

CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD
Technical and Vocational Education Examination



Information Processing 1
7100

JUNE XXXX

ADVANCED LEVEL

| | |
|----------------------------------|--|
| Specialty(Specialty Code) | SECRETARIAL ADMINISTRATION AND COMMUNICATION SAC (ACA) |
| Centre No. | |
| Centre Name | |
| Candidate No. | |
| Candidate Name | |

Mobile phones are **NOT** allowed in the examination room

7100 INFORMATION PROCESSING 1: MULTIPLE CHOICE QUESTION PAPER

One and a half hours

INSTRUCTIONS TO CANDIDATES

Read the following instructions carefully before you start answering the questions in this paper. Make sure you have a soft HB pencil and an eraser for this examination.

1. USE A SOFT HB PENCIL THROUGHOUT THE EXAMINATION.
2. DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

Before the examination begins:

3. Check that this question booklet is headed **Advanced Level – 7100 Information Processing 1**
4. Insert the information required in the spaces above.
5. Insert the information required in the spaces provided on the answer sheet using your HB pencil:
Candidate Name, Exam Session, Subject Code, Centre Number and Candidate Number. Take care that you do not crease or fold the answer sheet or make any marks on it other than those asked for in these instructions.
6. **Answer ALL questions**
7. Each question has FOUR suggested answers: **A, B, C** and **D**. Decide on which answer is correct. Find the number of the question on the Answer Sheet and draw a horizontal line across the letter to join the square brackets for the answer you have chosen.
For example, if **C** is your correct answer, mark **C** as shown below:
[A] [B] [**C**] [D]
8. Mark only one answer for each question. If you mark more than one answer, you will score a zero for that question. If you change your mind about an answer, erase the first mark carefully, then mark your new answer.
9. Avoid spending too much time on any one question. If you find a question difficult, move on to the next question. You can come back to this question later.
10. Do all rough work in this booklet, using, where necessary, the blank spaces in the question booklet.
11. Texts, notes and pre-prepared materials of any kind are also **NOT** allowed in the examination room.
12. **At the end of the examination, the invigilator shall collect the answer sheet first and then the question booklet after. DO NOT ATTEMPT TO LEAVE THE EXAMINATION HALL WITH IT.**

Turn Over

1. First generation computers span between
 - A 1930-1940
 - B 1940-1951
 - C 1945-1956
 - D 1956-1963

2. Computers are classified broadly into five generations based on
 - A Physical Components
 - B Electronic Components
 - C Hardware Output devices
 - D Data and information

3. What is a computer ?
 - A Raw facts and figures that have no meaning
 - B Meaning attached to data
 - C Raw information and meaningful data
 - D Programmable device that process data via instructions to output information

4. The CPU is known as the
 - A Brain
 - B Processor
 - C Central Processing unit
 - D System Unit

5. A computer system consists of both
 - A Firmware and fireware
 - B Software and hardware
 - C Soft copy and hard copy
 - D Input and output

6. The speed at which the CPU processes data is measured in:
 - A Megahertz
 - B Gigahertz
 - C Megabytes
 - D Gigabytes

7. Which of the following is purely an input device?
 - A Floppy disk
 - B Hardware
 - C Mouse
 - D Printer

8. The different types of computers are
 - A Personal computers-laptops and mini computers
 - B Mainframes, Supercomputers and tablets PC
 - C Electronic organisers, Palm top computers and embedded computers
 - D Dell, HP and Apple

9. It is a software that activates the computer
 - A Commands
 - B User interface
 - C Operating system
 - D Control unit

10. Application software can be broadly classified into three classes, select one of them
 - A Integrated software
 - B Public domain software
 - C General purpose package
 - D Shareware

11. An example of utility software
 - A Avast
 - B Notepad
 - C MS Word
 - D Sphinx primo

12. Is an application software used for processing professional documents.
 - A Microsoft One note
 - B Microsoft Outlook
 - C Microsoft Word
 - D Microsoft Office

13. On which menu bar option in Microsoft word window is the foot notes action?
 - A Home
 - B Page layout
 - C Review
 - D Reference

14. It is a networking device that connects one LAN to another LAN using the same protocol
 - A Modem
 - B Router
 - C Bridge
 - D Switch

15. The type of network used for small geographical area such as in one building
 - A MAN
 - B LAN
 - C WLAN
 - D WAN

16. How many types of servers exist?
 - A Two
 - B Three
 - C Four
 - D One

17. The device used to connect a computer to a telephone line
A Modem
B Web server
C Optic fiber cable
D A-D converter

18. Which network is able to connect and send data to each computer via central hub or switch without looking where the data is sent?
A LAN
B STAR
C ROUTER
D BUS

19. From which menu can you insert Header and Footer?
A Insert
B View
C Format
D Tools

20. To get the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'
A Format
B Tool
C Insert
D Table

21. Cut, copy and paste is in _____ Group in the Home tab.
A Font
B Page Setup
C Clipboard
D Editing

22. _____ is used to convert from upper case to lower case and vice versa
A Toggle case
B Sentence case
C Lower case
D Upper case

23. Pressing F8 key three times selects
A A word
B A sentence
C A paragraph
D Entire document

24. To open an existing document, click on the _____ and select open
A MS Office button
B Quick access toolbar
C Document views
D Ribbon

25. Short cut key to insert a copyright symbol
A Alt+Ctrl+C
B Alt+C
C Ctrl+C
D Ctrl+Shift+C

26. Bullets and numbers are in
A Page layout tab
B Insert tab
C View tab
D Home tab

27. MS Publisher has the following combination of Menu items
A File-Home-Reference
B File-Home-Data
C File-Home-Design
D File-Home-Create

28. To select paragraph in MS Publisher, click on
A File then paragraph
B Home then paragraph
C Page design then paragraph
D Review then paragraph

29. Slide master in MS PowerPoint is generated from
A Design menu
B View menu
C Slide show menu
D Home menu

30. To add a slide we click on
A Insert-Textbox
B Design-Slide orientation
C Home-New slide
D View-slide sorter

31. MS PowerPoint is used for
A Processing business letters
B Carrying out calculations
C Designing complementary cards
D Seminar presentations

32. MS Access is
A Spread sheet application
B Database application
C Network application
D Design application

33. The Menu,Home,Create,External Data are found in
A MS Excel
B MS Publisher
C MS Access
D MS Word

34. Database tool in MS Access is used to
A Link tables
B Design tables
C Create forms
D Establish relationships
-
35. An example of the best approach to sum data in MS Excel
A =Sum D3/G4
B =Sum(A5:F5)
C =Sum B2 + C3
D =Sum (A5xA9)
-
36. Wrap text in MS Excel
A Make content visible within a cell
B Merge content across a cell
C Highlight cells rules
D Add new rows, columns and cells
-
37. Short cut approach to insert or add a work sheet in MS Excel
A Ctrl + F1
B Shift +F11
C Shift +F8
D Shift +Ctrl +F4
-
38. An example of a cell address in Ms Excel
A B
B BB
C A1
D AG1
-
39. Spread sheet is synonymous to
A MS Access
B MS Publisher
C MS PowerPoint
D MS Excel
-
40. Column charts in MS Excel are used to
A Display trends over time
B Compare values across categories
C Display the contribution of each value
D Compare pairs of values
-
41. Number of modules in the format cell in MS Excel
A 4
B 3
C 8
D 6
-
42. A _____ is basically all the components, hardware and software involved in connecting computers across small and large distances
A LAN
B PAN
C Network
D WAN
-
43. It is a topology that uses a single connection to connect all devices together
A Bus
B Star
C Point-to-point
D Ring
-
44. Software used to access various websites and web pages
A Browser
B Search engines
C Google
D Yahoo
-
45. LAN used for multipoint connections requires
A Mesh topology
B Star topology
C Ring topology
D Bus topology
-
46. A combination of two or more topologies in networking is called
A Ring
B Star
C Hybrid
D Bus
-
47. Bus, Ring and star topologies are mostly used in
A Inter network
B LAN
C WAN
D MAN
-
48. A professional that inputs data on to a computer directly from an audio source
A Executive assistant
B Receptionist
C Audio typist
D Clerical staff
-
49. A piece of equipment required when entering data on to a computer from an audio source
A Foot pedal
B Modem
C Handset
D Tandem
-
50. An office equipment used for recording audio messages
A Walkie Talkie
B Dictaphone
C Addressograph
D Audio transcriptors
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NOW GO BACK AND CHECK YOUR WORK

