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Question 1

As an employee of an *IT* company, it is your responsibility to see to the administrative matters of the company. *Use* **Figure 1** *to draft an agreement form that would be signed by every trainee in the company*.

AGREEMENT FORM

This agreement as an apprentice under ....is made this .... day of ...., 202__ BETWEEN ....of Address................................ (hereinafter referred to as "THE DIRECTOR" .... one party AND .... of Address... (hereinafter referred to as "APPRENTICE") of the other party.

NOW IT IS HEREBY AGREED

❖ That I will obey every rules and regulations;
❖ That I will be responsible for any damage caused by me;
❖ That I will be punctual and faithful;
❖ That I will be a good ambassador to the company in whatever capacity required.

IN WITNESS whereof we hereby place our hands and seal this ....day of ....202__. the foregoing having been read and interpreted to the parties in Igbo/Hausa/Yoruba by me..................................and they claim to perfectly understand before affixing their signatures/thumb impression hereto.

SIGNED, SEALED AND DELIVERED
By the within-named PARTNER'S REP

_____
DIRECTOR

In the presence of:
Guarantor/Witness Sign:.......................................
Name:..
Address:..
....
Occupation:..
SIGNED, SEALED AND DELIVERED
By the within-named PARTNER'S REP

_____
TRAINEE

In the presence of:
Guarantor/Witness Sign:.......................................
Name:..
Address:..
Occupation:..

Figure 1

Use a **suitable** application to prepare an agreement form with a company name of your choice.

Note: The heading font is *Bookman old style* and size is **15**. The agreement form should include:

1. Agreement between the company and a trainee as shown in **Figure 1** with the heading, AGREEMENT FORM.
2. Terms of agreement such as:
3. obeying rules and regulations;
4. punctuality to work;
5. taking responsibility.
6. being good ambassador.

   Note: must be in bullets.

1. Provide a space for the director to sign on the next paragraph towards the right margin as shown in **Figure 1**
2. On the next paragraph, create a portion for guarantor's signature in block form in the following order:
3. Guarantor's Signature and Date;
4. Name;
5. Address;
6. Occupation.
7. Provide a space for the trainee to sign on the next paragraph towards the right margin as shown in **Figure 1**.
8. Create a portion in the next paragraph for a witness' signature in block form in the following order:
9. Witness' Signature and Date;
10. Name;
11. Address;
12. Occupation.
13. Insert a *Watermark* showing your **Index Number**.
14. Save your work with your **Index Numbe**r in the folder created on the desktop.
15. Print your work and submit to the supervisor.

Observation

The expected answer is:

alt txt

.*The question tested the ability of the candidates to use Microsoft Word application in preparing an agreement form. The Chief Examiner reported that majority of the candidates who attempted this question demonstrated high proficiency on the use of Microsoft Word application.*

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Question 2

As a member of *Road Safety Club* in your school, you are to make presentation on the analysis of road accidents within a week.

With an **appropriate** application package, produce a four-slide presentation as shown in the information provided.

1. Slide 1- Introduction: Font – Garamond, Size – **54**;

   Subhead; Font – Garamond, Size – **18**.
   Body: Font – Times New Roman, Size – **18**.
1. Slide 2 – Heading: Font – Garamond, Size – **44**;

   Body: Font – Garamond, Hallow Square Bullet.
1. Slide 3 – Heading: Font – Accord Heavy, Size **25**;

   Body: Font- Times New Roman, Size – **24**;
   Table: Format as desired.
1. Slide 4 – Heading: Font – Accord Heavy, Size – **28**;

   Chart: Clustered Column.
1. Use an **appropriate** background of your choice.
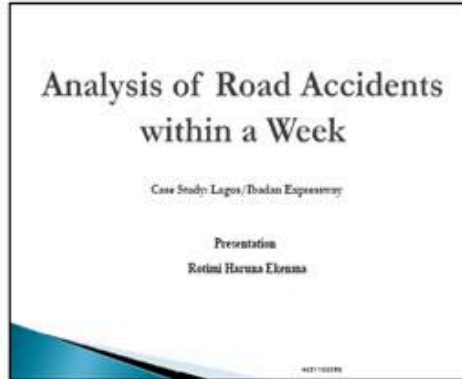2. Insert **Header** with the text: Statistical Analysis for Records of Accident in a week.
3. Insert a **Footer** and type in your **Index Number**.
4. Save your work in the folder created on the desktop.
5. Print your work as a handout of four slides on a page and submit to the supervisor.
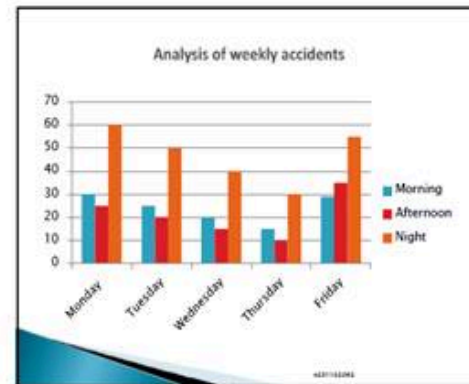

Observation

The expected answers were:

Statistical Analysis for Record of Accidents
in a week   7/3/2023

Analysis of Road Accidents within a Week

Weekly Records of Accidents

Statistics of Accidents in a week

Analysis of weekly accidents

4251102068

The question tested the ability of the candidates to use Microsoft PowerPoint application in creating slides and print out handouts. The Chief Examiner reported that majority of the candidates who attempted this question demonstrated high proficiency on the use of Microsoft PowerPoint application in creating slides but most of them could not print out handout of four slides in a page.

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Question 3

Using any graphic application package, draw the object shown in **Figure 2** with any dimension of your choice.
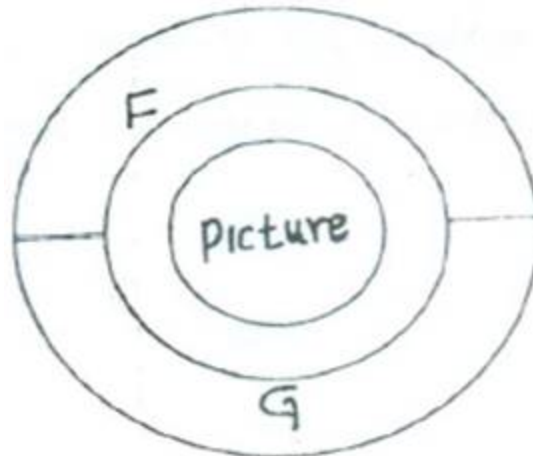

Figure 2

1. Fill the spaces **F** and **G** with two different colours of your choice.
2. Type in your name in space **F**
3. Type in your **Index Number** in space **G**
4. Fill the inner circle with any picture of our choice.
5. Save your work with your **Index Number** in the folder created on the desktop.
6. Print your work and submit to the supervisor.

Observation

The expected answers were:

The question tested the ability of the candidates on the use of graphic application in designing an object with some curved texts. The Chief Examiner reported that the candidates who attempted the question showed poor skill on the use of graphic application.

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