

Welcome!

Please scroll down to read introductory information

WordPub

BECE

**Information and
Communication Technology**

Past Questions & Answers

2014 - 2017

**Junior High School
Years 1, 2 & 3**

Compiled by:



© 2017 West Publishers. All rights reserved

The author's distribution and/or reproduction of this document prohibited.

Original

West Publishers

P.O. Box 97, Accra

Telephone: +233 056 161570

(+233) 056 4762199

(+233) 056 4744221

(+233) 056 4744221

(+233) 056 1615709

wp.products12@gmail.com

wentpub15@gmail.com

CONTACT:

CONSULTANT ALBERT

(+233) 0201054428, (+233) 0206593453

consultantalbert@gmail.com

WHATSAPP US ON 0201054428 FOR BECE/WASSCE ASSISTANCE

ACKNOWLEDGEMENTS

- The **West African Examination Council** - for the BECE Information and Communication Technology past questions used in this document.
- **Ernest Ato Bentil** and **Alfred Adu Darko**– for your invaluable contribution to this work.
- **Ruth, Baaba and Fiifi Arthur** – for your relentless support
- **Teachers, parents and educational institutions** – for your continuous patronage and tireless efforts at ensuring quality education for the 21st century child
- Junior High School **students** – you are the ultimate reason for this work.

DEDICATION

To the Lord **Jesus Christ**, our Saviour and soon-coming King

LIST OF PAPERS

2017	ICT	Objectives	
2017	ICT	Objectives	ANSWERS
2017	ICT	Essay	
2017	ICT	Essay	ANSWERS
2016	ICT	Objectives	
2016	ICT	Objectives	ANSWERS
2016	ICT	Essay	
2016	ICT	Essay	ANSWERS
2015	ICT	Objectives	
2015	ICT	Objectives	ANSWERS
2015	ICT	Essay	
2015	ICT	Essay	ANSWERS
2014	ICT	Objectives	
2014	ICT	Objectives	ANSWERS
2014	ICT	Essay	
2014	ICT	Essay	ANSWERS

June 2017

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

45 minutes

1. A group of instructions that directs a computer is called
 - A. logic.
 - B. memory.
 - C. program.
 - D. storage.

2. Devices that extend their services to enhance the function of the computer are called
 - A. hardware.
 - B. software.
 - C. peripherals.
 - D. firmware.

3. The physical material on which a computer keeps data, instructions, and information is called
 - A. primary storage.
 - B. secondary storage.
 - C. tertiary storage.
 - D. cache storage.

4. When a computer is on, it is normally termed
 - A. information.
 - B. programming.
 - C. running.
 - D. working.

5. Working with more than one application at the same time is known as
 - A. double tasking.
 - B. multitasking.
 - C. running.
 - D. launching.

6. The duplication of an original document is referred to as
 - A. backup.
 - B. back down.
 - C. production.
 - D. copying.

7. The steps data go through to become information are
- A. information steps.
 - B. information technology.
 - C. information processing cycle.
 - D. information distribution.
8. Which of the following is a keyboard layout format?
- A. QWERTY
 - B. QWRETY
 - C. QWRTEY
 - D. QWREYT
9. Which of the following programs has features like gridbook?
- A. Microsoft Paint
 - B. Spreadsheet
 - C. Open Source Writer
 - D. Microsoft Word
10. System software is a platform which runs
- A. source codes.
 - B. application software.
 - C. operating system.
 - D. utilities.
11. The memory that stores permanent instructions is referred to as
- A. random access memory.
 - B. read only memory.
 - C. write once read many memory.
 - D. virtual memory.
12. The interaction between the input and output devices is controlled by the
- A. BIOS
 - B. LINUX.
 - C. CPU.
 - D. RAM.
13. Which of the following is **not** a storage device?
- A. Pen drive
 - B. Touch pad
 - C. Hard disk
 - D. Floppy disk
14. To boot a computer system, the user needs
- A. word processing software.

- B. printer attached.
- C. virus checking program.
- D. operating system.

15. The following are features on the GUI **except**

- A. command line.
- B. icon.
- C. menu driven.
- D. window.

16. When files are cleared from the computer, it is known as

- A. restoring.
- B. editing.
- C. deleting.
- D. removing.

17. Viewing television for long periods can damage an individual's

- A. nose.
- B. eye.
- C. feet.
- D. mouth.

18. The following are good posture positions when using a computer **except**

- A. back straight.
- B. eyes on monitor.
- C. elbows on the table.
- D. feet on the floor.

19. The ethical issue that relates to the responsibility of those who collect data to ensure that the data is correct is

- A. accuracy.
- B. privacy.
- C. access.
- D. ethics.

20. The legal right to control the production and selling of a book, play, film, or software is called

- A. production right.
- B. copyright.
- C. trader right.
- D. patent.

21. A word document created with a word processing program will have the extension

- A. .doc
- B. .txt
- C. .ppt

D. .xls

22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
- A. Internet.
 - B. Hyperlink.
 - C. World Wide Web.
 - D. Browser.
23. The set of rules that enables different types of computers and networks on the internet to communicate with one another is the
- A. internet rules.
 - B. protocols.
 - C. network rules.
 - D. communication rules.
24. The fastest form of sending information is through the
- A. Ghana Post.
 - B. EMS.
 - C. E-mail.
 - D. DHL.
25. After work, your mother decided to bring a copy of the data home to work on. Which of the following storage devices would you advise her to use?
- I. RAM
 - II. Floppy disk
 - III. Pen drive
 - IV. Hard disk
- A. I and II only
 - B. II, III and IV only
 - C. II and III only
 - D. I, II, III and IV
26. The process of moving different portions of a document on the screen into view is called
- A. downward.
 - B. upward.
 - C. moving.
 - D. scrolling.
27. Which of the following is **not** a reason for using ICT in education?
- A. ICT tools increase learner motivation and engagement.
 - B. ICT tools facilitate the acquisition of basic skills in Maths, English, Science, etc
 - C. ICT tools enhance teaching through the use of presentation software.
 - D. ICT tools force students to learn at others' pace.

28. Which of the following computer keyboard keys are used for issuing commands?
- A. Alphanumeric
 - B. Numeric
 - C. Standard
 - D. Function
29. Which of the following mouse buttons when clicked, provides a menu which a user can choose from?
- A. Left button
 - B. Right button
 - C. Scroll ball
 - D. Scroll button
30. Making changes to an existing document is referred to as
- A. creating.
 - B. modifying.
 - C. adjusting.
 - D. editing.
31. A symbol on the screen that indicates where the next character typed will appear is
- A. text mark.
 - B. indicator.
 - C. pointing stick.
 - D. insertion point.
32. Which of the following steps can be used to change font type of a document?
- A. Format/Select/Font/Font Type
 - B. Font/Select/Format/Font Type/Ok
 - C. Select/Format/Font Type/Ok
 - D. Format/Font/Highlight/Ok/Font Type
33. The Standard Toolbar contains buttons that
- A. control page margins and tabs.
 - B. perform the most common tasks.
 - C. help users navigate through the document.
 - D. close and resize windows.
34. In using MS Word, one can decide to see exactly how the pages of the current document will appear when printed. Which of the following best describes this?
- A. Printer Print
 - B. Print Preview
 - C. Printer View
 - D. Print View
35. The basic information on the internet can be in the form of the following **except**

- A. text.
 - B. sound.
 - C. graphic.
 - D. game.
- 36.** If you want any information on the internet that contains the keywords “Kofi”, “Annan” and “Ghana”, which of the following would be the most appropriate search text to provide to the search engine?
- I. Search for Kofi Annan and Ghana on any website
 - II. I want any information on Kofi Annan and Ghana
 - III. Kofi Annan Ghana
- A. I only
 - B. II only
 - C. I and II only
 - D. III only
- 37.** A student wants to search for information on the internet to have solution to the ICT assignment from school. Which of the following do you recommend for him/her to use?
- A. E-mail Address
 - B. Search Engine
 - C. Compose
 - D. Inbox
- 38.** A set of cells in the horizontal direction in a spreadsheet application is called
- A. active cell.
 - B. column.
 - C. row.
 - D. sheet.
- 39.** In spreadsheets, you can create a relationship between two cells using
- A. numbers.
 - B. text.
 - C. formulae.
 - D. rows.
- 40.** The sign used to prompt a spreadsheet that a user is about to apply a formula/function to a cell is
- A. = or +
 - B. = or –
 - C. = or *
 - D. = or /

END OF PAPER

June 2017

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

ANSWERS

1. C. program
2. C. peripherals
3. B. secondary storage
4. C. running
5. B. multitasking
6. D. copying
7. C. information processing cycle
8. A. QWERTY
9. B. Spreadsheet
10. B. application software
11. B. read only memory
12. A. BIOS
13. B. Touch pad
14. D. operating system
15. A. command line
16. C. deleting
17. B. eye
18. C. elbows on the table
19. A. accuracy
20. B. copyright
21. A. .doc
22. C. World Wide Web
23. B. protocols
24. C. E-mail
25. C. II and III only
26. D. scrolling
27. D. ICT tools force students to learn at others' pace.
28. D. Function

- 29. B. Right button
- 30. B. modifying
- 31. D. insertion point
- 32. C. Select/Format/Font Type/Ok
- 33. B. perform the most common tasks
- 34. B. Print Preview
- 35. D. game
- 36. D. III only
- 37. B. Search Engine
- 38. C. row
- 39. C. formulae
- 40. A. = or +

June 2017

INFORMATION AND COMMUNICATION TECHNOLOGY 2

PAPER 2

ESSAY

[60 marks]

1 ¼ hours

Credit will be given for clarity of expression and orderly presentation of material

SECTION A

[24 marks]

Answer Question 1 [Compulsory]

1. (a) Study the worksheet below carefully and use it to answer (i) – (vi)

	A	B	C	D	E	F	G
1	BECE CLASS 3 RESULTS						
2	Serial No.	NAME		MATHS	ENGLISH	SCIENCE	TOTAL
3	1	Mensah	Kofi	63	67	45	175
4	2	Jonfia	Esi	34	78	64	176
5	3	Mends	Eddy	54	82	66	202
6	4	Skews	Okra	58	57	65	180
7	5	Coffie	Sans	50	50	54	154
8	6	Okrah	Emma	56	83	67	206
9	7	TOTAL		315	417	361	1093

- (i) Outline the steps by which the Serial No. (1, 2, ..., 7) were generated without typing them one by one.

.....

.....

.....

.....

.....

.....

[5 marks]

(ii) What is the cell address in which the name “MATHS” was entered?

.....
.....

[1 mark]

(iii) Write down the cell range in which “BECE CLASS 3 RESULTS” was typed.

.....
.....

[1 mark]

(iv) Write the spreadsheet formula that was used in computing the total value “202” in cell G5.

.....
.....

[2 marks]

(v) Write the spreadsheet function used in computing the total “417” in cell E9.

.....
.....

[2 marks]

(vi) How many cells are in the cell range C3:E6?

.....
.....


[1 mark]


(b) Outline the proper way of shutting down a computer after using it.


.....
.....
.....
.....
.....
.....
.....
.....
.....

[6 marks]

(c) Identify the following web browsers

(i)  [2 marks]

(ii)  [2 marks]

(iii)  [2 marks]

SECTION B

[36 marks]

*Answer **three** questions **only** from this section*

2. (a) State three uses of the shift key on the computer keyboard.

.....
.....
.....
.....
.....
.....
.....

[6 marks]

(b) Write down the acronyms below in full:

(i) HDD:
.....
.....

[2 marks]

(ii) VDU:

.....

.....

[2 marks]

(iii) BIOS:

.....

.....

[2 marks]

3. (a) State two functions:

(i) of an input device;

.....

.....

.....

.....

.....

.....

[4 marks]

(ii) performed by an output device;

.....

.....

.....

.....

.....

.....

[4 marks]

(b) Match the items in Group 1 to those in Group 2 with lines.

Group 1

Speedometer

Electric stove

Money Counting Machine

X-ray Machine

Group 2

Bank

School

Hospital

Vehicle

Home

[4 marks]

4. (a) State **three** ways through which computers may be damaged.

.....

.....

.....

.....

.....

.....

.....

[6 marks]

- (b) List **three** specific areas of learning where ICT tools can be integrated.

.....

.....

.....

.....

[3 marks]

- (c) List **three** devices that may be used for transmission of messages on the internet.

.....

.....

.....

.....

[3 marks]

5. (a) The Operating System makes it easy to store files in places that make a lot of sense.
Give the default folder or storage area for the following files:

- (i) Text files;

.....

.....

[1 mark]

- (ii) Image files;

.....

.....
[1 mark]
(iii) Music files;
.....
.....
[1 mark]

(b) Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:

(i) Undo;
.....
.....
[2 marks]

(ii) Find;
.....
.....
[2 marks]

(iii) Select All.
.....
.....
[2 marks]

(c) List **three** toolbars available in a word processing application.

.....
.....
.....
.....
.....
.....
[3 marks]

END OF ESSAY TEST

June 2017

INFORMATION AND COMMUNICATION TECHNOLOGY 2

SOLUTIONS

ESSAY

1. (a) Study the worksheet below carefully and use it to answer (i) – (vi)

	A	B	C	D	E	F	G
1	BECE CLASS 3 RESULTS						
2	Serial No.	NAME		MATHS	ENGLISH	SCIENCE	TOTAL
3	1	Mensah	Kofi	63	67	45	175
4	2	Jonfia	Esi	34	78	64	176
5	3	Mends	Eddy	54	82	66	202
6	4	Skews	Okra	58	57	65	180
7	5	Coffie	Sans	50	50	54	154
8	6	Okrah	Emma	56	83	67	206
9	7	TOTAL		315	417	361	1093

- (a) (i) Outline the steps by which the Serial No. (1, 2, ...,7) were generated without typing them one by one. [5 marks]

1. Enter 1 in cell A3
2. Enter 2 in cell A4
3. Select cells A3 and A4
4. Click at the bottom right corner of the selected range.
5. Pull to Cell A9 and release the mouse button.

ALTERNATIVE ANSWERS TO (a) (i)

Alternative A

1. Steps 1 to 4 (as original)
2. Step 5 – Drag to cell A9 and release the mouse button.

Alternative B

1. Steps 1 to 4 (as original)
2. Step 5 – Auto fill to cell A9

Alternative C

1. Enter 1 in cell A3
2. Click at the bottom right corner of the active cell
3. Hold down the Ctrl key
4. Drag to cell A9 and release the mouse button.

Alternative D

1. Type 1 in cell A3
2. Select A3 to A9
3. Click on EDIT
4. Point to “fill”
5. Click on “series”
6. Enter the step value (1)
7. Enter the stop value (7)
8. Click OK

Alternative E

1. Click on cell A3
2. Enter =row()
3. Press ENTER
4. Click at the bottom right corner of A3
5. Drag and release at A9

Alternative F

1. Enter 1 in cell A3
2. In cell A4, enter =A3+1
3. Select A4
4. Click at the bottom right corner of the selected range.
5. Pull to Cell A9 and release the mouse button

Alternative G

1. Enter 1 in cell A3
2. Autofill to cell A9
3. Click on Autofill option
4. Select fill series

(ii) What is the cell address in which the name “MATHS” was entered? [1 mark]

Cell address: D2

(iii) Write down the cell range in which “BECE CLASS 3 RESULTS” was typed. [1 mark]

Cell range: A1:G1

(iv) Write the spreadsheet formula that was used in computing the total value “202” in cell G5. [2 marks]

Formula: $=D5+E5+F5$

- (v) Write the spreadsheet function used in computing the total “417” in cell E9. [2 marks]

Function: $=SUM(E3:E8)$ OR $=SUM(E3..E8)$

- (vi) How many cells are in the cell range C3:E6? [1 mark]

Number of cells: 12 cells

- (b) Outline the proper way of shutting down a computer after using it. [6 marks]

- (i) Close all programs / applications.
- (ii) Click on start button (from the Desktop).
- (iii) Click on the “Turn Off Computer” button.
- (iv) Click on the “Shut Down” button.
- (v) Turn off the monitor
- (vi) Unplug the main power supply / source

- (c) Identify the following web browsers

(i)



[2 marks]

Internet Explorer / Explorer / Microsoft Edge

(ii)



[2 marks]

Mozilla Firefox / Firefox

(iii)



[2 marks]

Opera / Opera mini

SECTION B

[36 marks]

*Answer **three** questions **only** from this section*

2. (a) **State three uses of the shift key on the computer keyboard.** [6 marks]
(Using complete sentences, state any three of the following)

The shift key is used:

- (i) to type capital letters (upper case letters) when the caps lock is off.
- (ii) to type small letters (lower case letters) when the caps lock is on.
- (iii) in combination with the directional keys to select series of text.
- (iv) to select / type the upper characters on some keys on the keyboard.
- (v) to play some games, etc

- (b) **Write down the acronyms below in full:**

- (i) **HDD:** [2 marks]

Hard Disk Drive

- (ii) **VDU:** [2 marks]

Visual Display Unit OR Video Display Unit

- (iii) **BIOS:** [2 marks]

Basic Input / Output System OR Basic Input Output System

3. (a) **State two functions:**
(i) **of an input device;** [4 marks]

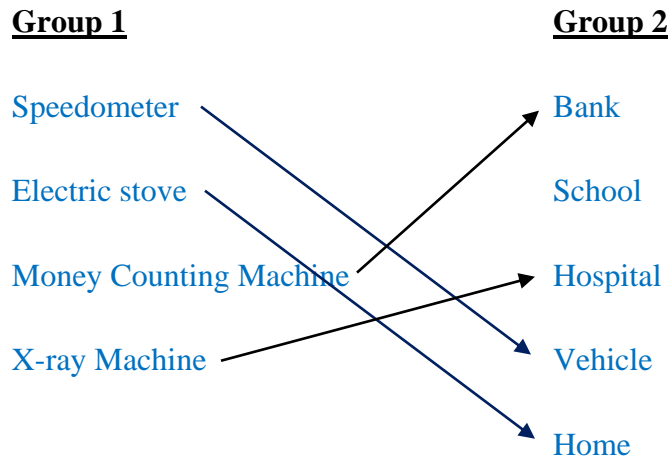
- 1. Presenting the computer with data / information
- 2. Giving the computer commands and instructions
- 3. Changes human language to the computer language.

- (ii) **performed by an output device;** [4 marks]

- 1. Provides processed / stored data to user.
- 2. Indicates what the computer needs from user
- 3. Changes the processed data from the computer language to the human language.

(b) Match the items in Group 1 to those in Group 2 with lines.

[4 marks]



4. (a) State three ways through which computers may be damaged.

[6 marks]

(State any three of the following)

- (i) Exposure to dusty environment
- (ii) Exposure to excessive heat
- (iii) Lack of proper maintenance
- (iv) Accessing a disk or network that has been infected with a virus.
- (v) Erratic power fluctuations.
- (vi) Attempting to correct a problem on your computer without having full knowledge of the actual problem / cause.
- (vii) Exposure to high humidity environment, etc.

(b) List three specific areas of learning where ICT tools can be integrated.

[3 marks]

(List any three of the following)

- (i) Mathematics
- (ii) Science
- (iii) English Language
- (iv) French
- (v) Research

- (vi) Governance
- (vii) Health
- (viii) Education
- (ix) etc

(c) **List three devices that may be used for transmission of messages on the internet. [3 marks]**

(List any three of the following)

- (i) Computer
- (ii) Modem
- (iii) Telephone line / Radio Network
- (iv) Router
- (v) Telephone
- (vi) etc

5. (a) **The Operating System makes it easy to store files in places that make a lot of sense. Give the default folder or storage area for the following files:**

(i) **Text files;** [1 mark]

Default folder: Documents / My Documents

(ii) **Image files;** [1 mark]

Default folder: Pictures / My Pictures

(iii) **Music files;** [1 mark]

Default folder: Music / My Music

(b) **Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:**

(i) **Undo;** [2 marks]

CTRL+Z / ctrl+Z / Control+Z

(ii) **Find;** [2 marks]

CTRL+F / ctrl+F / Control+F

(iii) Select All.

[2 marks]

CTRL+A / ctrl+A / Control+A

(c) List three toolbars available in a word processing application.

[3 marks]

(List any three of the following)

- (i) Standard toolbar
- (ii) Formatting toolbar
- (iii) Drawing toolbar
- (iv) Picture
- (v) WordArt
- (vi) Forms
- (vii) Frames
- (viii) Ribbon
- (ix) etc

June 2016

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

45 minutes

1. The brain of the computer is the
 - A. monitor
 - B. system software
 - C. read only memory
 - D. central processing unit
2. An example of output device is the
 - A. keyboard
 - B. mouse
 - C. printer
 - D. scanner
3. One byte is equal to
 - A. two bits
 - B. eight bits
 - C. sixteen bits
 - D. one thousand bits
4. To boot a computer means to
 - A. put it off
 - B. put it on
 - C. restart it
 - D. take it away
5. The horizontal bar that normally lies at the bottom of a computer desktop screen is called
 - A. taskbar
 - B. start button
 - C. horizontal ruler
 - D. quick launch toolbar
6. A folder within another folder is called
 - A. file
 - B. subfolder
 - C. inside folder
 - D. innermost folder

7. Processed material which is meaningful to the user in computing is called
- A. data
 - B. file
 - C. information
 - D. record
8. The copyright laws protect the works of an author for a period of his life time and
- A. 40 years after his death
 - B. 50 years after his death
 - C. 60 years after his death
 - D. 70 years after his death
9. An example of a function key on a computer keyboard is
- A. F1
 - B. Q
 - C. @
 - D. NmLk
10. Entry of data into a computer is termed
- A. input
 - B. output
 - C. process
 - D. distribution
11. The following are hardware components **except**
- A. keyboard
 - B. monitor
 - C. mouse
 - D. windows
12. The following devices can be found in the system unit **except**
- A. ports
 - B. memory
 - C. motherboard
 - D. scroll wheel
13. The method of reproducing copies of a document is termed
- A. copying
 - B. pasting
 - C. photocopying
 - D. printing
14. Storage media that are similar to compact discs but store more data are known as
- A. pen drives

- B. hard disks
 - C. floppy disks
 - D. digital versatile discs.
15. To boot a computer system, the user needs
- A. printer attached
 - B. operating system
 - C. virus checking program
 - D. word processing software
16. The number of command buttons on the control menu are
- A. 2.
 - B. 3.
 - C. 4.
 - D. 5.
17. The location where a file is stored is called
- A. folder
 - B. icon
 - C. page
 - D. website
18. Viewing television for long periods can damage an individual's
- A. eye
 - B. head
 - C. mouth
 - D. nose
19. Which of the following is an effect of loud ringing tone of mobile phone?
- A. Headache
 - B. Wrist pain
 - C. Bleeding nose
 - D. Damage to hearing
20. Which of the following **cannot** cause computer virus infection?
- A. Internet
 - B. Input devices
 - C. Computer network
 - D. Removable storage devices
21. The following are features of a word processing application window **except**
- A. desktop
 - B. font
 - C. print
 - D. zoom

22. Which of the following is **not** a component of a uniform resource locator (URL) ?
- A. Web protocol
 - B. Name of browser
 - C. Name of web server
 - D. Name of the file with the directory
23. The speed of modem is measured in
- A. baud
 - B. bit
 - C. byte
 - D. hertz
24. A special software that is used to access the internet is called
- A. address bar
 - B. search engine
 - C. web browser
 - D. windows xp.
25. One billion bytes is approximately one
- A. gigabyte
 - B. kilobyte
 - C. megabyte
 - D. terabyte
26. Changing the desktop wall paper of a computer is termed
- A. background change
 - B. editing the desktop
 - C. customizing the desktop
 - D. formatting the desktop
27. The use of ICT in learning and teaching is to make it
- A. interesting and boring
 - B. uninteresting but not boring
 - C. interesting but students do not learn at their pace
 - D. easy and interesting, students learn at their pace.
28. To create a space between characters, words and sentences, use the
- A. backspace key
 - B. enter key
 - C. shift key
 - D. spacebar key
29. Which computer keyboard key allows users to erase characters to the left of the cursor?
- A. Backspace key

- B. Delete key
- C. Insert key
- D. Tab key

30. The process that is used to recall a document previously saved is termed
- A. Copy
 - B. Enter
 - C. Open
 - D. Save as
31. Double-clicking on a program icon on a computer desktop
- A. cuts the program's window
 - B. copies the program's window
 - C. closes the program's window
 - D. opens the program's window
32. Which of the following steps will open, check and correct errors, and submit the file for safe keeping under a word processing application?
- A. File, Open, Edit and Save
 - B. Open, File, Edit and Save
 - C. Open, File, Close and Save
 - D. Start, Open, Edit and Save
33. The process of a user placing the cursor at one end of a text, holds down the left mouse button and drag to the other end of the text is referred to as
- A. copying
 - B. cutting
 - C. moving
 - D. selecting
34. Previewing a document before printing is necessary because it
- A. formats the document.
 - B. displays the name of the document.
 - C. displays copy and paste of documents.
 - D. displays how the document will look after printing.
35. Which of the following options is used to access a message from an Inbox in an electronic mailing?
- A. Mail
 - B. Send/ Receive
 - C. Import / Export
 - D. Create New Account
36. Which of the following should a user bypass before accessing an email?
- A. Gmail and password
 - B. Yahoo and username

- C. Password and username
- D. Computer name and password.

- 37.** Which of the following command buttons in the browser enables a user to fetch the latest copy of the webpage?
- A. Backward
 - B. Forward
 - C. Refresh
 - D. Stop
- 38.** A spreadsheet cell name is referenced by a
- A. letter
 - B. number
 - C. letter and number
 - D. number and letter.
- 39.** Mathematical calculations in a spreadsheet application are called
- A. labels
 - B. formulae
 - C. numbers
 - D. values
- 40.** In a spreadsheet application, which of the following can be identified by a letter?
- A. Cell
 - B. Column
 - C. Range
 - D. Row

June 2016

INFORMATION AND COMMUNICATION TECHNOLOGY 1
OBJECTIVE TEST

ANSWERS

1. D. central processing unit
2. C. printer
3. B. eight bits
4. B. put it on
5. A. taskbar
6. B. subfolder
7. C. information
8. D. 70 years after his death
9. A. F1
10. A. input
11. D. windows
12. D. scroll wheel
13. A. copying
14. D. digital versatile discs
15. B. operating system
16. D. 5
17. A. folder
18. A. eye
19. D. Damage to hearing
20. B. Input devices
21. A. desktop
22. B. Name of browser
23. D. hertz
24. C. web browser
25. A. gigabyte
26. A. background change
27. D. easy and interesting, students learn at their pace.

- 28. D. spacebar key
- 29. A. Backspace key
- 30. C. Open
- 31. D. opens the program's window
- 32. A. File, Open, Edit and Save
- 33. D. selecting
- 34. D. displays how the document will look after printing
- 35. A. Mail
- 36. C. Password and username
- 37. C. Refresh
- 38. C. letter and number
- 39. B. formulae
- 40. D. Row

June 2016

INFORMATION AND COMMUNICATION TECHNOLOGY 2

PAPER 2

ESSAY

[60 marks]

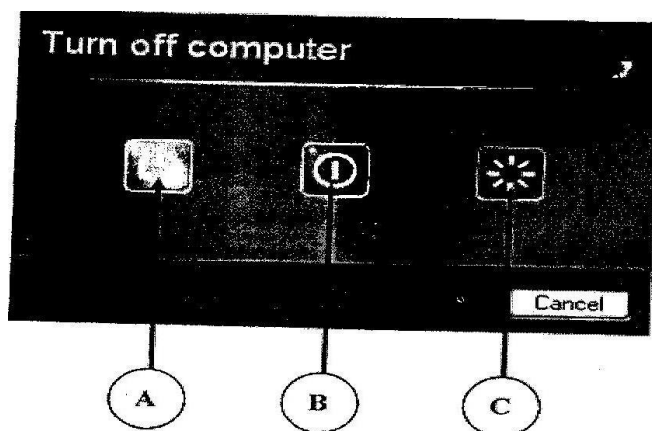
1 ¼ hours

SECTION A

[24 marks]

Answer Question 1 [Compulsory]

1. (a) Identify the diagram below:



[2 marks]

- (b) Identify the parts labelled A, B and C in 1(a)

A
B
C

[3 marks]

- (c) Provide the names and functions of each of the following mouse pointer shapes:

(i)



.....

.....

.....

.....

[3 marks]

(ii)



.....

.....

.....

.....

[3 marks]

(iii)



.....

.....

.....

.....

[3 marks]

(iv)



.....

.....

.....

.....

[3 marks]

(v)



.....

.....

.....

.....

[3 marks]

(d) Outline the steps used to rename a folder on the desktop of a computer

.....

.....

.....

.....

.....

.....

.....

[4 marks]

SECTION B

[36 marks]

*Answer **three** questions **only** from this section*

2. (a) Explain the term *word processing*

.....

.....

.....

.....

.....

[3 marks]

- (b) Give the default extension for the following file format:

Notepad [1 mark]

- (c) Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:

(i) Cut [2 marks]

(ii) Copy [2 marks]

(iii) Paste [2 marks]

(iv) Print [2 marks]

3. (a) List **two** examples of:

(i) input devices

.....
.....
[2 marks]

(ii) output devices

.....
.....
[2 marks]

(iii) storage media

.....
.....
[2 marks]

(iv) devices which serve both input and output purposes

.....
.....
[2 marks]

- (b) Outline **two** differences between storage media and storage devices

.....
.....
.....
.....
.....
.....
.....

.....

.....

.....

[4 marks]

4. (a) Explain the following terms:

(i) Internet

.....

.....

.....

.....

.....

.....

[3 marks]

(ii) Search engine

.....

.....

.....

.....

.....

.....

[3 marks]

(b) What does the following Top Level Domains (TLDs) represent in a website address?

(i) .com

.....

.....

(ii) .edu

.....

.....

(iii) .gov

.....

.....

(iv) .net

.....

.....

(v) .mil

.....
.....

(vi) .org

.....
.....

[6 marks]

5. (a) What is *copyright*?

.....
.....
.....
.....
.....
.....

[3 marks]

(b) State **two** reasons for copyright protection

.....
.....
.....
.....
.....
.....

[4 marks]

(c) Give **three** ICT devices that can produce output on paper

.....
.....
.....
.....
.....

[3 marks]

(d) State **one** difference between softcopy output and hardcopy output.

.....
.....
.....
.....
.....

[2 marks]

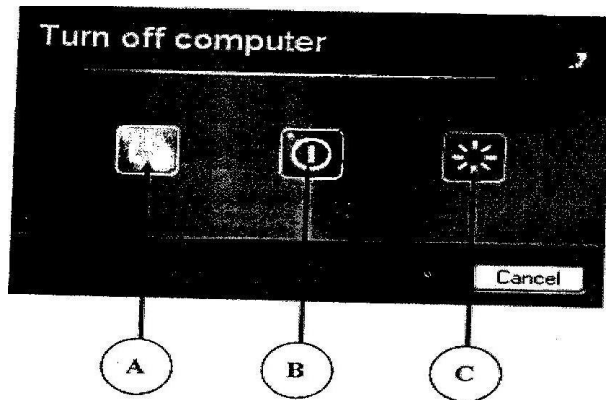
June 2016

INFORMATION AND COMMUNICATION TECHNOLOGY 2

SOLUTIONS

ESSAY

1. (a) Identify the diagram below:



Shut down dialogue box

[2 marks]

- (b) Identify the parts labelled A, B and C in 1(a)

A Stand by

B Turn off

C Restart

[3 marks]

- (c) Provide the names and functions of each of the following mouse pointer shapes:

- (i)



Normal Select Pointer

Used to select most objects

[3 marks]

(ii)



Used to indicate a pending menu action OR

To select graphical objects or an entire line from the extreme left hand side

[3 marks]

(iii)



Busy / Processing

Used to wait for a window to become responsive

[3 marks]

(iv)



Text select pointer / I beam pointer

Used to indicate a location between characters

[3 marks]

(v)



Link Select Pointer

Used to select text and graphic links / hyperlinks

[3 marks]

(d) **Outline the steps used to rename a folder on the desktop of a computer**

- (i) Right click on folder's icon
- (ii) Select Rename (by clicking on it or using the arrow keys and pressing 'Enter')
- (iii) Type the new name of the folder
- (iv) Press 'ENTER' or click on any free space on the desktop

METHOD 2

- (i) Select the folder (by clicking on its icon)
- (ii) Click on the old name to select it

- (iii) Type the new name of the folder
- (iv) Press 'ENTER' or click on any free space on the desktop

METHOD 3

- (i) Right click on the folder's icon
- (ii) Select Properties (by clicking on it or using the arrow keys and pressing 'Enter')
- (iii) Select the GENERAL tab by clicking on it.
- (iv) Type the new name of the folder in the 'name' bar
- (v) Press 'ENTER' or click on the 'OK' button

[4 marks]

SECTION B

[36 marks]

*Answer **three** questions **only** from this section*

2. (a) **Explain the term *word processing***

It is the production, storage and manipulation of text on a computer using word processor software, such as Microsoft Word.

Examples of Word processing processes include composing, editing, formatting and printing text.

[3 marks]

- (b) **Give the default extension for the following file format:**

Notepad - **.txt**

[1 mark]

- (c) **Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:**

(i) Cut **CTRL + X**

[2 marks]

(ii) Copy **CTRL + C**

[2 marks]

(iii) Paste **CTRL + V**

[2 marks]

(iv) Print **CTRL + P**

[2 marks]

3. (a) List **two** examples of:

- (i) **input devices**

Keyboard, mouse, touch pad, tracker ball, microphone, scanner, joystick, digital camera, bar code reader, optical pen

[2 marks]

(ii) output devices

Screen / Monitor, speaker, printer, plotter, projector

[2 marks]

(iii) storage media

Magnetic storage media such as hard disk, floppy disk and magnetic tape

Optical Storage media such as CD-ROM, DVD-ROM, CD-R, DVD-RAM, CD-RW and DVD-RW

Solid state storage media such as solid state hard disc, memory stick and flash memory

[2 marks]

(iv) devices which serve both input and output purposes

Touch screen, Modem, Digital Camera, disk drives, facsimile (fax)

[2 marks]

(b) Outline two differences between storage media and storage devices

Storage media are the materials that actually hold the data / information, whereas

Storage devices are the devices that save and / or read data from the storage media (ie, the device is what uses the media)

The storage media are usually placed on/in storage devices.

[4 marks]

4. (a) Explain the following terms:

(i) Internet

- The internet is a global network of computers using standardized communication protocols.
- The internet provides a variety of services including information, education, communication, business, entertainment, etc.
- Each computer on the internet has at least one Internet Protocol (IP) address that uniquely identifies it from all other computers on the internet.
- To access the internet, one needs special software known as internet browser.

[3 marks]

(ii) Search engine

- A search engine is a specialized program for locating information on the internet.
- The program searches databases / documents on internet websites and provides a list of websites/pages found containing the given keywords or similar words.
- Examples of search engines are Google, Yahoo, Bing, etc.

[3 marks]

(b) What do the following Top Level Domains (TLDs) represent in a website address?

- (i) .com Commercial
- (ii) .edu Educational
- (iii) .gov Government
- (iv) .net Network
- (v) .mil Military
- (vi) .org Organization

[6 marks]

5. (a) What is *copyright*?

The legal right to control the production and selling of a book, play, film, or software
OR

It is the legal right that prevents people from copying intellectual property without the permission of the original owner.

[3 marks]

(b) State two reasons for copyright protection

- to promote the progress of science, technology and the arts
- to encourage the creation of new and improved intellectual works
- to prevent the unlawful / unauthorized use and/or duplication of creative works
- to protect the interests of the authors/creators of intellectual property

[4 marks]

(c) Give three ICT devices that can produce output on paper

- Printer,
- plotter
- facsimile (fax)
- photocopier

[3 marks]

(d) State one difference between softcopy output and hardcopy output.

SOFTCOPY OUTPUT	HARDCOPY OUTPUT
It is digital / electronic in form	It is physical / tangible in form
It is produced on an electronic screen	It is produced on paper / other physical support
Can be transferred / sent electronically	Can be transferred / transported physically

[2 marks]

June 2015

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

45 minutes

1. Which of the following computer keyboard keys is used to type upper case letters when the caps lock light is off?
 - A. Control key
 - B. Enter key
 - C. Insert key
 - D. Shift key
2. Which of the following devices are used to feed a computer system with data?
 - A. Keyboard and monitor
 - B. Keyboard and mouse
 - C. Mouse and monitor
 - D. Mouse and printer
3. A computer accepts data input, processes the data and produces
 - A. byte
 - B. data
 - C. output
 - D. storage
4. The component of the computer that houses the motherboard and the power supply unit is called
 - A. central processing unit
 - B. monitor
 - C. printer
 - D. system unit
5. Which component of the computer resembles the typewriter?
 - A. Keyboard
 - B. Monitor
 - C. Mouse
 - D. Webcam
6. The optical storage media among the following is
 - A. compact disc
 - B. floppy disk
 - C. hard disk
 - D. magnetic disk
7. Which of the following media stores data temporarily?

- A. Floppy disk
 - B. Hard disk
 - C. Random Access Memory
 - D. Read Only Memory
8. Which of the following devices must be turned on first when booting the computer?
- A. Central Processing Unit
 - B. Monitor
 - C. Printer
 - D. System Unit
9. The part of the central processing unit responsible for performing all logical operations is
- A. ALU
 - B. CU
 - C. RAM
 - D. ROM
10. When files and folders are deleted from the computer, they go into the
- A. Briefcase
 - B. Desktop
 - C. Delete bin
 - D. Recycle bin
11. Which of the following gives the user a log of all opened programs?
- A. Start button
 - B. Start menu
 - C. Taskbar
 - D. Title bar
12. Which of the following would happen when a user double clicks on a folder?
- A. A sub-folder would be created
 - B. The folder would be closed
 - C. The folder would be deleted
 - D. The folder would be opened
13. Dragging a folder from one drive to a window on the same drive is equivalent to a
- A. copy operation
 - B. cut operation
 - C. delete operation
 - D. move operation
14. The process whereby the computer manipulates data to produce information is known as
- A. capturing
 - B. processing
 - C. recording

- D. retrieving
- 15.** The stages of information processing cycle under ICT are
- A. input, output, process and distribution
 - B. input, process, output and distribution
 - C. input, process, distribution and output
 - D. input, distribution, output and process.
- 16.** Which of the following is a problem to computer users as a result of radiation from the monitor?
- A. Body pains
 - B. Dizziness
 - C. Eye irritation
 - D. Loss of grip strength
- 17.** Which of the following is a reason for copyrighting ICT tools or technologies?
- A. To avoid distribution of viruses
 - B. To encourage people to make illegal copies
 - C. To protect the intellectual works of the inventors
 - D. To ensure poorer people do not have access to ICT tools
- 18.** Which of the following is a bad practice in the usage of ICT tools?
- A. Making or receiving phone calls whilst driving
 - B. Not receiving phone calls when charging it
 - C. Use of air conditioning to improve dry atmosphere
 - D. Use of footstools to adjust leg positioning when working on computers
- 19.** To search for information on various topics, which of the following packages is used?
- A. Database
 - B. Encarta
 - C. Presentation
 - D. Spreadsheet
- 20.** If a user places the mouse cursor at one end of a text, holds down the left button and drags to the other end of the text, the effect will be
- A. copying the text
 - B. cutting the text
 - C. moving the text
 - D. selecting the text
- 21.** To underline selected text(s) under a word processing environment, use the shortcut keys
- A. Ctrl+U
 - B. Shift+U
 - C. Alt+U
 - D. Insert+U

22. A collection of separate windows applications sold as a group is called
- A. command
 - B. communication
 - C. integrated
 - D. suite
23. Adding 3-D effect to an object is done through the
- A. Auto Formatting dialogue box
 - B. Drawing Toolbar
 - C. Formatting Toolbar
 - D. Graphic Styles menu
24. Which of the following options is required to save a document with a different name?
- A. File, New
 - B. File, Close
 - C. File, Save
 - D. File, Save As
25. The process of automatically moving an entire word to start the next line in a word processing program is called
- A. text wrap
 - B. text movement
 - C. word wrap
 - D. word movement
26. In the symbol H_2O , the 2 appears as a
- A. number
 - B. positive integer
 - C. subscript
 - D. superscript
27. The shift key on a computer keyboard is used to
- A. erase characters
 - B. toggle cases of letters
 - C. insert a space into a word document
 - D. type a word rather than a character
28. Which of the following document views will enable a user to view a document as it will appear on a printed page?
- A. Normal view
 - B. Outline view
 - C. Print layout view
 - D. Web layout view
29. The print preview button is located on which of the following toolbars?

- A. Drawing toolbar
- B. Formatting toolbar
- C. Header/Footer toolbar
- D. Standard toolbar

30. Which of the following is an icon on the drawing toolbar?

- A. Arrows
- B. Change Case
- C. Drop Cap
- D. Text Direction

31. Transferring data from a local computer to a remote computer is referred to as

- A. downlinking
- B. downloading
- C. uplinking
- D. uploading

32. In computing, an element which links from one document to another or within the same document is called

- A. hyperlink
- B. pointer
- C. web browser
- D. web page

33. Information printed on paper is referred to as

- A. carbon copy
- B. hard copy
- C. print copy
- D. soft copy

34. The button that opens a dialogue box for users to create an email message is

- A. Back
- B. Compose
- C. Create
- D. Refresh

35. Computer virus is capable of

- A. enhancing the contents of a file
- B. maintaining the computer system
- C. making the work of the computer easy
- D. slowing down the computer system performance

36. In an email environment, the acronym BCC refers to

- A. Blank Carbon Copy
- B. Bulk Carbon Copy

- C. Blind Carbon Copy
 - D. Backup Carbon Copy
- 37.** A computer program that enables users to surf the internet is called
- A. internet surfer
 - B. web browser
 - C. web navigation
 - D. web surfer
- 38.** Specialized programs that assist a user to locate information on the internet is called
- A. electronic mail
 - B. search engine
 - C. web browser
 - D. web portal
- 39.** The sign which represents an insertion of a formula in a spreadsheet program is
- A. = or +
 - B. = or –
 - C. = or *
 - D. = or /
- 40.** Which of the following terms in a spreadsheet is identified by a letter and a number?
- A. Column
 - B. Cell
 - C. Range
 - D. Row

June 2015

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

SOLUTIONS

1. D. Shift key
2. B. Keyboard and mouse
3. C. output
4. D. system unit
5. A. Keyboard
6. A. compact disc
7. C. Random Access Memory
8. D. System Unit
9. A. ALU
10. D. Recycle bin
11. C. Taskbar
12. D. The folder would be opened
13. D. move operation
14. B. processing
15. B. input, process, output and distribution
16. C. Eye irritation
17. C. To protect the intellectual works of the inventors
18. A. Making or receiving phone calls whilst driving
19. B. Encarta
20. D. selecting the text
21. A. Ctrl+U
22. D. suite
23. B. Drawing Toolbar
24. D. File, Save As
25. C. word wrap
26. C. subscript
27. B. toggle cases of letters

- 28. C. Print layout view
- 29. D. Standard toolbar
- 30. A. Arrows
- 31. D. uploading
- 32. A. hyperlink
- 33. B. hard copy
- 34. B. Compose
- 35. D. slowing down the computer system performance
- 36. C. Blind Carbon Copy
- 37. B. web browser
- 38. B. search engine
- 39. B. = or –
- 40. B. Cell

June 2015

INFORMATION AND COMMUNICATION TECHNOLOGY 2

PAPER 2

ESSAY

[60 marks]

1 ¼ hours

SECTION A

[24 marks]

Answer Question 1 [Compulsory]

- 1.** (a) In the space provided below, draw a well labelled computer mouse



(b) Outline the steps involved in performing the following tasks:

(i) opening a document

.....

.....

.....

.....

.....

[6 marks]

(ii) saving a new created document;

.....

.....

.....

.....

.....

.....

.....

.....

[6 marks]

(iii) changing the desktop of a personal computer

.....

.....

.....

.....

.....

.....

.....

.....

[6 marks]

SECTION B

[36 marks]

Answer **three questions only** from this section

2. Identify the following ICT tools

(a)



[2 marks]

(b)



[2 marks]

(c)



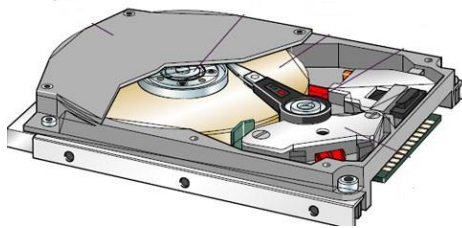
[2 marks]

(d)



[2 marks]

(e)



[2 marks]

(f)



[2 marks]

3. State **two** differences between

(a) random access memory and read only memory

.....

.....

.....

.....

.....

.....

[4 marks]

(b) hard disk and pen drive;

.....

.....

.....

.....

.....

.....

[4 marks]

(c) file and folder

.....

.....

.....

.....

.....

.....

[4 marks]

4. (a) Explain the term *clicking* as used in the computing environment

.....

.....

.....

.....

.....

[3 marks]

(b) In a typical application window, list **two** command buttons that are found on the control menu

.....

.....

.....

.....

[2 marks]

(c) What is a screen tip?

.....

.....

.....

.....

[3 marks]

(d) Describe a computer mouse pad

.....

.....

.....

.....

.....

[4 marks]

5. State the **use** of the following email terminologies

(a) Carbon copy

.....

.....

.....

.....

[3 marks]

(b) Blind Carbon Copy;

.....

.....

.....

.....

[3 marks]

(c) To;

.....

.....

.....

.....

[3 marks]

(d) Subject;

.....

.....

.....

.....

[3 marks]

END OF ESSAY PAPER

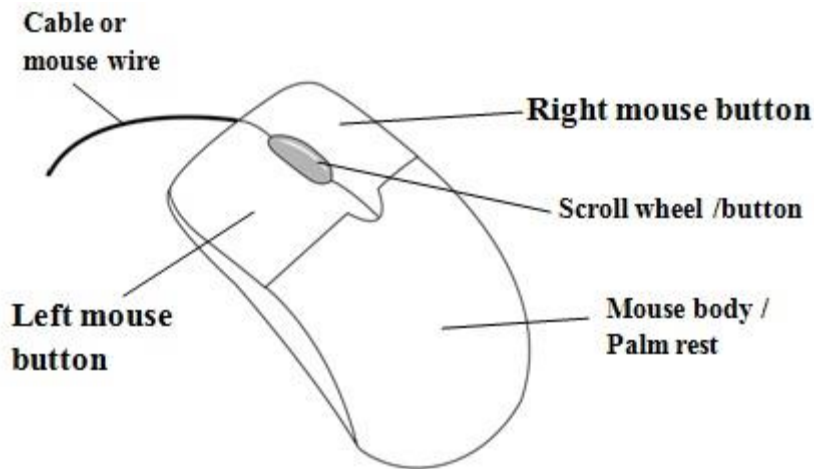
June 2015

INFORMATION AND COMMUNICATION TECHNOLOGY 2

ESSAY SOLUTIONS

SECTION A

1. (a) **Drawing of a well labelled computer mouse**



- (b) **Outline of the steps involved in performing the following tasks:**
(i) **Opening a document**

Approach 1 (Opening from desktop / explorer)

- I. Click on start
- II. Click on documents
- III. Navigate to the folder which contains the document you want to open
- IV. Double click on the icon of the document you want to open **or**
- V. Right-click on the icon of the document
- VI. Click open

Approach 2 (Opening from an application program)

- I. Click on file menu
- II. Click on open.
- III. Navigate to the folder which contains the document you want to open

IV. Double-Click on the icon of the document you want to open **OR**

- Click on the icon of the document and click the open button **OR**
- right-click on the icon of the document and click open

(ii) Saving a newly created document

I. Click on file menu.

II. Click on save as

III. Navigate to the folder in which you want to save your document

IV. Type a name for your document in the file name box

V. Click save or press the enter key

(iii) Changing the desktop background (wallpaper) of a personal computer

(α) UNDER WINDOWS XP

Approach 1 (Through Control Panel)

I. Click on the start button

II. Click on Control Panel

III. Click on Appearance and Themes

IV. Click on Display

V. Click the Desktop tab

VI. Click your preferred background

VII. Click OK

Approach 2 (Through the Desktop)

I. Right-click an empty area on your desktop

II. Click on properties

III. Click the Desktop tab

IV. Click your preferred background

V. Click the OK button

Approach 2 (Directly through an image)

I. Navigate to the image you wish to use as Desktop background

II. Right-click on the desired image

III. Click on open with

IV. Click windows picture and fax viewer

V. Right-click on the image

VI. Click on Set as Desktop background

(β) UNDER WINDOWS VISTA

Approach 1 (Through Control Panel)

I. Click on the Start button

II. Click on Control Panel

III. Click on Appearance and Personalization

IV. Click on Personalization

- V. Click on Desktop Background
- VI. Click on the background you want to use
- VII. Click on your preferred background display option (picture position)
- VIII. Click on the OK button

Approach 2 (Through the Desktop)

- I. Right-click on the desktop which opens the context menu
- II. Click Personalize
- III. Click Desktop Background
- IV. Click on the background you wish to use
- V. Click on your preferred background display option (picture position)
- VI. Click on the OK button

Approach 3 (Directly from an image)

- I. Navigate to the image you wish to use as Desktop background
- II. Right-click on the desired image
- III. Click on Set as Desktop background

UNDER WINDOWS 7 OR 8 OR 8.1

Approach 1 (Through Control Panel)

- I. Click on the Start button
- II. Click on Control Panel
- III. Click on Appearance and Personalization
- IV. Click on Change Desktop Background
- V. Click on the background you want to use
- VI. Click on your preferred background display option (picture position)
- VII. Click on the Save Changes button

Approach 2 (Through the Desktop)

- I. Right-click on the desktop
- II. Click Personalize
- III. Click Desktop Background
- IV. Click on the background you wish to use
- V. Click on your preferred background display option (picture position)
- VI. Click on the Save Changes button

Approach 3 (Directly from an image)

- I. Navigate to the image you wish to use as Desktop background
- II. Right-click on the desired image
- III. Click on Set as Desktop background

SECTION B

2. Identification of the following ICT tools

(a)



Computer keyboard

(b)



Monitor

(c)



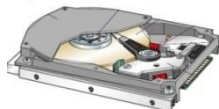
Joystick

(d)



Printer

(e)



Hard disk

(f)



Stabilizer / Uninterruptible Power Supply (UPS)

3. Two differences between

(a) random access memory and read only memory

Random Access Memory (RAM)	Read Only Memory (ROM)
Used by programs to hold temporary data	Primarily used to store programs and files
Requires power to retain data (volatile)	Does not require power to retain data (non-volatile)
Has a higher speed (faster)	Has a much lower speed (slower)
Data is not permanently written	Data is permanently written

(b) hard disk and pen drive;

HARD DISK	PEN DRIVE
Has a larger storage capacity	Has a smaller storage capacity
It is larger and heavier (less portable)	It is much smaller and lighter (more portable)
Requires a power source for memory storage	Does not require a power source for memory storage
Has parts that move (spins / rotates)	Does not have parts that move
Stores memory with a spinning platter and a rotating head	Stores memory by flashing into the “cells” of the memory chip

(c) file and folder

FILE	FOLDER
A file stores data	A folder stores files and other folders
Takes up significant storage space	On its own, takes up virtually no storage space at all
A collection of data or information that can be organized	Also known as directory, is used to organize files

4. (a) Explanation of the term *clicking* as used in the computing environment

The act of rapidly pressing and releasing a *button* on a computer *mouse* to *issue a given command* to or *input data into a computer*

There are three types of clicking, namely,

- single clicking (or just clicking) : rapidly pressing and releasing the left mouse *button*
- double-clicking : pressing and releasing the left mouse button twice in rapid succession
- right-clicking: rapidly pressing and releasing the right mouse button

(b) **Two command buttons that are found on the control menu in a typical application window**

- Close
- minimize
- restore down
- maximize

(c) **A screen tip?**

It is a small informational text box / pop-up that appears when a mouse pointer is moved over an icon / button / link. It provides further information on the item or control being pointed to.

(d) **A computer mouse pad description**

A special surface, usually made of rubber, plastic or fabric for placing and moving a computer mouse. The mouse pad enhances speed, precision and comfort for the user. It also reduces collection of dust or dirt under the mouse.

5. The use of the following email terminologies

(a) **Carbon copy**

To input the email address(es) of secondary recipients of an email message, such that the copy will also be visible to other recipient(s).

(b) **Blind Carbon Copy;**

To input the email address(es) of secondary recipients of an email message, such that the copy will **not** be visible to the main recipient(s)

(c) **To;**

To input the email address(es) of the main recipient(s) of an email message

(d) **Subject;**

To input the main theme / title / heading of an email message

END OF ESSAY PAPER

June 2014

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

45 minutes

1. The part of the computer which displays information to the user in soft copy format is the
 - A. Monitor
 - B. Printer
 - C. Processor
 - D. Scanner

2. The sharpness of an image on a monitor screen is determined by the number of
 - A. Inches
 - B. Pits
 - C. Pixels
 - D. Units

3. Which of the following can be used as an input device and at the same time as an output device?
 - A. Microphone
 - B. Modem
 - C. Printer
 - D. Speaker

4. The device that uses the magnetic method to store data is
 - A. compact disk
 - B. digital versatile disk
 - C. hard disk
 - D. optical disk

5. Which of the following devices has the **largest** storage capacity?
 - A. Compact disk
 - B. Digital versatile disk
 - C. Flash memory
 - D. Hard disk

6. By default, the drive letter assigned to the hard disk drive is
 - A. A:
 - B. B:
 - C. C:
 - D. D:

7. Which of the following devices **must** be turned on **first** when booting a computer?
- A. Monitor
 - B. Printer
 - C. Scanner
 - D. System Unit
8. The program that is loaded into the main memory when a computer is booted is
- A. Utility program
 - B. Operating system
 - C. Communication software
 - D. Word processing software
9. To copy a file means to
- A. Cut the file
 - B. Delete the file
 - C. Remove the file
 - D. Make a duplicate of the file
10. A group of files are stored in a
- A. Folder
 - B. Graphic
 - C. Text
 - D. Word
11. The area of the taskbar that displays small icons of some programs such as the system clock is
- A. Programs area
 - B. Scroll bar
 - C. Start menu
 - D. System tray
12. Which of the following is a problem to computer users as a result of radiation from the monitor?
- A. Cardiovascular
 - B. Dizziness
 - C. Eye irritation
 - D. Loss of grip strength
13. Dragging a folder from one drive to a window on another drive is equivalent to a
- A. Cut operation
 - B. Copy operation
 - C. Delete operation
 - D. Move operation
14. Which of the following safety precaution(s) is/are advisable to practice?
- I. Do not answer or receive calls when charging mobile phones

- II. Do not overload sockets
- III. Plugging *ICT* tools in damaged sockets can be allowed sometimes.

- A. I and II only
- B. I and III only
- C. II and III only
- D. I, II and III

15. A computer program that can copy itself and infect the computer without the permission or knowledge of the user is
- A. Virus
 - B. Anti-virus
 - C. Window
 - D. Word processor
16. The software that assists students in learning and can also be used to take online examinations is
- A. Classroom software
 - B. Education software
 - C. Entertaining software
 - D. Graphic software
17. ICT tools can be used in all the following areas **except**
- A. Sharing ideas
 - B. Starting cabinetry
 - C. Accessing information
 - D. Retrieving information
18. The act of clicking on an object and dragging it to a different location is referred to as
- A. Drop-and-drag
 - B. Drag-and-drop
 - C. Drop-and-move
 - D. Drag-and-paste
19. When pursuing typing lessons, computer users are expected to use
- A. 5 fingers
 - B. 6 fingers
 - C. 8 fingers
 - D. 10 fingers
20. Which of the following keys is **not** a function key on the computer keyboard?
- A. F1
 - B. F2
 - C. F9
 - D. F13

21. The computer keyboard combination that would move the cursor insertion point to the beginning of the current document is
- A. Ctrl + B
 - B. Ctrl + H
 - C. Ctrl + Home
 - D. Ctrl + PgUp
22. Which of the following commands is used to resave an edited file with the same file name?
- A. Copy
 - B. Save
 - C. Save As
 - D. Send
23. Computerized text editing is also referred to as
- A. Database application
 - B. Desktop application
 - C. Spreadsheet application
 - D. Word processing application
24. In order to apply bold formatting to a section of existing text, the user must first
- A. Save the document
 - B. Click the start button
 - C. Click on the formatting button
 - D. Select the section to be formatted
25. Text that is justified is
- A. Adjusted to meet one margin
 - B. Adjusted to meet both margins
 - C. Grammatically correct
 - D. Only visible in print preview
26. Which of the following keys are used to underline a text in word processing?
- A. Ctrl + B
 - B. Ctrl + H
 - C. Ctrl + I
 - D. Ctrl + U
27. When a text automatically moves to the next line at the end of a margin in a word processing program, it is referred to as
- A. Text wrap
 - B. Word wrap
 - C. Hard return
 - D. Text movement
28. The default orientation for a word processing document is

- A. A4
- B. Landscape
- C. Letter
- D. Portrait

29. To print a document after previewing, use the
- A. Edit command button
 - B. Open command button
 - C. Print command button
 - D. Save command button
30. On an email interface, which of the following areas is mandatory to complete and send a message?
- A. Sender body
 - B. Sender name
 - C. Message header / subject
 - D. Message recipient email address
31. Which of the following domain name extensions is used by educational institutions?
- A. .com
 - B. .edu
 - C. .net
 - D. .org
32. Which of the following is a web browser?
- A. Firewall
 - B. Opera
 - C. Windows
 - D. Yahoo
33. Which feature in a browser enables users to fetch the latest copy of a web page?
- A. Backward
 - B. Forward
 - C. Refresh
 - D. Stop
34. Transmitting data from a local computer to a remote computer is referred to as
- A. Downlinking
 - B. Downloading
 - C. Uplinking
 - D. Uploading
35. The *http://* in a website address refers to
- A. Domain name
 - B. Directory name
 - C. File name

D. Protocol

- 36.** The command button that opens a dialog box for users to create an email message is
- A. Back button
 - B. Compose button
 - C. Create button
 - D. Refresh button
- 37.** A spreadsheet cell name is referenced by a
- A. Letter
 - B. Number
 - C. Letter and a number
 - D. Number and a letter
- 38.** Mathematical calculations in a spreadsheet are called
- A. Formulas
 - B. Labels
 - C. Numbers
 - D. Values
- 39.** Which of the following does a user need to bypass before accessing an email?
- A. Username and computer name
 - B. Username and email name
 - C. Username and password
 - D. Username and yahoo
- 40.** To apply a formula or function in a spreadsheet program, the symbol used is
- A. = or *
 - B. = or +
 - C. = or /
 - D. = or –

June 2014

INFORMATION AND COMMUNICATION TECHNOLOGY 1

SOLUTIONS

OBJECTIVE TEST

1. A. monitor
2. C. pixels
3. B. Modem
4. C. hard disk
5. D. hard disk
6. C. C
7. D. system unit
8. B. operating system
9. D. make a duplicate of the file
10. A. folder
11. D. system tray
12. C. eye irritation
13. B. copy operation
14. A. I and II only
15. A. virus
16. B. education software
17. B. starting cabinetry
18. B. drag-and-drop
19. D. 10 finger
20. D. F13
21. C. Ctrl + Home
22. B. Save
23. D. word processing application
24. D. select the section to be formatted
25. B. adjusted to meet both margins
26. D. Ctrl + U
27. B. word wrap

- 28. D. portrait
- 29. C. print command button
- 30. D. Message recipient email address
- 31. B. .edu
- 32. B. Opera
- 33. C. Refresh
- 34. D. uploading
- 35. D. protocol
- 36. B. compose button
- 37. C. letter and a number
- 38. A. formulas
- 39. C. Username and password
- 40. D. = or –

June 2014

INFORMATION AND COMMUNICATION TECHNOLOGY 2

PAPER 2

ESSAY

[60 marks]

1 ¼ hours

SECTION A

[24 marks]

Answer Question 1 [Compulsory]

1. (a)

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The active cell is I2. The formula bar is empty. A bracket labeled 'C' groups rows 2 to 9. A bracket labeled 'B' groups columns A to E. A bracket labeled 'A' points to the active cell I2.

	A	B	C	D	E
1					
2	Month	Sales	Expenses	Profits	
3	January	320	115	205	
4	February	195	100	95	
5	March	230	125	105	
6					
7	Totals	745	340	405	
8					
9	April Projection	275	120	155	
10					
11					

Use the diagram above to answer questions (i) to (iv)

(i) Name the application program used for the above figure [2 marks]

.....

(ii) Write the formula/ function used to calculate the profit for cell D7 [2 marks]

.....

.....

(iii) Write the formula/function used to calculate the total expenses for cell C7.[2 marks]

.....

.....





(iv) Name the parts labelled **A, B** and **C** [3 marks]

A

B

C

(b) Complete the table below

<i>Windows button</i>	<i>Name of Windows button</i>	<i>Function of Windows button</i>
		
		
		
		

[12 marks]

(c) In a word processing application, what is the command button *print preview* used for?

[3 marks]

.....

.....

.....

SECTION B

[36 marks]

Answer **three** questions **only** from this section

2. (a) State the data types for the following characters as used in a spreadsheet application:

(i) 13.65 [2 marks]

(ii) 24.04' [2 marks]

(iii) =SUM(A5:G5)[2 marks]

(iv) =A4 + C8 – G25[2 marks]

(v) +233244971100[2 marks]

(b) Formatting a disk refers to
.....
.....
.....

[2 marks]

3. List

(a) **two** toggle keys on a standard computer keyboard [2 marks]

.....
.....

(b) **three** features of a web browser [3 marks]

.....
.....
.....

(c) **two** components of the central processing unit. [2 marks]

.....
.....

(d) **two** operating system software [2 marks]

.....

.....

(e) **three** health hazards associated with prolonged use of computers and ICT tools [3 marks]

.....

.....

.....

4. (a) Give **two** examples of a typing software. [2 marks]

.....

.....

(b) Certain books are published both in hard copies and soft copies (*e-books*). Give **two** reasons for using

(i) hard copies formats; [4 marks]

.....

.....

.....

.....

(ii) soft copies formats [4 marks]

.....

.....

.....

.....

(c) Arrange the storage devices, *compact disc*, *hard disk* and *pen drive* in **descending** order of

(i) access speed; [1 mark]

.....

.....

(ii) storage capacity. [1 mark]

.....

.....

5. State the purpose of the following commands on an email application such as yahoo or gmail:

(a) My account; [3 marks]

.....

.....

.....

.....

(b) Compose; [3 marks]

.....

.....

.....

.....

(c) Attach; [3 marks]

.....

.....

.....

.....

(d) Sign up; [3 marks]

.....

.....

.....

END OF ESSAY

June 2014

INFORMATION AND COMMUNICATION TECHNOLOGY 2

SOLUTIONS

ESSAY

1. (a) (i) The application program used for the above figure

Microsoft Excel

- (ii) The formula / function used to calculate the profit for cell D7

=B7-C7 or =D3+D4+D5 or =SUM(D3:D5)

- (iii) The formula / function used to calculate the total expenses for cell C7

=C3+C4+C5 or =SUM(C3:C5)





- (iv) Names of the parts

A - Name box

B - Formula bar

C - worksheet/ worksheet window

- (b)

Windows button	Name of Windows button	Function of Windows button
	Close	<ul style="list-style-type: none">Ends an application ORShuts down an open/ active file or program ORDeactivates and stores an open/ active file or program
	Minimize	<ul style="list-style-type: none">Drops window onto the taskbar ORReduces the size of the window to the taskbar
	Maximize	<ul style="list-style-type: none">Enlarges a window to occupy the entire screen ORIncreases the size of a window to occupy the entire screen
	Restore down	<ul style="list-style-type: none">Returns the size of a window to a previous custom size.

(c) **What *print preview* is used for**

It shows exactly what a printed copy of the document will look like.

OR

It shows exactly what will be printed if the print command is given.

2 (a) **Data types for the following as used in a spreadsheet application**

- | | | |
|-------|---------------|----------|
| (i) | 13.65 | Value |
| (ii) | 24.04' | Label |
| (iii) | =Sum(A5:G5) | Function |
| (iv) | =A4+C8-G25 | Formula |
| (v) | +233244971100 | Value |

(b) **Formatting a disk refers to**

Organizing a disk / storage device in such a way that data can be stored on it

Formatting a disk would delete all data which was previously stored on it.

3. (a) **Toggle keys on a standard computer keyboard**

CAPS LOCK, NUM LOCK, SCROLL LOCK

(b) **Features of a web browser**

- Navigation buttons (forward and back buttons)
- Address bar
- Search bar
- Stop button
- Refresh/ Reload button
- Print button

(c) **Components of the central processing unit**

- The Arithmetic and Logic Unit (ALU), which performs all calculations.
- The Control Unit (CU), which controls the flow of data around the computer.
- *Modern central processing units may also have a **Memory** component, which is used to store data

(d) **Operating system software (examples of)**

- Linux,
- Windows (95/ 98/ ME/ 2000/ XP/ Vista/ 7/ 8)
- Macintosh System (Mac OS)

- Micro-soft Disk Operating System (MS-DOS)
- OS/2 Warp,
- Unix,
- Android
- etc

(e) Health hazards associated with prolonged use of computers and ICT tools

- Eye problems [radiation from computer monitor, television, other such devices]
- Back ache, [Sitting behind a computer or other ICT tool for long periods]
- Neck ache [Sitting behind a computer or other ICT tool for long periods]
- Wrist pain [Using a keyboard or a mouse for long periods]
- Ear problems / Hearing impairment [High sound volume from speakers / headset/ headphones]
- *Cancer [radiation from mobile phones / devices]

4 (a) Examples of typing software

- Mavis Beacon Teaches Typing
- Life typing tutor
- Touch typist typing tutor
- Mac typing software
- TypingMaster pro
- Rapid Typing
- Letter Chase Typing Tutor
- TypeSmart typing tutor

(b) Reasons for books in

(i) hard copies formats

- Can be used without an electronic device
- Actual notes can be written and highlights made on its pages for easy reference.
- Can be accessed and used without electricity
- Can be used in areas where there is no electricity
- Information can be shared without using an electronic device
- Could be more portable than some computers

(ii) soft copies formats

- Searching for a particular information is easier and faster – using the search feature
- Sharing information across long distances is faster and easier - using the internet or intranet or removable storage media such as pendrives, compact discs, etc
- Saves space - Several e-books can be loaded onto a computer or other portable device
- Cheaper - due to its electronic format it costs less than equivalent books in hard copy formats

- Versatile – It is possible to change the font size, convert to audio, etc to suit the preference of the user.
- Can be read even in the dark without light
- Maintains its state, no matter how old – does not get old or dirty or torn, etc

(c) **Arranging Compact disc, hard disk and pen drive in descending order of**

(i) **access speed**

Hard disk, pendrive, compact disc

(ii) **storage capacity**

Hard disk, pendrive, compact disc

5. **Purpose of the following commands on email applications such as yahoo or gmail**

(a) **My account**

To keep a private record of all mails/ messages sent, received and drafted

(b) **compose**

To create a new message/ document / mail to be sent

(c) **Attach**

To add/ fix an already existing document on a storage media to a current message to be sent

(d) **sign up**

To register for the first time on an email application OR

To create a new email account

WHATSAPP 0201054428 FOR BECE/WASSCE ASSISTANCE