KITH & KIN INTERNATIONAL COLLEGE

KKIC SINCE 2001 • BE RESOURCEFUL

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FIRST TERM EXAMINATION 2025/2026 ACADEMIC SESSION

NAME					
SUBJECT	DATA PROCESSING	CLASS	SS 3	DURATION	1 HOUR

SECTION A: Objectives

INSTRUCTION: Answer **All** questions   Total: 20 marks

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Q1. Which of the following best defines a computer network
A) A single computer use for multiple tasks
B) A program used to connect to the internet
C) A stand - alone computer that is not connected to any other device
D) An interconnection of two or more computers and peripheral devices to share resources

Q2. What is the primary function of a router in a computer network?
A) To create and share documents online
B) To connect devices within a single network segment
C) To direct data packets between different computer networks
D) To filter internet content for security

Q3) Which type of network is typically used to connect computers within a single school or office building?
A) SAN (Storage Area Network)
B) MAN (Metropolitan Area Network)
C)LAN (local Area Network)
D) WAN (Wide Area Network)

Q4) Which network topology connects every computer to a central device, such as a hub or switch?

A) Bus topology
B) Star topology
C) Mesh topology
D) Ring topology

Q5) The **major difference** between the Internet and an Intranet is that:
A. The Internet is private while the Intranet is public
B. The Internet is public while the Intranet is restricted to an organization
C. The Intranet is larger than the Internet
D. The Internet can only be accessed with a password

Q6) Which of the following is a significance of the Internet**?**
A. It prevents computer viruses
B. It enables global communication and information access
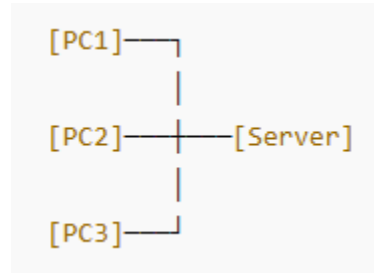C. It replaces all school textbooks
D. It ensures unlimited computer memory

Q7) Which of the following activities requires the Internet?
A. Sending an e-mail to a friend abroad
B. Printing a document from a local computer
C. Saving files in a personal folder
D. Typing notes in Microsoft Word

Q8) Which of the following correctly lists examples of computer networks?

A. LAN, MAN, WAN

B. USB, LAN, CPU

C. MAN, Printer, Router

D. WAN, Flash drive, Hard disk

Q9) The diagram below represents a type of computer network:


```
[PC1]─┐
      │
[PC2]─┼─[Server]
      │
[PC3]─┘
```

This is an example of:
A. Bus Network
B. Ring Network
C. Star Network
D. Mesh Network

Q10) Which of the following correctly differentiates computer network from computer networking?
A. Computer network is a group of interconnected computers, while networking is the process of establishing and managing those interconnections
B. Computer network is software, while networking is hardware
C. Computer network is faster, while networking is slower
D. Computer network is wireless, while networking uses cables only

Q11) A school with multiple classrooms connected to a central computer laboratory would most likely use a:
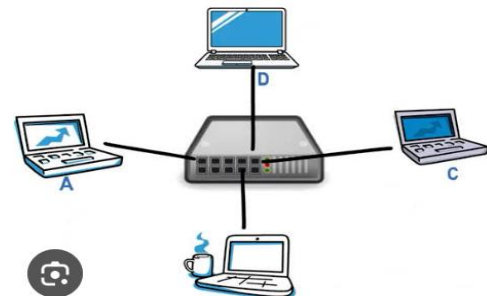A. LAN
B. WAN
C. MAN
D. VPN

Q12) Which of the following best defines network topology?
A. The method by which files are stored on a computer

B. The physical or logical arrangement of computers and devices in a network
C. The speed at which data travels in a network
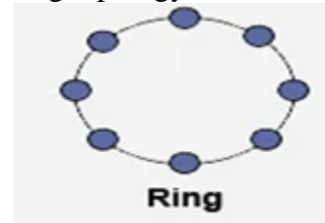D. The process of repairing a damaged computer

Q13) Use the diagram below to answer questions 13.

Which of the following statements is **MOST correct** about the network shown?

A. The failure of one workstation disconnects the entire network.
B. The central hub/switch controls communication and becomes the single point of failure.
C. Every device is directly connected to every other device, ensuring maximum fault tolerance.
D. Data in this topology always flows in one direction in a closed loop.

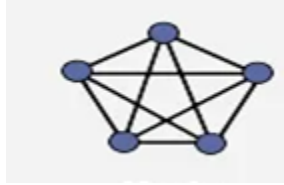Q14) Study the diagram below showing a ring topology:

Ring

Which of the following statements about the network is **CORRECT**?

A. The topology allows data to travel in both directions at the same time without collision.
B. A failure of one device or connection can disrupt the entire network.
C. Every device is directly connected to every other device, providing maximum redundancy.

D. The topology uses a central hub or switch to manage communication between devices.

Q15) Study the diagram below and use it to answer question 13.

All the following statements about this topology are correct **except**:

A. Each device is connected directly to every other device.
B. The topology provides multiple paths for data transmission, ensuring fault tolerance.
C. Mesh topology is highly reliable but very expensive to implement.
D. Communication between devices is only possible through a central hub or switch.

Q16) From the point of an intelligent central hub; how do packets move from the device to their destination node?
A. The packets are re-transmitted several times until it is received by the actual computer
B. The packets are broadcasted to all nodes
C. The packets are sent directly to the specific node that it is meant for
D. The packets are not sent because each node will have to collect their packets

Q17) A university campus has:

- Several faculties located in different buildings,
- Each faculty has its own computer laboratory, and
- All the laboratories are connected together to allow students and staff access to shared resources and the Internet.

Which of the following network arrangements would be **MOST suitable** for the campus?

A. Local Area Network (LAN), because it connects computers within a single room.
B. Metropolitan Area Network (MAN), because it connects multiple LANs within the same geographical area.
C. Wide Area Network (WAN), because it connects computers across different countries.
D. Personal Area Network (PAN), because it connects devices like smartphones and laptops.

Q18) The networking technology that uses internet protocol to share information within an organization is called-----
A. internet
B. ethernet
C. intranet
D. infrared

Q19. Which of the following statement is correct?
A. A hub and a switch are the same
B. Hub sends data straight to the destination
C. Switch controls a router
D. A router is intelligent to the extent to diverting data along its desired routes

Q20) An electronic interface through which users can get access to a number of services is called -----
A. an offline service
B. an online system
C. internet consultancy domain
D. commercial service

Q21) Which of the following is **required first** when creating a personal email address?
A. Entering the subject of the email
B. Selecting an email service provider and choosing a unique username
C. Attaching a file to the mailbox
D. Clicking "Send" on the toolbar

Q22. In an email system, the option used to include a document, image, or file along with the message is:
A. CC (Carbon Copy)
B. BCC (Blind Carbon Copy)
C. Attachment
D. Draft

Q23. Which of the following is **correct** about sending and receiving emails?
A. Emails cannot be retrieved once sent
B. Received emails are usually stored in the Inbox folder
C. An email must always contain an attachment to be sent
D. The Draft folder is where spam emails are stored

Q24) Match each email feature in Column I with its correct description in Column II:

Column I	Column II
1. Inbox	A. Saves a message temporarily before sending
2. Attachment	B. Where new messages are received
3. Draft	C. Sends a copy of the message to another recipient
4. CC	D. Adds extra files like images or documents

Which of the following is the correct match?

A. 1–B, 2–D, 3–A, 4–C
B. 1–D, 2–B, 3–C, 4–A
C. 1–C, 2–A, 3–B, 4–D
D. 1–A, 2–C, 3–D, 4–B

Q25) Which of the following defines **social media** most accurately and gives correct examples?
A. A medium for formal record-keeping, such as databases and spreadsheets—e.g., Microsoft Excel, Access.
B. Platforms enabling user-generated content and networking—e.g., Facebook, Twitter, Instagram.
C. Secure systems for performing official government transactions—e.g., e-FIRS, Tax portals.
D. Online services for exam registration only—e.g., WAEC portal, NECO portal.

Q26) An **online system** can best be described as:
A. A mechanism for physically storing paper files in an office.
B. A digital setup accessed via the Internet, performing tasks such as registration, payment, data retrieval—e.g., WAEC's e-registration portal.
C. A local software that works offline only.
D. A type of computer hardware used in classrooms.

Q27) A student wants to register for the 2025 WAEC examination using the official online system. Which sequence of steps is **most accurate**?
A. Select exam town → enter biometric data → upload photo → fill personal info → choose subjects → print admission notice.
B. Login → capture biometric data and photo → fill bio and contact info → select exam town and subjects → submit → print admission notice.
C. Visit exam center → pay fee → walk in to register → collect results.
D. Login → directly print result → enter personal details → select subjects → print statement.

Q28) Which of these best illustrates how **social media** and **online systems** complement each other in an educational environment?
A. Posting exam questions from exam halls for public consumption.
B. Using a social media platform to broadcast updates from the school's online grading system and link to student portals.
C. Using social media to hack into the online registration database.
D. Viewing social media with no connection to any educational system

Q29) Someone who gains unauthorized access, destroys vital data, denies legitimate user's service or causes problems for their targets is called -----
A. White Hat Hacker
B. Programmer
C. Cracker

D. Database Administrator

Q30) The database tool that allows the user to select and filter data from multiple tables is referred to as
A. Form
B. Table
C. Query
D. Report

Q31) The following statements are steps used in creating a new workbook in a Microsoft Excel application.
I. Click on New
II. Click on the Microsoft Office button
III. Choose blank document Which of the following arrangements shows the correct order of operation from the steps above?
A. I, II and III
B. II, I and III
C. II, III and I
D. III, II and

Q32) Shared-memory is an architecture in
A. Parallel database
B. Trusted distributed database
C. Relational database
D. Distributed database

Q33) One example of web design package is
A. MS frontpage
B. MS outlook
C. SPSS
D. Peachtree

Q34) Preventive maintenance measures in computer room do not include
A. The use of tiles
B. The use of rugs
C. Good ventilation
D. Proper illumination

Q35. The easiest to implement and cheapest network topology is the ,,,,,
A. Bus topology
B. Star topology
C. Mesh topology
D. Ring topology

Q36) Which of the following practices is a safety measure
A. Maintaining a dust-free environment
B. Eating and typing at the same time
C. Opening up the computer while still connected to the power supply
D. Wearing hand gloves while typing

Q37) The legal right given to the owner of an intellectual property to prevent others from duplicating or using the work freely is known as
A. Legal right
B. Ownership right
C. Trademark
D. Copyright

Q38) One application of ICT in education is
A. Optical Mark Reader
B. Electronic Fund Transfer
C. Automated Teller Machine
D. Magnetic Ink Character Recognition

Q39) The process of sending and receiving information from one place to another is called information
A. Synchronization
B. Transfer
C. Transmission
D. Technology

Q40) Computer virus replicates itself into
A. Execution phase
B. Trigger phase
C. Propagation phase
D. Dormant phase

Instructions: Answer any 3 questions from thus section   **Total:** 30 marks

Q1. (a) State four benefits of Internet in Education.
(b) Explain the following types of maintenance in computing: (i) corrective; (ii) adaptive; (iii) preventive.

Q2 a(i) Define the term file organization.
(ii) Group the following file organization attributes under the appropriate heading as shown below.
I. It does not support use of tapes
II. Records are inserted one after the other
III. It does not generate random keys to identify location
IV. It generates random key to identify locate

S/NO	Sequence File Organization	Indexed File Organization
1		
2		
3		

b(I) State two safety rules observed in a computer laboratory
(ii) List three internet browsers

Q3 (a) Explain the use of Custom Slide Show in Microsoft PowerPoint application.
(b) State two functions of Rehearse Timings in Microsoft PowerPoint.
(c) List four types of illustrations that can added to presentation from the insert tab of Microsoft powerpoint.

Q4. The Local Area Network (LAN) in a certain school is connected to the internet. The school also has a management system (MIS) which is used to enroll staff and students in the school. The system requires that users be authenticated before access is granted. Students are also allowed to use computers in the network during their leisure time.

a(i) State two problems associated with an uncontrolled access to the internet by the students
(ii) How can the problems stated in 4a(i) be prevented?
(b) Give one reason for users' authentication before access to the system is granted
(c) To use the mIS, a staff is expected to log in using a registered username and password. Table below shows login activities and the login steps to the to the MIS. Specify te correct order

or steps in the login process in column Y using the letter A-E attached to the login activities in column X.

X: Login Activity	Y: Login Step
A: system authenticates username and password	(i)
B: click on login	(ii)
C: enter password	(iii)
D: (access granted/denied)	(iv)
E: enter username	(v)

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Section B: Alternative to Practical Section   **Total:** 40 marks

Instruction: The two questions are **compulsory**.

Q5. Highlight the steps to perform the following
(a) creating a new table
(b) generating a query
(c) creating a splít form
(d) printing a report
WAEC 2024

Q6. (a) A document is created in MS Word but the user realizes that part of the document are cut off when it is print previewed in portrait orientation. Highlight the steps to change the orientation to- landscape and print the document on A4 paper.

(b) A teacher working on student's results broadsheet in Microsoft Excel needed to keep the headings in view" while scrolling through the results. The teacher also needed to compare each student's record with a version of the file earlier submitted to the Head of Department (HOD) to effect all suggestions
(i) Name the concept of keeping the headings visible while scrolling through a worksheet in Microsoft Excel.
(ii) Outline the steps to keep the headings fixed while scrolling in Microsoft Excel worksheet.
(iii) Identify two actions to display each student record at the same time on both versions of the result file.
(iv) Highlight the steps to achieve the named actions in 6b(iii).

(c) List two gadgets needed to display the content of a laptop computer to an audience in an auditor