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| **ANGELWINGS COMPREHENSIVE COLLEGE, MAROKO, PW, KUBWA, ABUJA** | |
| **THIRD TERM EXAMINATION 2024/2025 ACADEMIC SESSION** | |
| **SUBJECT: Computer** | **CLASS: YEAR FIVE** |

Section A: Objective Questions

1. Adequate \_ must be provided for computer systems (a) space (b) ventilation (c) light

2. To prevent damage, adequate \_ must be allowed between each system unit (a) space (b) time (c) power

3. Avoiding \_ is a basic security measure for computer systems (a) dust (b) light (c) sound

4. To care for a computer, one should avoid \_ (a) moisture (b) heat (c) cold

5. Provision of an air conditioner is a step to care for a computer system (a) True (b) False

6. A fan is a cooling machine that helps care for a computer system (a) True (b) False

7. UPS and other appliances help avoid loss of information and electrical damages (a) True (b) False

8. Adequate care must be given to storage devices like diskettes (a) True (b) False

9. Zip disks are examples of storage devices that need adequate care (a) True (b) False

10. Flash drives are storage devices that require careful handling (a) True (b) False

11. CD writer drives are storage devices that need adequate care (a) True (b) False

12. An authorized user should be disallowed from having access to your computer (a) True (b) False

13. Maximum security should be ensured for file information on the computer (a) True (b) False

14. Providing a computer with an Anti-Virus program helps avoid \_ (a) viruses (b) dust (c) moisture

15. Avoiding food particles near a computer is a care step (a) True (b) False

16. Unplugging the system when not in use for long periods is a good practice (a) True (b) False

17. One reason for taking care of a computer is to avoid \_ (a) damage (b) cost (c) speed

18. Protecting the system is a reason for computer care (a) True (b) False

19. Taking care of a computer helps to prolong its \_ (a) life (b) speed (c) size

20. Caring for a computer makes the user comfortable for maximum \_ (a) efficiency (b) speed (c) comfort

21. Word processing software assists users in producing \_ (a) documents (b) hardware (c) networks

22. Reports are examples of documents produced by word processing software (a) True (b) False

23. Letters can be created using word processing software (a) True (b) False

24. Papers are types of documents produced by word processing software (a) True (b) False

25. Manuscripts are documents that can be produced with word processing software (a) True (b) False

26. Microsoft Word is an example of word processing \_ (a) software (b) hardware (c) network

27. Word Perfect is a type of word processing software (a) True (b) False

28. Word Star is an example of word processing software (a) True (b) False

29. Ami Pro is a word processing software example (a) True (b) False

30. Microsoft Word was developed by the \_ company (a) Microsoft (b) Apple (c) Google

31. Microsoft Word enables users to prepare documents (a) True (b) False

32. Users can apply formats using Microsoft Word (a) True (b) False

33. Microsoft Word allows users to produce an output (a) True (b) False

34. Operations in Microsoft Word are simplified through the use of \_ (a) menus (b) cables (c) printers

35. The use of tools simplifies operations in Microsoft Word (a) True (b) False

36. Extensive manipulation of the \_ helps achieve desired results in Microsoft Word (a) mouse (b) keyboard (c) monitor

37. Letters can be created using Microsoft Word (a) True (b) False

38. Memorandums are jobs that can be done on Microsoft Word (a) True (b) False

39. Reports can be created using Microsoft Word (a) True (b) False

40. Tables can be created using Microsoft Word (a) True (b) False

41. Theses can be created using Microsoft Word (a) True (b) False

42. Journals can be created using Microsoft Word (a) True (b) False

43. Graphics can be created using Microsoft Word (a) True (b) False

44. Word Perfect is an \_ word processing program (a) alternative (b) primary (c) outdated

45. Word processing programs can open documents created in each other (a) True (b) False

46. Microsoft Word can open a Word Perfect document (a) True (b) False

47. The Title bar is a component of the Word processing \_ (a) environment (b) software (c) hardware

48. The Menu bar is a component of the Word processing environment (a) True (b) False

49. The Title bar shows the document/software application \_ (a) name (b) size (c) date

50. The Menu bar can be used to activate \_ of Microsoft Word features (a) commands (b) files (c) documents

**Section B**

Section B: Short Answer Questions

1. What is the topic discussed regarding computer maintenance? \_\_\_\_\_\_\_\_\_

2. What type of software assists users in producing documents? \_\_\_\_\_\_\_\_\_

3. Which company developed Microsoft Word? \_\_\_\_\_\_\_\_\_

4. What part of the Word processing environment shows the document/software application name? \_\_\_\_\_\_\_\_\_

5. What can be used to activate commands of Microsoft Word features? \_\_\_\_\_\_\_\_\_

**Section C**

Section C: Theory Questions

1. List two basic security measures to prevent damage to a computer system.

2. State two reasons for taking care of a computer.

3. Name two examples of word processing software.

4. List two types of documents that can be created using Microsoft Word.

5. Name two components of the Word processing environment.