**SWEETGOD HEIGHTS SCHOOLS,**



**PLOT 1 MKPURUTE LAYOUT, ALONG MKPURUTE ROAD, BESIDE AMAWOGU, OLD UMUAHIA, UMUAHIA SOUTH, ABIA STATE.**

**2nd Term Examination, 2023/2024 Academic Session**

**SUBJECT: DATA PROCESSING**

**CLASS: SS1**

**TIME: 2 HOURS**

1. \_\_\_\_ provides and interface for other software to run (a) spreadsheet (b) OS (b) UPS (c)None of the above
2. ALL are types of OS EXCEPT ­­­\_\_\_\_\_ (a) Ms Word (b) Batch (c) Real – Time (d) Multi-user
3. One of these is an example of Operating System (a) Excel (b) Ms Word (c) Spreadsheet (d) UNIX
4. The upper most part of MS word window which called \_\_\_\_ (a) Ribbon (b) Title bar (c) Tool bar
5. The status bar is located as \_\_\_\_\_ (a) middle of the window (b) Bottom of the window (c) work area (d) all of the above
6. For a text to be formatted in MS word , such text must first of all be \_\_\_\_ (a) deleted (b) high jacked (c) highlighted (d) modified
7. Of these uses word processing EXCEPT ­\_\_\_\_ (a) offices (b) publishing company (c) journalist (d) Dreamers
8. A software used for text and editing text is known \_\_\_\_ (a) word processor (b) typing piece (c) spreadsheet (c) word processing
9. The act of creating, modifying a document is referred to as \_\_\_\_ (a) document creation (b) word processor (c) word processing (d) word act
10. By default, the font colour of text created in MS word is \_\_\_\_\_ (a) white (b) red (c) green (d) black

Identify what these short cuts are used for:

1. Ctrl B (a) print (b) Bold (c) Bracket (d) Save
2. Ctrl V (a) Paste (b) Save (c) Copy (d) vanish
3. Ctrl Z (a) Zip (b) Undo (c) Redo (d) Paste
4. Ctrl S (a) Save (b) Repeat (c) Undo (d) Redo
5. Ctrl C (a) Clean (b) delete (c) Create (d) Copy
6. To load Microsoft Word, one of these are the correct procedures to take: i. click on start on button ii. Click on blank document iii. Click on Microsoft office iv. Click on MS word (a) i and ii (b) i, iii, iv, ii. (c) iv, i, ii, iii. (d) i, ii iii, iv
7. To draw a table on Ms word, \_\_\_ button is clicked first on the Ribbon (a) Home (b) Layout (c) Create (d) design
8. Tables are arranged in \_\_\_\_ and \_\_\_\_ (a) lines and shapes (b) right and left (c) column and row (d) cell and arrows
9. Bullet is used to \_\_\_\_ document (a) modify (b) itemize (c) edit (d) delete
10. Are examples of font names EXCEPT \_\_\_\_ (a) Arial (b) Calibri (c) Tahoma (d) Excel
11. One of these is a graphic illustration on Ms Word (a) References (b) Smartmart (c) view (d)font type
12. One of these software allows users to manipulate numbers and financial related task: (a) Ms word (b) spreadsheet (c) Presentation (d) Calculation software
13. One of these is a spreadsheet software: (a) Lotus 1,2,3 (b) visicalc (c) Ms Excel (d) MS access
14. A collection of worksheet makes up \_\_\_\_ (a) work out (b) work book (c) worksheet (d) row
15. The horizontal lines of a spreadsheet is known as \_\_\_ (a) column (b) worksheet (c) row (d)cells
16. The small triangular shape formed when row and column intersect is known as \_\_\_\_ (a) shape (b) triangle (c) cell (d) column
17. Cell reference B4 takes you to \_\_\_ (a) cell 4 (b) column and row (c) Row C and column 4 (d) Column B row 4
18. Text without numeric values in Excel is known as \_\_\_\_ (a) formula (b) labels (c) values (d) constant
19. Number data which are not made to be calculated is referred to as \_\_\_\_ (a) formula (b) labels (c) values (d) constant
20. Numbers data which can later be used in formula is \_\_\_ (a) formula (b) labels (c) values (d) constant

THEORY

INSTRUCTION: Answer only four (4) questions

1. State the procedures of loading MS Word window (4 marks)

b. Explain the parts of Ms word windows (6 marks)

1. What is operating system? (2 marks)

b. Discuss 4 types of Operating System you known (8 marks)

1. State the difference between Word Processor and Word Processing (4 marks)

b. Write the procedures of inserting shapes on MS word

1. Draw a table of 10 columns and five rows and insert the information in these order: (10 Marks)
2. Names
3. Age
4. Address
5. School fees paid
6. Class
7. What is spreadsheet? (4 marks)

b. Write short notes on the following: (6 marks)

i. borders

ii. formula Bar

iii. Constants