**PATFIN HIGH SCHOOL, AKESAN, LAGOS STATE**

**THIRD TERM EXAMINATION [2018/2019]**

**SUBJECT: BUSINESS STUDIES CLASS: J. S. S. 1**

**SECTION A OBJECTIVES**

**Instruction: answer all questions in this section. DURATION: 1 hour 30 mins**

1. \_\_\_\_\_\_\_\_\_ is a document issued by a seller to the buyer showing dates of sale, term of sale, description of the goods and so on.
2. Way bill b) Credit note c) Invoice d) Debit note
3. Which of the following will be issued by a seller for goods returned by the buyer?
4. Discount bill b) Returns invoice c) Credit note d) Debit note
5. The ethics which talks about openness in the presentation of records is \_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Due process b) Transparency c) Impartiality d) Accountability
7. There are \_\_\_\_\_\_\_\_\_\_\_\_ main parts of the computer.
8. 4 b) 6 c) 5 d) 8
9. An \_\_\_\_\_\_\_\_\_\_\_ is a room set aside for clerical activities in an organization.
10. Reception b) Clerical c) Office d) All
11. A trader who leaves Lagos to buy goods in Kano is engaged in \_\_\_\_\_\_\_\_\_ trade.
12. Interstate b) Foreign c) Inter-tribal d) Home
13. Fishermen, farmers and hunters can be classified under \_\_\_\_\_\_\_\_\_\_ production.
14. Construction b) Commercial c) Primary d) None
15. A major source of fund for a sole proprietor is \_\_\_\_\_\_\_\_\_\_\_\_\_.
16. Personal savings b) Loans from banks c) Grants from friends d) Gifts from government
17. Source documents provide \_\_\_\_\_\_\_\_\_\_\_ information used in preparing accounts.
18. Partial b) Confidential c) Original d) Secret
19. A document which serves as evidence that money has been paid is called \_\_\_\_\_\_\_\_\_\_\_\_.
20. Invoice b) Cheque c) Receipt d) Debit note
21. Journals are also known as books of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ entry.
22. Original b) Legal c) External d) Internal
23. The page number where corresponding transactions can be found in the ledger is called \_\_\_.
24. Particulars b) Amount c) Date d) Folios
25. \_\_\_\_\_\_\_\_\_\_ transaction must be recorded in the sales.
26. Future b) Past c) Credit d) Cash
27. Double entry implies that every transaction must be entered \_\_\_\_\_\_\_\_\_\_\_\_.
28. Once b) Twice c) Thrice d) All
29. The right hand side of the ledger is known as the \_\_\_\_\_\_\_\_\_\_\_\_ side.
30. Upper b) Credit c) Debit d) Lower
31. For every debit entry, there must be a corresponding \_\_\_\_\_\_\_\_\_\_\_ entry.
32. Side b) Credit c) Back d) Regular
33. \_\_\_\_\_\_\_\_\_\_\_ is the process of inputting data using buttons or keys.
34. Teaching b) Keyboarding c) Key entry d) Punching
35. Keyboarding makes it possible to perform simple and \_\_\_\_\_\_\_\_\_\_\_ calculations.
36. Complex b) Simpler c) Narrow d) Shallows
37. Which of the following requires greater keyboarding skills?
38. Fisherman b) Tomato seller c) Publisher d) Cattle rearer.
39. The typewriter has rows of \_\_\_\_\_\_\_\_
40. Buttons b) Steel c) keys d) Sheets.
41. The space bar is \_\_\_\_\_\_ in shape.
42. Triangular b) circular c) Oblong d) Rectangular
43. Processing of data takes place in the \_\_\_\_\_\_\_\_\_\_.
44. Central Processing Unit b) Keyboard c) Mouse d) Monitor
45. \_\_\_\_\_\_\_\_\_ keys are used to input letters A to Z and figures 0 to 9.
46. Function b) Alphanumeric c) Task menu d) Control.
47. The mode of transportation which is commonly affected by weather condition i)s \_\_\_\_\_\_\_
48. Air b) rail c) Pipelines d) Water.
49. The reward of capital as a factor of production is \_\_\_\_\_\_\_
50. Profit b) Salary c) Rent d) Interest.

**SECTION B SUB-OBJECTIVES**

**FILL IN THE GAPS**

1. Sometimes, control keys are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ keys.
2. CTRL + A helps to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a document.
3. The left side of the ledger is known as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ side.
4. Details of a transaction are recorded in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column of the journal.
5. My names are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**SECTION C THEORY**

**ANSWER FOUR (4) QUESTIONS ONLY.**

1. Enter the following credit transactions in the sales day book of Nwani & sons for the month of June, 2017.

June 1, 2017 sold to Dike:

30 cups of rice @ ₦100 each

10 cups of salt @ ₦50 each

June 2, 2017 sold to Adamu:

10 pairs of sandals @ ₦200 each

5 flash lights @ ₦150 each

2 a) What is Keyboarding?

1. State two importance of keyboarding.
2. State three parts of the computer.

3 a) Define an Office.

b) List two types of an office.

4 Complete the table below

|  |  |  |
| --- | --- | --- |
|  | **Command** | **Task (Operation)** |
| a) | Ctrl + Z |  |
| b) | Ctrl + A |  |
| c) | Ctrl + V |  |
| d) | Ctrl + S |  |
| e) | Shift + Del |  |

5 a) Explain five ways of taking care of the type.

b) List four items needed to clean a computer.