



AYONIMYTE ZION
COMPUTER TRAINING

PREVAILED EXAMINATION

May-July 2025
Answer all questions

PERSONA DATA:

Name:.....

Telephone Numbers.....

Certificate Number.....

Instructions:

1. Answers from Internet are not allowed.
2. Your Theory answers must not be copied. / Answer questions from 1 to 100 straight.
3. You must do it by yourself and make use of Computer system.
4. Make use of your **AZCT PREVAILED** handouts and note taking in the class.
5. Your Group Projects Carries 20%/. 100% Score goes home with a Laptop.

SECTION A. Theory General:

1. Define Computer system in detail.
2. Explain Input-Processing-Output with an example each.
3. What is Hardware and define Peripherals with examples.
4. What is a computer keyboard? (b)List out keyboard keys categories with examples
5. Explain the uses of fifteen (15)keys on the keyboard
6. Explain how to use mouse to click, double click, triple click and drag in your own words.
7. Explain computer Monitor in details.
8. What is a disk and disk drive? Define the two separately

SECTION B. True/False:

9. Computer is a machine that used to processed data without output T/F
10. Passive peripherals are monitor, keyboard and mouse T/F
11. All Output devices can also work as input devices T/F
12. If a keyboard failed during booting, it may suspend booting process T/F
13. Click once on object to rotate it on CorelDraw T/F
14. Double Click text on Microsoft Word to highlight it T/F
15. Wireless Mouse and keyboard uses battery and Sensor T/F
16. Placing magnet on monitor's surface will reset the colours to normal. T/F
17. A disk is volatile because information store in it got deleted on his own T/F
18. Compact Disk (CD) can store up to 5GB T/F
19. No Computer System can be used to play CD/DVD T/F
20. Computer can work without any kind of electricity T/F

SECTION C.

21. If you are to type ten billion naira; how many times would you press zero on the keyboard.
22. Explain All multimedia kits including TV-Tuner Card and TV-Output card.
23. Explain how to fix a desktop computer together and how to switch on a Laptop Computer.
24. What are the differences between an adulterated Software bought from illegal seller and Original software bought from company's sales agent?
25. What is Software and explain all types of software with two examples each.
26. What are operations, Menus and commands with examples?
27. Explain the description of computer (Desktop, Laptop, Mini/Notebook, Ipads and Smart Phones)
28. Explain five things you know about Artificial Intelligence AI
29. What is the difference between a laptop and desktop computer? * Ipads and Smart Phones.

SECTION D. True/False:

30. Shift Key is mostly used in conjunction with other keys to perform some major task. **T/F**
31. Some Printers can print colours and in big size **T/F**
32. Computer desktop window area consists of date, time, background, screen saver... **T/F**
33. Document is a finished job on word processor, saved whether printed or not printed. **T/F**
34. Word is a combination of characters that makes sense. **T/F**
35. Character stands for many text, many symbols and so many numbers **T/F**
36. Undo command is one of the computer commands that make computer program unique. **T/F**
37. Portrait is stand tall page while Landscape is widespread page **T/F**
38. Row is vertical while Column is horizontal **T/F**
39. All Formular on Ms-Excel must begin with ;(semi colon sign) **T/F**
40. Microsoft Excel uses double comma(,) to represent a range **T/F**
41. Microsoft word has typing area, Microsoft Excel has a Worksheet, CorelDraw has a Draw page; Microsoft PowerPoint have slide **T/F**
42. The name given to anyone that design graphics on computer is Graphic Designer **T/F**
43. Microsoft PowerPoint is solely dedicated for calculation **T/F**
44. When your computer get slower, increase the memory, to speed it up **T/F**
45. Application Software are written on CD and some can be downloaded online. **T/F**

SECTION E. Microsoft Word:

46. Define Microsoft Word in details. (b) Explain how to run Microsoft Word
47. List out the **Steps Ahead Of Typewriters**.
48. Explain how to Copy and Paste text. Cut and Paste Text and object.
49. List out all **Change Cases** with two examples each.
50. Explain how to **Bold**, Underline and *Italicise* Text
51. Explain format painter. (b) Explain the two kinds of **Drop Caps** on Microsoft Word
52. Explain how to **Save** and **Open** a document
53. Explain how to do Superscript 7^{up}, Subscript H₂O, Strikethrough~~N~~ and Double strikethrough ~~~~N~~~~
54. Explain how to draw shapes and draw out five shapes that can be found on Microsoft Word
55. How and where on Microsoft Word, would you break a single column page to several columns?
56. Explain the following: **Page Size, Watermarks, Word Art, Clip Art and Alignment** on Microsoft Word (b) Explain Symbol, bullet and Numbering with two examples each.
57. State How to convert Microsoft Word document file to PDF
58. List out 25 fonts names and write out 25 Shortcuts.

SECTION F. Microsoft Excel:

59. What is Microsoft Excel, (b) Explain Worksheet, Workbook, Column, Row and a cell
60. Explain Types Of data on Microsoft Excel
61. Write/Draw out Navigating Cell and Operator Symbol
62. Explain Text Direction, Merge Cells, Comma Style, Comments and Sort.
63. List out five functions that can replace standard formulae on Microsoft Excel
64. Do all the Calculations in your Microsoft Excel Handouts in a separate sheet.

SECTION G. Microsoft PowerPoint:

65. Define Microsoft PowerPoint in your own way.
66. What is a slide and write outs five types of slide-layout you know.
67. List out the steps on how to add background to slides
68. List out 10 Custom animations you know
69. List out 15 Slide transitions
70. Tell us how to set rehearse timing.
71. What is the difference between Slide transition and custom animations?
72. Tell us how to add Video file and Audio track to Slide show on Ms PowerPoint.
73. What are the things MsPowerpint can be use to presents?
74. Tell us how to set non-stop continuous show.
75. What are the qualities of a good Presentation on Microsoft PowerPoint?

SECTION H CorelDraw (Graphics):

76. Tell us five things from CorelDraw Intro on the handouts.
77. List out all the graphic packages you know and Explain How to start CorelDraw.
78. Explain fifteen tools from the CorelDraw tool box by usage not copying.
79. Explain Shaping with one example each (of Trim, Weld and Intersect)
80. Explain Break Apart (b) Explain Fit Text to Path and Transformation using
81. Explain how to clip two pictures into a single container.
82. Tell us about Align and Distribute.
83. Write-out 20 bitmaps effects
84. Write out All the page sizes on CorelDraw
85. Explain Order and how to make colour palette show.
86. Write out how to show or hide colour palette
87. List out things that must be on the following design separately; business card, Certificate, Invoice, Calendar and posters
88. What are the documents you are not expected to do on CorelDraw?

SECTION I. BHM:

89. List out Computer Memory measurement and (b) List all Important Notes on Keyboard
(c) Write out all typing Rules and all Character Formatting rules
90. What is a computer Virus and write out Effects and types of Virus. (b) List out five Virus symptoms and Virus Preventions.
91. Tell us five kinds of machines that must be in a computer business centres to make it standard.
92. Explain Networking, (b) Advantages of Networking and roles of a computer in a Network. (c) Write out 25 shortcuts from all application software.

SECTION J:

On a Separate Sheet (If You Don't Answer questions 93-100, your Examination will be cancel)

93. Tell us what you know about Publishing, Broadcasting and Social Media. (Not lesser than 4pages)
94. What is the name and address of this Church (training centre) (b) The Name and Telephone number of the shepherd (**Pastor**) of this Church (c) Short story on how you join this **AZCT PREVAILED**.
95. Discuss your best Lecture. (it must be two pages)
96. Write out the whole of **Genesis 32:28**, **Psalms 71:1-8** and the training **Hymn**
97. Write out 10 names and telephone numbers (in full) of your friends in the class that will collect certificate
(b) write out three names and Telephone contact of **AZCT PREVAILED** crew.
98. What is the name of the instructor (b) write out his Oriki (Eulogies) (c) Telephone, E-mail, Website and Bank Account (d) Draw Him
99. Share Your Experience with Uncle Ayonitemi Ayodele's teachings
(has God used him for you?)
100. Share your testimony; those good things that happens to you and family as we fast and pray in this training (**hide nothing and be truthful**) (b) *If God Blesses You, What will you do for AZCT?*

