

5100/2/2025
INFORMATION
PROCESSING
I/L

**SOUTH WEST REGIONAL MOCK EXAMINATION
TECHNICAL AND VOCATIONAL EDUCATION
EXAMINATIONS (TVEE)**

THE TEACHERS' RESOURCE UNIT (TRU)
Cellule d'appui à l'action Pédagogique

IN COLLABORATION WITH
En collaboration avec

**THE REGIONAL INSPECTORATES OF PEDAGOGY AND
THE SUBJECT TEACHERS' ASSOCIATIONS (STA)**

SATURDAY 22 ND MARCH 2025

INTERMEDIATE LEVEL

Subject Title	Information Processing
Paper Number	Paper 2
Subject Code Number	5100

TWO HOURS

INSTRUCTIONS TO CANDIDATES:

Make sure this paper has FIVE questions

You are expected to answer ALL questions

ALL questions carry equal marks

For your guidance, the approximate mark for each question is indicated in brackets

QUESTION ONE:

(15 Marks)

To ensure speed and accuracy in word processing, it is important to develop basic skills in keyboard mastery.

a) Define the following terms:

(5 Marks)

- Home keys
- Touch typing
- Guide keys
- Keyboard mastery
- Functional keys

b) Name and describe the role of 4 components of a computer that are used from the process of typing to the printing of a document

(6 Marks)

c) In the form of a table, name three good practices and three bad practices when using the keyboard.

(4 Marks)

QUESTION TWO:

(15 Marks)

In your answer booklet display the Examination Statistics below according to the following instructions:

- Arrange the columns as numbered
- Arrange the subjects in alphabetical order
- Create a row for totals.
- Rule the table

Passed	Candidates	Distinction	EXAMINATION
19 978	27 327	8572	English language
11 477	16 721	1498 2586	French
19 426	22 329	1521	Mathematics
6 726	10 804	2955	Engineering science
925	1 255	371	Information Processing
891	1 255	247	Professional
			communication tech.
2 945	3 529	400	Office Practice
4 106	6 590	823	OHADA Fin. Accounting
5 326	9 912	1498	Building construction
			drawing
6 221	8 926	3500	Electrical technology
			diagram
3 951	5 500	971	Sheet metal work
7 541	10 650	3100	Entrepreneurship
1 760	1 976	756	Mother and child care
5 412	7 400	1 090	Commerce
2 106	2 401	997	Agricultural studies

examination statistics for the southwest region

2024 academic year

Title in caps pls

QUESTION THREE:

(15 Marks)

a) Specify the method of presentation used for the following information displayed on a printed matter: (6 Marks)

- Name of student
- Address
- Marital status
- Sales statistics for the past three years
- Name with 15 characters
- Results of students for the last two terms
- Sex
- Date of birth
- Employee's registration number
- Heading
- Longevity
- Telephone number

b) Which paper size is suitable for displaying the following documents: (6 Marks)

- Company posters
- Flyers
- Invitations for birthdays and thanksgiving
- Complimentary cards
- Short memorandum
- Commercial letters
- Forms for admission into a school
- Telephone message form
- Visitors' Audience form
- Organizational charts
- Bank application form
- Company headed paper

c) State the number of sheets that can be obtained from an A3 paper: using the fix dimension (3 Marks)

- A4
- A5
- A6

QUESTION FOUR:

(15 Marks)

a) State the difference between editing and formatting and name three operations of each (3 Marks)

b) In your answer booklet sketch a business letter and indicate the positions of the following elements in the blocked style: (6 Marks)

- Subject matter
- Enclosure
- Introduction
- Inside address
- Designation
- Reference
- Complimentary close
- Salutation
- Conclusion
- Date
- Signatory
- Attention line
- Body

c) Sketch an envelope in your answer booklet, and display the following address below:

Buea, Bolkwango, The Managing Director, PO Box 977, Mount Cameroon

Project

(6 Marks)

- In Open punctuation
- In a letter marked "Urgent"

QUESTION FIVE:

(15 Marks)

You received the following disorderly text from your General Manager Mr Peter Soko who is on a working visit in a neighboring country. You have been instructed to use the information to constitute a letter which your boss will sign when he returns.

Work required: Display the letter in the indented style

Order no 0019 Yours sincerely Sirs we received your letter of February 16 stating that we made a mistake while dealing with your order. This mistake is entirely ours and we apologize for the inconveniences it has caused you. This mistake occurred due to our staff shortage during this unusually busy season and equally the fact that these 2 books by Peter Torch have identical bindings. However, 12 copies of the correct title have been dispatched by our delivery agent today. Your account will be credited with the invoiced value of the books. Here enclosed is our credit note. We apologize again for the mistake. Receiver of the letter: Man of the People Supermarket, P O Box 887 Kumba, our ref ss/st, yr ref 0102
Sender: Easy Life Joint Venture, P O Box 1221 Limbe