

**NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (GENERAL
EDUCATION EXAMINATION)**

**NBC/NTC SECTION B
ICT ESSAY**

Attempt FIVE questions in all, at least one from each section.
All questions carry equal marks

**SECTION I: INTRODUCTION TO INFORMATION & COMMUNICATIONS
TECHNOLOGY (ICT)**

Question 1

- (a) (i) Who is a database administrator
- (ii) State three (3) advantages of Database System to NABTEB as an examination body
- (b) Describe two (2) methods of securing data from computer hackers?

Solution 1

- (a)(i) Database administrator (DBA) is a person that manages, update, control, maintain, secure and modify Data base.
- (ii)
 - a. Easy access to data and information
 - b. Data base improved strategic use of corporate data
 - c. Easier modification and updating of data
 - d. Data base improved data integrity
 - e. Easy back – up and recovery of data, e.t.c
- (1b) Explanation of any 2 of;
 - The use of passwords
 - The use of data encryption
 - The use of firewall
 - The use of intension detection system
 - Digital certificate e.t.c

Any 2

Example

 1. Data encryption: Involves the translation of data into a form that is illegible without a deciphering mechanism
 2. Password: this involves a secret word or phrase that gives authorized user access to a particular file, system or data base.

Question 2

GET MORE ON SCHOOL PORTAL NG (<https://schoolportalng.com>)

- (a) (i) What is your e-mail address?
- (ii) State three (3) minimum parts of all internet e-mail address

SCHOOLPORTALNG.COM

- (iii) Assuming your e-mail address domain ends with .co.uk, what does .co.uk mean?
- (c) Distinguish between Post Office Protocol (POP) and Internet Mail Access Protocol

Solution 2

- (a)(i) Any e-mail address that has the following features:
 - It must be in lower case
 - User name
 - @ symbol
 - Domain
 - No space between the characterse.g. desiromond@yahoo.com, mabayoje2003@yahoo.com, [nbtchotmail.co.uk](mailto:nbtc@hotmail.co.uk)
 - (ii) - user name
 - @symbol
 - Domain
- (iv) co.uk is an internet country code for the united kingdom
- (2b) PoP does not support mail folder but support inbox
While
IMAP support mail folder in addition to the inbox

SECTION II: COMPUTER APPLICATION I & II (WORD PROCESSING, SPREAD SHEET, POWER POINT & COREL DRAW)

Question 3

- (a)(i) Define “Word Processing”
- (ii) State THREE (3) advantages of word processing over type writer
- (b)(i) Explain briefly Two (2) types of formatting of text in MS- word
- (ii) State the steps to be taken to copy a text within a document.

Solution 3

- a(i) Word processing is the use of computer to create, revise, format, edit and save document for printing.
- (ii)
 1. It saves time
 2. Storage
 3. Speed
 4. Word wrap
 5. Easy editing
 6. Spell checking
 7. Inserting picture\
 8. Duplication
 9. easy formation etc Any 3

3b

- i. font size

- ii. font color
- iii. character spacing
- iv. line formatting
- v. page formatting
- vi. paragraphing
- vii. bullets and numbering
- viii. change case etc

Any 2

Explanation:

- 1. the size of the character i.e. changes from one size to another.
- 2. changes from one color to another color
- 3. font size changes from regular style to another style

- 3b(ii). Highlight/select/block the text
Click at edit
Any short – cut key is acceptable

Question 4

- (a) (i) What is spreadsheet?
(ii) Identify the features of work book in MS Excel
- (b) Write a short note on THREE (3) of the following features found in a workbook environment
 - (i) Cells
 - (ii) Formula bar
 - (iii) Sheet tabs
 - (iv) Tab scrolling buttons
- (c) (i) sketch a draft on a piece of paper to create a workbook structure
(ii) Outline the suggested order when entering data in an excel work sheet

Solution 4

- 4ai. Spreadsheet is an array (collection) of rows and columns which form cells in which data can be entered
- (ii) Worksheet
Formula bar

Rows
Columns
Cell label
Scroll buttons
Sheet tab
Any 4

- b. cells: Definition, diagram or example. e.g
- Is formed out on intersection of rows and columns
 - It is a rectangular box in which data is entered in work sheet etc

Formula bar:- Display the content of active cell.

- For formula entries

Sheet tabs: - locate at the lower part of the current sheets in a work book

- Display the number of sheets in a work books
- It indicates the current sheet or it display the name of work sheet you are working with

Tab scrolling buttons: move a sheet left, and right, up and down

Any 3

4C (i)

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							

- (ii) Go to the desired cell enter the data

Question 5

- (a) (i) Differentiate between power point and presentation
(ii) Mention FOUR (4) ways presentations are delivered in to audience using different media
(iii) Identify the THREE (3) parts which Normal View is divided in power point.
- (b) (i) Explain briefly the uses of bitmaps in MS Corel draw
(ii) State FOUR (4) functions of pick tool in MS Corel draw

Solution 5

- a(i) - slide
2 overhead transparencies
3 automated shows on a computer
4 broadcast over the web
- a(ii) - slide pane
5 outline pane
6 note pane
- b(i) Bitmap is used to convert text for the purpose of modification
(ii) To:
7 pick the drawing tool
8 drop tool after use
9 select object
10 deactivate drawing tool
etc Any 4

Solution 7

- (a) select dimension tool
- (b) select dimension style
- (c) select dimension style manger
- (d) click on new

(b) i

Draw big circle, inscribe small circle at the top make sure that the polar array is enabled on the array dialog box.

Select object and press enter

Click on pick center point on the dialog box

Click on the center of the circle

Enter the total number of angle, click on the center again and press enter.

(ii)

Layer help in construction and understanding of a drawing in that it is used to differentiate different parts on the construction with different colors for their understanding of a drawing.