

JOY INTERNATIONAL COLLEGE, KADUNA

HOME WORK 5

SUBJECT: COMPUTER STUDIES

CLASS: SS3

TOPICS	CONTENT	OBJECTIVES
CONCEPT OF COMPUTER FILES	Definition of some terms: i. Computer file ii. Record iii. Field iv. Data item 2. Types of data item: 3. File structure (organization from data item to file) 4. Types of file organization: 5. Methods of accessing files: 6. File classification: 7. criteria for classifying files:	Students should be able to: 1. Define some basic terms with respect to computer files 2. List types of data items 3. Construct a simple sketch for computer file structure 4. List four types of file organization method 5. Describe the four types of file organization method 6. List different methods of accessing files 7. List computer file classifications 8. State criteria for classifying computer files
WORD PROCESSOR	1. Definition of word processing and word processor 2. Examples of word processors 3. Features of word processors 4. Word processing environment 5.Using a word processor to <ul style="list-style-type: none">• create• edit• Format• save• Retrieve• Print	Students should be able to: 1. define word processing and word processor 2. List examples of word processor 3 List the features of word processor 4 identify the features of word processing environment

FILL IN THE BLANK SPACES (TOPIC 1)

1. The methods suitable for securing files is
2. The transaction file can also be described as
3. An advantage of sequential access over serial access is that
4. Data loss in a computer **cannot** be prevented by the use of
5. One limitation of computerized files is
6. file is a temporary that can be used only once and then discarded
7. Sorting of records is sufficient and a necessary condition for creatingfile
8. Any document save into a disc is referred to as a/an
9. Advantages of a computerized files include
10. One of the advantages of an indexed method of file organization is that.....
11. One way a Computer files can be organized is
12. is a collection or group of digital/electronics records stored in a computer storage device
13. is a smallest meaningful unit of data representation within a computer

14. is a single elementary unit of information which represents an attribute of an entity in a database
15. A record is a collection of logically which together can be treated as a unit that describes an entity in a computer
16. The logical unit of transfer between the backing storage and main memory is called
17. The physical unit of transfer between the backing store and the main store is known as
18. The smallest amount of information that can be transferred is called
19. is a computer device/hardware/peripheral which can hold/store data/information.
20. are collection of data in a permanent storage media.

ESSAY QUESTIONS FOR TOPIC 1

1a. Briefly explain the following types of File Organization method

- i. Serial
- ii. Sequential
- iii. Indexed
- iv. Random


1b. Mention the any three Methods of accessing files


2a. Explain the following

- i. Master Files
- ii. Transaction Files
- iii. Reference Files

2b. Mention any four Criteria for classifying computer files

FILL IN THE BLANK SPACES (TOPIC 2)

1. Ms Word 2007 allows creation of what type of document by default?.....
2. By clicking to which menu you could “Save” your document?
3. By clicking to which menu you could make your text “Bold/Italic”?.....
4. The  icon will enable you to insert
5. In order to get to the symbol dialog box in MS-word, click on the.....
6. In word processing, an efficient way to move the second paragraph and place it after the fourth paragraph is
7. In order to locate a particular word in a document, an easy way to do this is to use the.....
8. is the item that changes shape depending on the task being performed?
9. A block of text that is marked by the tab key when the enter key is pressed can be referred to.....
10. Principal uses of word processing software packages include
11. In Microsoft word, the background of word document is
12. In order to find and load a file that has been saved, you need to select the _____ command
13. By default in Microsoft word, your document prints in _____ mode

14. How do you find and load a file that has been saved? Select _____ command
15. In Microsoft word, CTRL + ESC _____ the start menu
16. The file extension of a MS-Word document in Office 2007 is
17. The word processing task associated with changing the appearance of a document is called
18. Superscript, subscript, outline, emboss and engrave are known as _____ in a MS Word environment.
19. What is the default font used in MS Word 2007 document?
20. The icon  will enable you to.....

PRACTICAL ESSAY QUESTIONS FOR TOPIC 2

1. You are to create your own personal letterhead. It must include:

- your name - use Word art
- your address, include city, province, postal code
- your phone number
- your email (if you have one)
- your web site URL (if you have one)
- Logo(s) that pertain to you

The placement/location of items is up to you.

Letterheads must extend no more than 2 inches from the top of the page.

Display the ruler bar and adjust the vertical ruler to the top of the page.

Save as „letterhead your name”

LETTERHEAD SAMPLE



U & I IT CONSULTANT

711 Jefferson Ave.
Winnipeg, Manitoba, R2V 0P7

www.7oaks.org/gcc.
paul.stewart@7oaks.org
08076235255

2. Open your letterhead

- a. Type the letter below following these instructions
- b. Centre the words “(your name) Corporation”
- c. Insert the date (do not just type it in)
- d. Ms. Richardson’s name and address are single spaced
- e. Underlined the words “confirmation” and “9 p.m.”
- f. Bold the words “no cost”, “November 25th”, “Norseman Inn” and “Cappy’s Capers”
- g. Put approx 4 blank lines after “Warmest regards” to allow space for a signature
- h. Your first and last name are typed at the bottom

- i. Replace Ms. Richardson's name and address with the name and address of your choice
- j. Resave letter and print

SAMPLE

YOUR LETTERHEAD GOES HERE
(your name) Corporation

(current date)
Ms. Patsy Richardson
123 Main St.
Winnipeg, Manitoba
R2B 5F2

Dear Ms Richardson

This letter is a confirmation of your request for a ticket to the Annual Fireman's Ball. Our corporation is happy to provide the ticket to you at no cost.

As you will note from the tickets, the Ball is being held November 25th at the Norseman Inn and will begin promptly at 9 p.m. The famous band, Cappy's Capers, will provide an entertaining evening of dancing and comedy.

Thank you for allowing our company to be of service to you.

Warmest Regards

(Your name)

S/N	NAMES	PHONE NUMBER	EMAIL
1.	Elam Ishaya	07068271400 or 09079997771	elamskash@gmail.com or elam_ishaya@yahoo.com
2.	Ayodele Stephen	08066017471 or 08054202509	ayodelestephenjic@gmail.com