

STRONG TOWER ACADEMY

SUBJECT: COMPUTER STUDIES PRACTICAL WORK

CLASS: SSS 3

TEACHER: MR. OMOTOYE

INSTRUCTIONS:

- (i) Type your name, registration number in the sheet given to you
- (ii) Print out the hardcopy at the end of each task
- (iii) Staple your work together after print out

1(a) Use Microsoft word to answer the questions

As its slogan says, Ogun State the Gateway truly is the gateway to the South West of Nigeria. It offers the greatest number of specialised tours of tourist attractions to Olumo Rocks in Abeokuta, rustic village called Bilikisu Sugbo (Queen of Sheba) Shrine believed to be one of king Solomon's wives birth place in Ijebu-Ode and Yemoji Natural Swimming Pool at Oke_Eri.

The agency's tour planners and tour guides considered experts in the history and culture of these areas

APPLICATION

- (i) Start a new document and type the two paragraphs written above
- (ii) Switch to over type mode and type Oke-Eri and Ijebu-Ode over the texts "Ijebu-Ode and Okje-Eri" in the first paragraph
- (iii) In the first paragraph, type of travellers, after "Gateway"
- (iv) Turn off over type mode and move the insertion point immediately after the @S@ in the word agency's in the second paragraph. Delete "The agency's" and type Ogun State in its place
- (v) In the second paragraph type remarkable before area
- (vi) Create the third paragraph written in italics and bold: your name, registration number and home address

6 marks

e.g Babasola titus,
Reg NO. 17205381BF
No 8. Ifeoluwa Estate,

Araromi lafenwa,
Abeokuta.

NB: Do not use the address above, it is an example.

(vii) Save the document, print out the hard copy and submit.

1(b) Use Microsoft word to answer these:-

- (i) State two precautions taken while performing task 1(a) above
- (ii) Mention two uses of Microsoft word
- (iii) Differentiate between Microsoft word and typewriting

NB:- The answers must be types with your computer system