

GENERAL CERTIFICATE OF EDUCATION BOARD
Technical and Vocational Education Examination

INFORMATION PROCESSING 1
5100

JUNE 2021

INTERMEDIATE LEVEL

Specialty	SECRETARIAL ADMINISTRATION AND COMMUNICATION (SAC)
Centre No. & Name	
Candidate Identification No.	
Candidate Name	

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

MULTIPLE CHOICE QUESTION PAPER

1 hour 30 minutes

INSTRUCTIONS TO CANDIDATES

Read the following instructions carefully before answering the questions.

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 "**Intermediate Level – 5100 Information Processing 1**".
4. Fill the information required in the spaces provided on the answer sheet OMR using your HB pencil:
Candidate Name, Exam Session, Subject Code, Centre Number and Candidate Identification Number.
Ensure that you do not fold the answer sheet or make any marks on it other than those asked for in these instructions.

How to answer the questions

5. Answer **ALL** the **50** questions. All questions carry equal marks.
6. Each question has **FOUR** suggested answers: **A, B, C** and **D**. Decide 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]
7. 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.
8. 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 it later.
9. Do all rough work in the answer booklet.
10. **At the end of the examination, the invigilator shall collect first the answer sheet and then the question booklets. DO NOT ATTEMPT TO LEAVE THE EXAMINATION HALL WITH IT.**

Turn Over

1. The use of a word processor has overcome the disadvantage of a
 - A Computer
 - B Typewriter
 - C Calculator
 - D Printer

2. In touch typing the eyes are focused on the
 - A Keyboard
 - B Screen
 - C Screen and keyboard
 - D Text copied

3. A word document can be opened by
 - A Double clicking the MS word icon on the desktop
 - B Double clicking the computer on the desktop
 - C Clicking the Ms word on the desktop
 - D Clicking the computer icon on the desktop

4. A hand-held device is used to pick options that are displayed on a computer screen
 - A Keyboard
 - B Mouse
 - C Joystick
 - D Stylus pen

5. The AZERTY keyboard is a/an
 - A English keyboard
 - B French keyboard
 - C Belgian keyboard
 - D German keyboard

6. Another name for a QWERTY
 - A English keyboard
 - B French keyboard
 - C Belgian keyboard
 - D German keyboard

7. Home key rows of QWERTY keyboard
 - A QSDFGMLKJH
 - B ASDFGDKKL
 - C ASDFGHJKL;
 - D ADSGFJHKL;

8. The finger used to strike the space bar
 - A Fore finger
 - B Little finger
 - C Ring finger
 - D Thumb

9. Switching on the computer from scratch is called
 - A Rebooting
 - B Booting
 - C Warm booting
 - D restarting

10. Procedure to open a blank document in Ms word
 - A Start, programme, Ms word
 - B Programme, Start , Ms word
 - C Start, Ms word, programme
 - D Ms word, Programme, Start

11. Most suitable size of paper for typing short Memos
 - A A3
 - B A4
 - C A5
 - D A6

12. Business letters are mostly typed on
 - A A4 paper size
 - B A2 paper size
 - C A5 paper size
 - D A3 paper size

13. To adopt a good sitting position when typing
 - A Place the feet flat on the floor
 - B Cross the legs
 - C Hang the legs on a chair
 - D Hang the legs on a table

14. The keyboard combination "Ctrl+ home" moves to the
 - A Right of the document
 - B Left of the document
 - C Bottom of the document
 - D Beginning of the document

15. In closed punctuation
- Punctuation signs are not used
 - Punctuation signs are underlined
 - All punctuation signs are observed
 - Punctuation signs are written in bold
-
16. Processed documents are stored in the computer with the help of the
- External hard drive
 - Internal hard drive
 - Flash drive
 - USB drive
-
17. It is necessary to store information in an external hard drive in order to
- Backup documents
 - Update documents
 - Store temporally
 - Maximise documents
-
18. To protect a document in Microsoft word, we make use of a/an
- Thesaurus
 - Auto correct
 - Password
 - keyword
-
19. A group of files can be stored in a
- Temporal file
 - Folder
 - File folder
 - Temporal folder
-
20. When calculating speed, the sentence "the purchasing of goods for household consumption" has
- 10 words
 - 7 words
 - 9 words
 - 8 words
-
21. The space between the margin and the start of a paragraph is known as
- Spacing
 - Justification
 - Indentation
 - Alignment
-
22. We display the inside name and address of a letter in
- Double line spacings
 - Triple line spacings
 - Single line spacing
 - One and a half line spacings
-
23. The standard font type and size in Ms word is
- Times New Roman size 11
 - Calibri size 11
 - Calibri size 12
 - Times New Roman size 12
-
24. If a previously saved file is edited
- It cannot be saved again
 - The changes will automatically be Saved in the file
 - The file will only have to be saved if it is more than one page in length
 - The first page starts the document
-
25. Headers usually appear on
- All pages at the bottom of the document
 - All pages at the top of the document
 - First page at the bottom of a document
 - First page at the top of the document
-
26. An operation whereby a new chapter is printed on a new page in Ms word is
- Page break
 - Section break
 - Continuous break
 - Next page break
-
27. In which view are headers visible?
- Normal view
 - Page layout view
 - Print layout view
 - Draft view
-
28. Bullets in MS word documents are used for
- Saving a document
 - Highlighting points
 - Printing a document
 - Deleting points
-

29. Enclosures in all letter display methods are typed at the
 A Bottom right margin of the letter
 B Left end of the letter
 C Centre of the letter
 D Bottom left hand margin of the letter
-
30. When displaying a subject matter, it should
 A Be in spaced capital letters
 B Be typed before the date
 C Contain the name of the company
 D Not end with a full stop
-
31. Synonyms of words are obtained with the help of a/an
 A Spell checker
 B Auto correct
 C Thesaurus
 D Keyword
-
32. The space between the complimentary close and the signatory in a letter is reserved for the
 A Signature
 B Designation
 C Complimentary close
 D Enclosures
-
33. An operation that enables you to correct errors in Ms word when typing
 A Auto correction
 B Spell checking
 C Formatting
 D Editing
-
34. When using leader dots to display information, make sure
 A All dots align vertically
 B Different types are used
 C Ten spaces are left between dots
 D Dots are typed in bold
-
35. The spaces provided in circular letters are used for
 A Variable information
 B Fixed information
 C Static information
 D Permanent information
-
36. The role of the option print preview
 A Make changes on a document before printing
 B Print document in several copies
 C Cancel a printing process
 D Print a trial copy
-
37. In memos we should avoid the
 A Salutation
 B Introduction
 C Subject matter
 D Development
-
38. Envelopes are displayed in
 A Single line spacing
 B Double line spacings
 C Triple line spacings
 D One and a half line spacings
-
39. A good report should end with a/an
 A Salutation
 B Complimentary close
 C Enclosure
 D Recommendation
-
40. To align text in columns we use the
 A Space bar
 B Enter key
 C Back space
 D Tab stop
-
41. Statistical calculations and preparation of tables can be done using
 A Ms word publisher
 B Ms Excel
 C Ms Access
 D Ms word
-
42. To display dates on a printer matter, we use
 A Boxes
 B Columns
 C Lines
 D Combs
-
43. In printed matters, names are displayed in
 A Brackets
 B Combs
 C Boxes
 D Columns
-

44. Run on in manuscript correction signs means to
- A Observe a new paragraph
 - B Continue with the previous paragraph
 - C Skip the paragraph
 - D Indent the paragraph

-
45. Upper case means the same as
- A Applying small letters
 - B Using symbols
 - C Using special characters
 - D Applying capital letters

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46. Autocorrect was originally designed to replace
- A Short, repetitive words
 - B Grammatically incorrect words
 - C Misspelled letters
 - D Applying capital letters

-
47. An important element required to consult information on the internet
- A E-mail address
 - B Website address
 - C Server
 - D Modem
-

48. Documents can be transmitted to an internet user with the help of a/an
- A Web camera
 - B Password
 - C E-mail address
 - D Scanner

-
49. Brochures can be designed with the use of a
- A Publisher
 - B Ms word
 - C Ms Access
 - D Ms Excel

-
50. A software used to display statistical information
- A MS Dos
 - B Ms Excel
 - C Ms word
 - D Ms Power point

STOP

NOW GO BACK AND CHECK YOUR WORK