



e-Learning



- [Index](#)
- [Language ▾](#)
- [General ▾](#)
- [Business ▾](#)
- [Science ▾](#)
- [Mathematics And Applied Science ▾](#)
- [Home Economics ▾](#)
- [Civil And Mechanical ▾](#)

Computer Studies Paper 3, WASSCE (SC), 2022

- [Subject Home](#)
- [1](#)
- [2](#)
- [3](#)
- [4](#)

Menu

[General Comments](#)

[Weakness/Remedies](#)

[Candidate's Strength](#)

Question 1

1. Use *Microsoft PowerPoint* application to create the presentation on the topic "Computer Systems".

(a) Use title and type "Computer Systems" with font type **Arial Black** and size **44** points

(b) Use title and content layout slide and type the following passage with font type:

i. title in **Algerian** and size **40** points.

ii. content in **Times New Roman** and size **30** points.

Passage

DEFINITION OF COMPUTER

A computer is a device that accepts information in the form of digitalized data and manipulates it for some results based on a program or sequence of instructions on how the data is to be processed.

(c) Insert next slide and type the following using the same font type and size in 1(b).

CLASSIFICATION OF COMPUTERS

i. By Type

ii. By Size

iii. By Purpose

iv. By Generation

(d) Insert next slide and type the following using same font type and size as in 1 (b)

CLASSIFICATION BY TYPE

Digital Computer

Analogue Computer

Hybrid Computer (**Note** use bullet list for the items).

(e) Insert next slide and type the following using the same font type and size as in (b).

CLASSIFICATION BY SIZE

Micro Computer

Mini Computer

Mainframe Computer

Super Computer (**Note:** Use a different list type for the items)

(f) Insert next slide and type the following using the same font type and size as in 1 (b).

CLASSIFICATION BY GENERATION

First Generation e.g. UNIVAC

Second Generation e.g. HAVARD MARK II

Third Generation e.g. IBM 360

Fourth Generation e.g. Microcomputer

(Note: use a different list type for the items)

(g) Using Footer tool, insert your **full name** and **index number** with font size of **14** points bold.

(h) Save your work in the folder created on the desktop using your **full name** as the filename.

(i) Print your work and submit to the supervisor.

Observation

The expected answer is:

The question tested the ability of the candidates to use Microsoft PowerPoint application in creating slides. The Chief Examiner reported that majority of the candidates who attempted this question demonstrated high proficiency on the use of Microsoft PowerPoint application.

Next

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e-Learning



- Index
- Language ▾
- General ▾
- Business ▾
- Science ▾
- Mathematics And Applied Science ▾
- Home Economics ▾
- Civil And Mechanical ▾

Computer Studies Paper 3, WASSCE (SC), 2022

- Subject Home
- 1
- 2
- 3
-

Menu

[General Comments](#)

[Weakness/Remedies](#)

[Candidate's Strength](#)

Question 2

Daniel James and three of his friends came up with the idea of starting a travel agency for college

Students in Nigeria. They invested sixty thousand naira **each** and started their dream company, SUMMER BREAK TRAVELS INC.

As sales continued to grow, the management of Summer Break Travel Inc. realized they need a better tracking system for First Quarter Sales.

Prepare a First Quarter Sales Worksheet that shows the sales for the first quarter using the details in **Table 1**.

Table 1

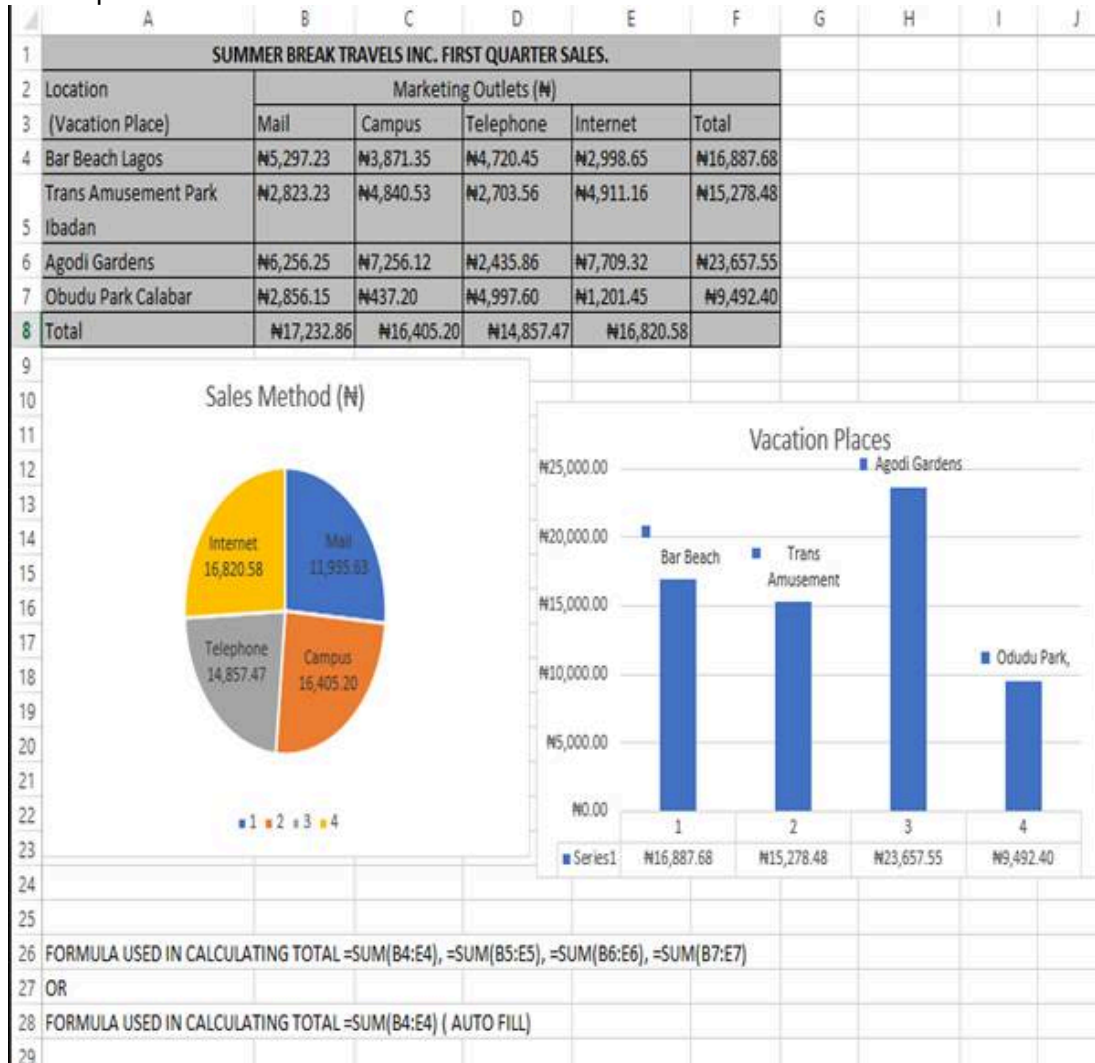
<i>Location (Vacation Place)</i>	<i>Marketing Outlets (N)</i>			
	<i>Mail</i>	<i>Campus</i>	<i>Telephone</i>	<i>Internet</i>
Bar Beach Lagos	5,297.23	3,871.35	4,720.45	2,998.65
Trans Amusement Park Ibadan	2,823.23	4,840.53	2,703.56	4,911.16
Agodi Gardens	6,256.25	7,256.12	2,435.86	7,709.32
Obudu Park Calabar	2,856.15	437.20	4,997.60	1,201.45
Total				

1. Using function or formula, compute the total;
2. Sales at each marketing outlets;
3. Amount of money made for each vacation place. (Note: create another column "total")
4. Format the table using the instruction below:
5. The title "Summer Break Travels, Inc. First Quarter Sales" should be bold and in upper case;
6. Under locations, all cells should be aligned left but total should be aligned right;
7. Fill the table with white background 1 darker – 25".
8. Create two charts for the first quarter sales:
9. A pie chart starting with the **most** effective sales method;
10. A bar chart starting with the **most** popular vacation place.
11. Type in the formula used in calculating total for each location below your table (enclosed in "").

12. Save, print out your work and submit to the supervisor.

Observation

The expected answer is:



The question tested candidates' proficiency in the use of Microsoft Excel application. It was reported that the candidates who attempted this question showed good knowledge of the application as they were able to create table as required. However, a great number of the candidates showed poor skill in the insertion of graphs.

Prev

Next

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- [Index](#)
- [Language](#) ▾
- [General](#) ▾
- [Business](#) ▾
- [Science](#) ▾
- [Mathematics And Applied Science](#) ▾
- [Home Economics](#) ▾
- [Civil And Mechanical](#) ▾

Computer Studies Paper 3, WASSCE (SC), 2022

- [Subject Home](#)
- [1](#)
- [2](#)
- [3](#)
- [4](#)

Menu

[General Comments](#)

[Weakness/Remedies](#)

[Candidate's Strength](#)

Question 3

(a) Create a:

- i. Database and save as WASSCE in the folder on the desktop.
- ii. Table with headings as shown in **table 2 (11 rows)**. Define the fields appropriately. Save the table as tblcustomers. Set custom ID as primary key.

Table2


<i>CustomID</i>	<i>FirstName</i>	<i>LastName</i>	<i>Telephone</i>	<i>Address</i>

iii. Form from tblcustomers and save as RFORM.

- (b) Enter ten records of your choice using the First Name and Telephone.
- (c) Write a query to retrieve the First Name and telephone
- (d) Design a report using **3(c)**.
- (e) Insert a footer and type in your **full name** and **index number**.
- (f) Print the report and submit to the supervisor.

Observation

The expected answer is:

 tblcustomer Query Tuesday, 5 July 2022
10:13:52 am

First Name	Telephone
Agbaje	09078567843
Taiwo	08165748278
Dauda	08056784536
Chukuma	07865435678
Onilemo	08175608970
Zakariyat	09068463728
Jenet	07078654894
Esther	09123546321
Babatunde	09087564534
Joy	07067564534

Haruna Kehinde Emeka 123456789

The question tested the ability of the candidates on the use of Microsoft Access application in creating database. The Chief Examiner reported that the candidates who attempted the question showed poor skill on the use of the application.

Prev

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