

OLABISI ONABANJO UNIVERSITY, AGO-IWOYE
FACULTY OF EDUCATION
DEPT. OF EMBS

Name of Examination: Bachelor of B.A/B.Sc/B.SA/BBE Education Degree
Course Code: BED 208
Course Title: Advance Word Processing II
Time Allowed: 2 hours
Semester: Rain
Session: 2016/2017
INSTRUCTION: Answer all questions.

INSTRUCTIONS

1. You should attempt all questions
2. Begin each exercise on a fresh sheet of paper
3. Type your number at the top of each sheet of paper
4. Read carefully the instructions for each exercise
5. Report any fault in the typewriter to the invigilator
6. Overtyping will be severely penalized
7. Any satisfactory method of correcting mistakes may be used in all exercises, except in "ACCURACY" where no erasure is allowed
8. Overtyping will be severally penalized.
9. Time allocation: 10minutes for reading through questions but students must not type during this period.

Task 1: SPEED AND ACCURACY

The Executive Governor of Ogun State and Visitor to Olabisi Onabanjo University, His Excellency, Senator Ibikunle Amosun, CON, FCA, has appointed Professor Ganiyu Olatunji Olatunde as the Acting Vice-Chancellor of the University. Prof. Olatunde resumed duty at the main campus of the University on Monday 8, 2017. On arrival he was warmly received by the out-going Vice-Chancellor, Prof. Saburi Adejini Adesanya and other Principal Offices of the University.

The newly appointed Acting Vice-Chancellor holds a Bachelors of Science degree in Zoology, Second Class Upper Division of the University of Lagos, a Masters Degree in Agricultural Biology and a Doctorate degree in Agriculture, both of the University of Ibadan. He was s Research Officer I with the Nigerian Stored Products Research Institute Lagos, and Research Fellow with the International Institute of Tropical Agriculture (IITA), Ibadan before joining the services of the Federal University of Agriculture, Abeokuta, Ogun State, where he was for 20 years. He, thereafter joined the services of Osun State University, Osogbo, Osun State.

Olatunde has served in various committees of Senate and Councils of Universities. He was one time Acting Head of Department, Deputy Dean, Chairman of Academic Staff Union of Universities (ASUU),

Federal University of Agriculture, Abeokuta branch, Zonal Coordinator of Ibadan Zone of ASUU, Director of Academic Planning, Deputy Vice-Chancellor and Acting Vice-Chancellor. Additionally, Professor Olatunde was a member of the Governing Council of two Universities at different times. As a distinguished academic, Olatunde has attended many professional training courses abroad, and also many Management and Leadership Trainings, both at home and abroad. Some of which are: Creative Leadership for Total Transformation of African Tertiary Institutions, conducted by the University of Stellenbosch Business School, University of Stellenbosch, Stellenbosch, South Africa in 2010; Enhancing the Quality of Teaching, Research and Administration in Nigerian Tertiary Institutions, conducted by Brunel Business School, Brunel University, West London, UK in 2011; Establishing and Sustaining Entrepreneurship Centres in Nigerian Tertiary Institutions, conducted by the University of Wolverhampton, Midland, UK in 2012; the International Collaborations and Partnerships for Higher Education Growth and Development, conducted by Brunel University, West London, UK in 2013; and Transformational Changes in Higher Education: Positioning Your Institution for Future Success, conducted by Harvard University, Boston, USA in 2014. Professor Ganiyu Olatunde is well published in reputable international and national journal outfits, with over 45 publications to his credit.

Until his current appointment, he was a Professor in the Department of Biological Sciences of Osun State University, Osogbo.

He is happily married and blessed with children.

Task I: — Type this on A4 paper in indented style.

A Welcome Address by Professor Bigi Afanya Pro-Chancellor
and Chairman of Council, Olabisi Orobayo University,
Ago-Iwoye, Ogun State at the 16th Convocation
Ceremonies of the University on Friday
27th and Saturday 28th July, 2007.

The first 25 years of Olabisi Orobayo University have
been very eventful in very many ways. The
efforts valuable of the founding fathers & of those
men and women who nurtured its growth in
this period are adequately chronicled in our
anniversary publication — OOU, Ago-Iwoye at
25. What A Success Story!! // I personally want
to thank Almighty for the singular privilege
of presiding over the affairs of the institution
for a third of these 25 years. I was first
appointed Pro-Chancellor and Chairman of
Council in Nov. 1999 by Governor Olusegun Obasanjo.
I was reappointed in April, 2004 by Governor
Abacha Abacha who succeeded him. // In this
short address, I shall only highlight our so
activities of the last 8 yrs within the context of the
overall development of the Univ. The Pro-Chancellor
will later give the details of these activities.

Following a turmoil that engulfed the Univ. and
the immediate concerns & challenges on coming
on board were manifold and daunting. These
include:

- a) A speedy restoration of peace and normalcy to
the Univ;
- b) A reconciliation of the various factions that had
polarized the Univ. community.
- c) A repair of the battered image of the Univ.
- d) A replacement of the 3 highest officers namely
the VC, Reg. & the Bursar and lastly;
- e) The establishment of an enduring system of
University administration.

Thank you.

Prof. Diji Afanya

Pro-Chancellor and Chairman of Council.

ask!! letter - type on A4 paper in blocked style.

10th May, 2015.

The Registrar,
Tari Solaia University of Education,
Jagun - Sijebu Ode,
Ogun State.

Dear Sir,

STATE OF THE NATION

The measure of unity among the staff and students as well as that of peace, progress & stability that we notice on the campuses in times recent is a direct result of the attention that we strive to pay @ all times to the welfare of these 2 groups despite a perennial handicap of scarce ~~source~~ resources. This handicap is really a headache for Univ. administrators. I hope that all efforts being made @ diff. fr. 2 address of whole issue of funding education particularly of tertiary level will sooner or later yield some results positive. Having said this, I wish to congratulate & thank ^{the} government for making efforts strenuous to help us particularly in a prompt payment of a sizable % of the salary bills.

These bills amount to abt ₦166m every
month. Out of this amt, the state govt. pays
a sum of ₦100m which represents abt
60% while a 40% balance of ₦66m
is paid from the Internal Generated funds.
In addition to salary bills, we have
a monthly cost running of abt
₦30m out of which the govt. gives us
₦2.5m. I hope you can now appreciate
the big headache.
Thank you.

Alhaji Solomon Atiok
Chairman, Yebu North LGA in full.