click PAGE LAYOUT > select type of header
13. Click PAGE LAYOUT> click header > select type of header
14. Click INSERT > click header > select type of header > type your text
15. Click HOME > click header > select type of header > type your text
16. The Set the colour of the page
17. Click insert > click PAGE LAYOUT > select type of header
18. Click PAGE LAYOUT> page colour > select type of header
19. Click INSERT > click header > select type of header
20. Click DESIGN > click Page Colour > select colour
21. The steps to create footer are
22. Click insert > click PAGE LAYOUT > select type of header > type your text
23. Click PAGE LAYOUT> click header > select type of header > type your text
24. Click INSERT > click footer > select type of header > type your text
25. Click HOME > click header > select type of header > type your text

Answer

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

DATA PROCESSING SS 2

1. Which of these packages could be used by a Data Processing teacher to design a website for his school?
2. Front Page
3. Excel
4. PowerPoint
5. WordPerfect
6. In MS PowerPoint presentation, the special effects that control the order in which objects enter a slide and their manner of appearance is
7. Transition
8. Media
9. Clip Art
10. Animation
11. The rules for exchanging data on a network are knowns as
12. Transmission rules
13. Transfer rules
14. Protocols
15. Configurations
16. A search engine is a
17. Program that searches engines
18. Computer engine that searches a database
19. Hardware component of a computer
20. Tool that searches the web
21. Another term for Uniform Resource Locator (URL)
22. Website address
23. IP address
24. Domain name
25. Data link

Answer

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

DATA PROCESSING SS 2 WEEK 9

1. To select an image or text in CorelDraw, you choose the \_\_\_\_\_ tool?
2. Pick tools
3. Drawing tool
4. Interactive fill tool
5. Shape tool
6. Which tool is best for designing a logo?
7. Pick tools
8. Drawing tool
9. Interactive fill tool
10. All of the above
11. The \_\_\_\_\_\_\_ tool is used for creating geometrical diagrams?
12. Pick tools
13. Drawing tool
14. Interactive fill tool
15. Shape tool
16. Which of the following is not a feature on the drawing tool bar?
    1. Oval shape
    2. Line
    3. Drop cap
    4. Arc
17. In graphic packages, the process of removing an unwanted part of an image is known as?
    1. Shaping
    2. Resizing
    3. Editing
    4. Cropping

ANSWER

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