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## June 2019

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

## OBJECTIVE TEST

***Answer all the questions***

1. An electronic and programmable device that processes data into useful information is called
2. computer
3. peripheral
4. processor
5. technology
6. Which of the following media uses laser technology to write and read data?
7. Floppy disk
8. Hard disk
9. Optical disc
10. Pen drive
11. Turning off the computer is also known as
12. booting
13. installation
14. programming
15. shutting down
16. The following are items located on the default taskbar except
17. date
18. clock
19. recycle bin
20. start menu button
21. Files are best kept in
22. icons
23. folders
24. programs
25. applications
26. The end results of the information processing cycle that cannot be touched is referred to as
27. hard copy
28. hardware
29. soft copy
30. software
31. A malicious software specially designed to cause computer system to be slow and malfunction is
32. an application
33. a bacteria
34. a germ
35. a virus
36. The arrow keys on the computer keyboard are also referred to as
37. cursor keys
38. function keys
39. shift keys
40. special purpose keys
41. The name given to each cell according to its column label and row number is called
42. active cell
43. cell formula
44. cell reference
45. highlighted cell
46. Which of the following applications is an example of a Word processor?
47. Excel
48. Lotus 1-2-3
49. Notepad
50. Print artist
51. The only software that runs without a user’s instruction on a computer is the
52. application software
53. operating software
54. scanner program
55. storage program
56. The liquid Crystal Display Monitor of a computer is also known as the
57. cathode ray tube
58. display screen
59. flat panel display
60. television display
61. A pen-like device that is used to enter data by applying pressure on a screen is the
62. joystick
63. mouse
64. pointer
65. stylus
66. One gigabyte of data approximates to
67. 10 megabytes of data
68. 100 megabytes of data
69. 1000 megabytes of data
70. 10,000 megabytes of data
71. Which of the following devices will turn off first when shutting down the computer?
72. Monitor
73. Stabilizer
74. System unit
75. Uninterruptible Power Supply
76. The title bar of an opened application always displays the name of the application and the name of the
77. computer
78. document
79. software
80. system
81. To remove unwanted shortcuts from the desktop, which of the following options will be appropriate?
82. Click on the shortcut icon once and press the delete key on the keyboard
83. Drag the shortcut icon into the Recycle Bin
84. Right-click on the shortcut icon and select delete from the pop-up menu.
85. I and II only
86. I and III only
87. II and III only
88. I, II and III
89. The safety measure to prevent back ache when using the computer for a very long time is to
90. answer or receive calls when charging mobile phone
91. avoid plugging ICT tools on damaged sockets
92. position the body correctly
93. use plastic chair always
94. The best measure that computer users should practise to reduce the chances of wrist and finger pains due to long term usage of the computer is to
95. adjust the lightening of the computer screen
96. close the eyes and rest them for one minute
97. spread fingers apart
98. use adjustable chair always
99. Illegal copying of operating system, application software, music and videos is referred to as copyright
100. law
101. issues
102. protection
103. infringement
104. To resave an edited document, use
105. Ctrl + C
106. Ctrl + S
107. Ctrl + V
108. Ctrl + X
109. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
110. browser
111. hyperlink
112. internet
113. world wide web
114. The device used to transform digital signals to analogue signals and vice versa on a network is a
115. hub
116. modem
117. telephone
118. digital box
119. Google is an example of a
120. browser
121. search engine
122. spam mail
123. website
124. Mrs Famiyeh wants to copy information onto a compact disc, clean the content and later copy the information again. Which of the following media would you advise her to use?
125. CD
126. CD-R
127. CD-RW
128. CD-ROM
129. To execute more than one program at the same time, the system software being used should be capable of
130. compatibility
131. multitasking
132. multiprocessing
133. portability
134. Which of the following statements **best** describes a computer operator? A person who
135. carries a computer from one location to the other to work
136. obtains a degree in computer science and its related fields of study
137. operates the device that inputs and outputs data from the computer
138. writes computer programs for a specific purpose
139. A document which shows its entire text in upper case means that the user has activated the
140. alt key
141. caps lock key
142. num lock key
143. shift + F3
144. Pressing and releasing the left mouse button twice in quick succession is termed
145. dragging
146. double-clicking
147. left-clicking
148. right-clicking
149. Which of the following keys is used to create a new line in Word processing?
150. Ctrl key
151. Enter key
152. Esc key
153. Shift key
154. The feature in Word processors that automatically moves the cursor to the beginning of the next line when the current typing line ends is called
155. auto text
156. auto correct
157. line flow
158. word wrap
159. A red wavy line under a word in a Word processing document refers to word
160. not in the computer dictionary
161. not recognized by the computer
162. too long for the computer
163. too short for the computer
164. The shortcut to some commands on the menu bar of a Word processing application program can be found on the
165. scroll bar
166. status bar
167. standard toolbar
168. title bar
169. Which of the following document views would show the document as it would look when it is printed?
170. Normal view
171. Outline view
172. Print layout view
173. Web layout view
174. The buttons for reload/ refresh, back, stop and forward can be found on the following applications except
175. Search engine
176. Web browser
177. Website
178. WhatsApp
179. The software that enable users access web pages on the internet is called
180. browser
181. website
182. access engine
183. search engine
184. In computing, the exchange of information is referred to as
185. communication
186. conversation
187. education
188. entertainment
189. Which of the following functions is used to find the mean number in a set of numbers in Spreadsheet?
190. Average
191. Maximum
192. Minimum
193. Summation
194. The content of a selected cell is shown in the
195. formula bar
196. name box
197. status bar
198. title bar
199. An application that helps the user to change any number in a cell and immediately see the result of that change in another cell is a
200. Database
201. Presentation
202. Spreadsheet
203. Word processor

**June 2019**

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

## OBJECTIVE TEST

ANSWERS

1. A. computer
2. C. Optical disc
3. D. shutting down
4. C. recycle bin
5. B. folders
6. C. soft copy
7. D. a virus
8. A. cursor keys
9. C. cell reference
10. C. Notepad
11. B. operating software
12. C. flat panel display
13. D. stylus
14. C. 1000 megabytes of data
15. C. System unit
16. B. document
17. D. I, II and III
18. C. position the body correctly
19. C. spread fingers apart
20. D. infringement
21. B. Ctrl + S
22. D. world wide web
23. B. modem
24. B. search engine
25. C. CD-RW
26. B. multitasking
27. C. operates the device that inputs and outputs data from the computer
28. B. caps lock key
29. B. double-clicking
30. B. Enter key
31. D. word wrap
32. A. not in the computer dictionary
33. C. standard toolbar
34. C. Print layout view
35. D. WhatsApp
36. A. browser
37. A. communication
38. A. Average
39. A. formula bar
40. A. Database

## June 2019

## INFORMATION AND COMMUNICATION TECHNOLOGY 2

**PAPER 2**

**ESSAY (1 ¼ hours)**

**[60 marks]**

**SECTION A**

**[24 marks]**

***Answer question 1***

**[Compulsory]**

1. Study the text below carefully and use it to answer questions 1(a) to (g).

**A**

**DISEASES: HOW TO CONTROL THE RISK**

Everyday our body wages war against **enemies** that are silent and unseen but **potentially deadly.** Foreign invaders, such as **bacteria, viruses,** and **parasites, threaten your health.** You are not likely to be aware of those battles because your **immune system** repels or destroys most of the invaders before the onset of the **symptoms.**

**B**

**C**

**D**

For thousands of years, people knew virtually nothing about the dangers of *microscopic or other small harmful organisms.* However, when the 19th century scientists confirmed the link between *germ* and *diseases,* we became better equipped to defend ourselves.

***Medical researchers have since eliminated or greatly reduced the threat of some infectious diseases, including smallpox and polio. Recently, however, others, such as yellow fever and dengue, have made a comeback.***

1. Write down the application software that was used to create above text.

………………………………………………………………………………………………………

………………………………………………………………………………………………………

[2 marks]

1. List **two** examples of the application software mentioned in (a) above.

………………………………………………………………………………………………………

………………………………………………………………………………………………………

[2 marks]

(c) Give the name of the text area labelled **A**

……...………………………………………………………………………………………………

[2 marks]

(d) Write down the name of the font styles applied to the following words in the text:

(i) potentially deadly;

………………………………………………………………………………………………

(ii) harmful organisms

………………………………………………………………………………………………

(iii) Medical researchers

………………………………………………………………………………………………

[6 marks]

(e) Write down the type of alignment applied to the paragraphs labelled **B**, **C** and **D** in the text:

**B**:…………………………………………………………………………………………………

**C**: …………………………………………………………………………………………………

**D**: …………………………………………………………………………………………………

(f) List the steps used in underlining the words in the text area labelled **A**, which was typed with the caps lock key on.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

(g) Write down the name given to the process of applying the various styles and paragraphs to the text.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

**SECTION B**

**[36 marks]**

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

1. (a) Using the table below, indicate where the following components can be seen on the computer

system unit.

*CD/DVD slot, CPU, Floppy disk slot, Memory, Motherboard, Power button, Power supply port, PS/2 port, VGA port.*

|  |  |  |
| --- | --- | --- |
| **BACK VIEW** | **FRONT VIEW** | **INSIDE VIEW** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[9 marks]

(b) What is *copyright*?

…………………………………………………………………………………………………..

…………………………………………………………………………………………………

…………………………………………………………………………………………………..

…………………………………………………………………………………………………

[3 marks]

1. Explain the following computer terms:
2. Hardware

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

[3 marks]

1. Network

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

[3 marks]

1. Software

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

[3 marks]

1. Virus

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

…………………………………………………………………………………………………..…

……………………………………………………………………………………………………..

[3 marks]

1. (a) State the function of **each** of the following devices:
2. Floppy disk

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[2 marks]

1. Keyboard

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[2 marks]

1. Uninterruptible power supply

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[2 marks]

(b) Explain **each** of the following terms:

(i) Clicking;

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[3 marks]

(ii) Dragging

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[3 marks]

1. State **three** uses of computers **each** of the following areas:
2. Education;

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[6 marks]

1. Everyday life

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[6 marks]

***END OF ESSAY TEST***

**June 2019**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ESSAY**

**SECTION A**

**ANSWERS**

1. **Write down the application software that was used to create above text.**
2. Word Processing Software OR

Word Processing OR

Word Processor OR

Word.

1. **Examples of the application software used include:**
2. Microsoft Word/

Microsoft Office

Word/

MS Word/

MS Office Word

1. Wordpad
2. Notepad
3. JWPee
4. Kingsoft Writer
5. AbiWord
6. WordPerfect
7. Calligra Words
8. Apache OpenOffice Writer
9. KWord
10. WordStar
11. Groff
12. Bean
13. LyX
14. Pages
15. Ted
16. LibreOfficeWritter
17. WordGraph
18. IBM Lotus Word Pro
19. AbleWord
20. KWord
21. RoughDraft
22. Jarte
23. WriteMonkey
24. Nisus Writer
25. FocusWriter
26. GNU TeXmacs
27. Judoom
28. Atlantis Word processor
29. AEdit
30. etc.
31. **Give the name of the text area labelled A**

Heading OR

Caption OR

Title OR

Topic

1. **Write down the name of the font styles applied to the following words in the text:**
2. **potentially deadly** – Bold
3. **harmful organisms** - Italic
4. **Medical research** – Bold Italic / bold and italic
5. **Write down the type of alignment applied to the paragraphs labelled B, C and D in the text:**

The type of alignment applied to the paragraphs are:

**B:** Justify/

Justified

**A:** Align Text Left OR

Left Align OR

Align Text to the left

**D:** Align Text Right OR

Right Align OR

Align Text to the Right

1. **List the steps used in underlining the words in the text area labelled A, which was typed with the caps lock key on**.

**I**

* Select the text
* Press the keyboard key combination Ctrl + U

**II**

* Select the text
* On the Home Tab, click on the underline icon/ button/ option/ command

**III**

* Highlight the text
* Use Keyboard key combination Ctrl + U

1. **Write down the name given to the process of applying the various styles and paragraphs to the text.**

Formatting OR Text Formatting

**SECTION B**

**[36 marks]**

1. **Using the table below, indicate where the following components can be seen on the computer system unit.**

***CD/DVD slot, CPU, Floppy disk slot, Memory, Motherboard, Power button, Power supply port, PS/2 port, VGA port.***



|  |  |  |
| --- | --- | --- |
| **BACK VIEW** | **FRONT VIEW** | **INSIDE VIEW** |
| VGA Port | CD/ DVD slot | CPU |
| Power Supply Port | Floppy Disc slot | Memory |
| PS/ 2 Port | Power button | Motherboard |

1. **What is copyright?**

Copyright is an exclusive legal right that prohibits the copying of another person’s intellectual property without permission.

1. Explain the following computer terms:
2. **Hardware:** It is the physical components that make up the computer system.
3. **Network:** The interconnection of computers and other devices for the purpose of handling and sharing information/ resources.
4. **Software:** It is a program/ set of instructions that tells the computer what to do.
5. **Virus:** It is softwarecapable of replicating itself and usually causes harm to files or programs on the same computer or another computer over a network.

**OR**

A malicious software specifically designed to cause a computer system to be slow and malfunction.

1. **State the function of each of the following devices:**

(i) **Floppy disk:** It is used for data storage, backup and for transfer of small amount of data.

(ii) **Keyboard:** It is used to enter/ input/ send data/ information into a computer/ computer system.

(iii) **Uninterruptible Power Supply:** It provides power to the computer system when the input power source or mains power fails.

**OR**

It stabilizes the power supply to the computer system during power fluctuation.

1. **Explain each of the following terms:**

(i) **Clicking:** Pressing and releasing the left mouse button usually with the index finger once without moving the mouse.

(ii) **Dragging:** Pressing and holding down the left mouse button usually with the index finger and moving the mouse.

1. **State three uses of computers each of the following areas:**
2. **Uses of computers in education include:**

It is used to enhance teaching and learning

It is used to search for information online

It is used to help accomplish assignments

It is used to bring lessons to reality

It is used to keep student’s records in the school, etc.

1. **Uses of computers in everyday life include:**

It is used for playing games

It is used for entertainment

It is used for buying and selling online

It is used for controlling car alarms

It is used for banking, etc.

# June 2018

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

**OBJECTIVE TEST**

**45 minutes**

1. How many characters make up a byte?
   1. 1
   2. 2
   3. 3
   4. 4
2. Which of the following devices sends commands into the computer?
   1. Keyboard
   2. Pen drive
   3. Printer
   4. System unit
3. Which of the following storage media normally stores the operating system?
   1. Flash disk
   2. Hard disk
   3. Magnetic tape
   4. Zip disk
4. Using a computer application is known as
   1. installing
   2. launching
   3. operating
   4. running
5. The system tray is also called
   1. clock
   2. notification area
   3. quick launch
   4. taskbar
6. The default storage location for files and folders is
   1. My Briefcase
   2. My Computer
   3. My Document
   4. My Network Places
7. Which of the following statements are true about files?
   1. A file can be renamed whilst it is open.
   2. A file cannot be deleted whilst it is open.
   3. A file deleted from a computer may be found in a recycle bin or trash bin.
   4. I & II only
   5. I & III only
   6. II & III only
   7. I & II & III
8. Which of the following devices is used to process information?
   1. Computer
   2. Speedometer
   3. Thermometer
   4. Weighing scale
9. Which of the following items is not a source of computer virus?
   1. CD-R
   2. CD-ROM
   3. Internet
   4. Pen drive
10. How many arrow keys are found on the computer keyboard?
    1. 2
    2. 3
    3. 4
    4. 5
11. In a spreadsheet application, which of the following displays the contents of the active cell?
    1. Formula bar
    2. Menu bar
    3. Name box
    4. Standard toolbar
12. The following are components in the system unit **except**
    1. CPU
    2. RAM
    3. ROM
    4. VDU
13. Microsoft Word, Encarta kids, Mavis Beacon Teaches Typing are examples of
    1. application software
    2. operating system
    3. open source package
    4. system software
14. The following are input devices **except**
    1. keyboard
    2. monitor
    3. mouse
    4. scanner

1. From which of the following storage media will deleted items be sent to the recycle bin?
   1. Flash disk
   2. Floppy disk
   3. Hard disk
   4. Zip disk
2. The name given to the background area of a computer when turned on is
   1. desktop
   2. folder
   3. icon
   4. window
3. Which of the following is used as a shortcut means to open files, folders and programs?
   1. Desktop
   2. Icon
   3. Screen
   4. Start menu
4. A folder inside another folder is called
   1. attached folder
   2. main folder
   3. parent folder
   4. subfolder
5. Which of the following is the effect of loud ringing tone?
   1. Headache
   2. Hearing impairment
   3. Neck pain
   4. Wrist pain
6. The computer program designed to prevent viruses from damaging the computer and its files is called
   1. anti-virus
   2. virus
   3. virus infection
   4. virus protector
7. The default orientation for Word document is
   1. A4
   2. landscape
   3. letter
   4. portrait
8. In a web browser, where is the website address typed?
   1. Address bar
   2. Home page
   3. Menu bar
   4. Status bar
9. Radio satellite setup has **two** parts namely receiver and
   1. broadcaster
   2. recorder
   3. transformer
   4. transmitter
10. A system of interconnected computers, telephones, or other communication devices that can communicate with one another and share applications and data is referred to as
    1. extranet
    2. internet
    3. intranet
    4. network

1. The capacity of the 3 ½ inches floppy disk is
   1. 80 KB
   2. 1.2 MB
   3. 1.4 MB
   4. 2.88 MB

1. The background image that appears on a computer desktop is known as
   1. background theme
   2. background panel
   3. screen saver
   4. wallpaper

1. Which of the following programs would support the study of Mathematics?
   1. CorelDraw
   2. Encarta
   3. MS Excel
   4. MS-Word
2. To create a space between characters, words and sentences, use the
   1. backspace key
   2. enter key
   3. shift key
   4. space bar key
3. Which part of the computer mouse button is used to select an object on-screen?
   1. Left button
   2. Right button
   3. Scroll ball
   4. Scroll button

1. Making changes and corrections of grammatical errors to an existing document is referred to as
   1. correction
   2. deleting
   3. editing
   4. formatting
2. Which of the following keyboard keys can be used to delete characters in a Word Processing program?
   1. Backspace
   2. Shift
   3. Space bar
   4. Tab

1. Which of the following keyboard key should be pressed to start a new paragraph in a Word Processing document?
   1. Control + Enter key
   2. Down cursor key
   3. Enter key
   4. Shift + Enter key
2. Which of the following bars displays the heading of an open window?
   1. Menu bar
   2. Status bar
   3. Standard toolbar
   4. Title bar
3. The print preview button is located on which of the following toolbars?
   1. Drawing
   2. Formatting
   3. Header and Footer
   4. Standard
4. Which of the following is compulsory when composing and sending an e-mail?
   1. Message Body
   2. Message Header/Subject
   3. Recipient’s E-mail Address
   4. Sender’s Name
5. Specialized program that assists a user to locate information on the web and on the internet is called
   1. agents
   2. search engine
   3. web
   4. web portal

1. Which of the following is a complete website address?
   1. hhpp://www.waecgh.org
   2. htpp://www.waecgh.org
   3. hhtp://www.waecgh.org
   4. http://www.waecgh.org
2. In a spreadsheet application, which of the following symbols represents multiplication?
   1. x
   2. \*
   3. ÷
   4. #
3. Which of the following is used for multiplication operation in spreadsheet functions?
   1. ADD
   2. AVERAGE
   3. MULTIPLICATION
   4. PRODUCT

1. Which of the following is used to find the minimum number among a set of numbers in spreadsheet functions?
   1. MAX
   2. MIN
   3. MAXIMUM
   4. MINIMUM

***END OF PAPER***

# June 2018

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

**OBJECTIVE TEST**

**ANSWERS**

1. A 1
2. A Keyboard
3. B Hard disk
4. D running
5. B notification area
6. C My Documents
7. C II & III only
8. A Computer
9. B CD-ROM
10. C 4
11. A Formula Bar
12. D VDU
13. A application software
14. B monitor
15. C Hard disk
16. A desktop
17. B icon
18. D subfolder
19. B Hearing impairment
20. A anti-virus
21. D portrait
22. A address bar
23. D transmitter
24. D network
25. C 1.44 MB
26. D wallpaper
27. C MS-Excel
28. D space bar key
29. A Left button
30. C editing
31. A Backspace
32. C Enter key
33. D Title bar
34. D Standard
35. C Recipient’s E-mail Address
36. B search engine
37. D http://www.waecgh.org
38. B \*
39. D PRODUCT
40. B MIN

# June 2018

## INFORMATION AND COMMUNICATION TECHNOLOGY 2

**PAPER 2**

**ESSAY 1 ¼ hours**

**[60 marks]**

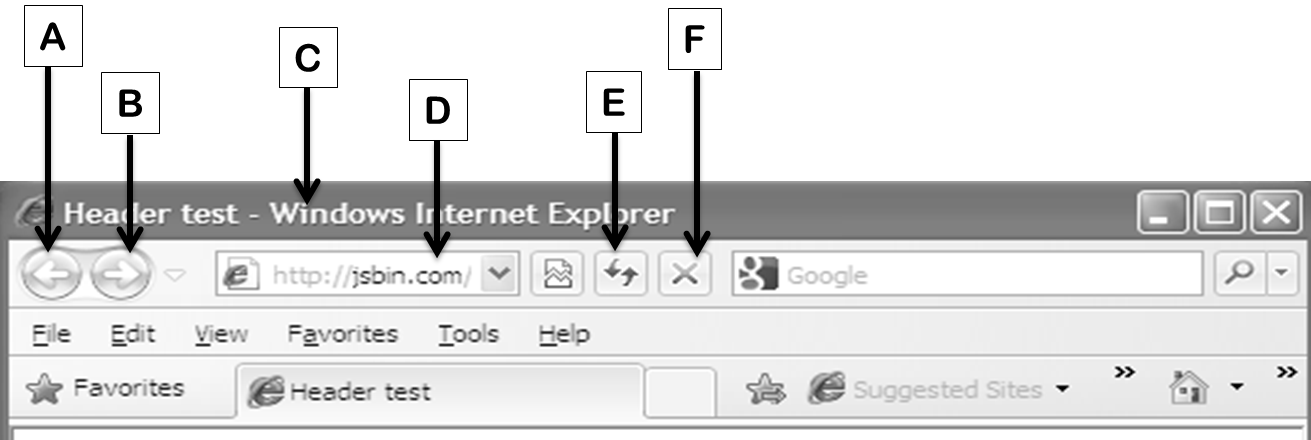
*Credit will be given for clarity of expression and orderly presentation of material*

**SECTION A**

[24 marks]

Answer Question 1 **[Compulsory]**

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



1. What is the name of the image shown above?

…………………………………………………………………………………………………

[2 marks]

1. Name the parts of the image represented by **A, B, C, D, E** and **F** in 1 (a):
2. ………………………………………………………………………………………….
3. ………………………………………………………………………………………….
4. ………………………………………………………………………………………….
5. ………………………………………………………………………………………….
6. ………………………………………………………………………………………….
7. ………………………………………………………………………………………….

[6 marks]

1. State the function of the parts labeled **A** and **D** in 1 (a) above.
2. **A**:……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
3. **D**:……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

[4 marks]

1. List **four** uses of the internet.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

[4 marks]

1. Write the name of the following computer keyboard key characters.
2. **&** …………………………………………………………………………………..
3. **^** …………………………………………………………………………………
4. **{}** ………………………………………………………………………………….
5. **/** …………………………………………………………………………………

[8 marks]

**SECTION B**

**[36 marks]**

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

1. (a) Give the functions of the following keyboard keys:
2. Backspace…………………………………………………………………………………………………………………………………………………………………………………………

[2 marks]

1. Space bar ……………………………………………………………………………………………

……………………………………………………………………………………………… [2 marks]

(b) i. Outline **three** differences between *selecting* and *highlighting* text in a Word Processing

application.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

[6 marks]

ii. Name **two** word processors.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

[2 marks]

1. (a) State the two types of storage media.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

[2marks]

(b) i. Give three important features of storage media.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

[6 marks]

ii. State two ways to protect storage media.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

[4 marks]

1. (a) What is:
2. application software: …………………………………………………………………………........................

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. system software: …………………………………………………………………………........................

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. a folder: ………………………………………………………………………….................

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… [9 marks]

(b) Give **three** examples of an operating system.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

[3 marks]

1. (a) List three toolbars or bars in a spreadsheet application.

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

[3 marks]

(b) Define the following terms as used in a spreadsheet application.

1. Cell:…………………………………………………………………………..................

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. active cell: …………………………………………………………………………......

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Name box: …………………………………………………………………………......

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… [9 marks]

***END OF ESSAY TEST***

**June 2018**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ANSWERS**

**ESSAY**

1. **(a) i. What is the file name for the image shown above?**

Internet Explorer Window/

Internet Browser Window/

Web Browser Window.

[2 marks]

**ii. Name the areas represented by A, B, C, D, E and F in 1 (a):**

**A** – Back button

**B** – Forward button

**C** – Title bar

**D** – Address bar/Location bar/ URL bar

**E** – Refresh button / Reload button

**F** – Stop button

[6 marks]

1. **State the function of the parts labeled A and D in 1 (a) above.**
2. **A - Back Button:**

It allows a user to visit/go back/navigate to the previously attended or viewed webpage.

1. **D - Address bar:**

It allows a user to input the address of a website. It displays the website address of the current webpage.

[4 marks]

1. **List four uses of the internet**

* It is used in search of information.
* It is used for communicating with one another.
* It is used for teaching and learning.
* It is used for online shopping.
* It is used for watching movies.
* It is used for playing games.
* It is used for customer support services.
* It is used for social networking.

[4 marks]

1. **Write the name of the following computer keyboard key characters.**
2. & - Ampersand / And
3. ^ - Caret / Exponentiation / Circum Flex / Exponential / Exponent
4. {} – Curly brackets / brackets / Braces
5. / - Forward slash / Division/ Division sign

[8 marks]

**SECTION B**

**[36 marks]**

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

1. **(a) Give the functions of the following keyboard keys:**
2. **Backspace** – It is used to delete/erase characters to the left of the cursor / insertion point.

[2 marks]

1. **Space bar** – It is used to create / inserts a space / gap between words or characters.[2 marks]

**(b) i. Outline three differences between *selecting* and *highlighting* text in a Word Processing**

**application.**

|  |  |
| --- | --- |
| SELECTING | HIGHLIGHTING |
| * Meant for formatting purpose. | * Laying emphasis on a point. |
| * Background vanishes after formatting. | * Background stays after highlighting. |
| * Temporary action. | * Permanent/long lasting action. |
| * Not dependent on colour. | * Dependent on colour. |
| * Involves one step to accomplish. | * Involves multiple steps to accomplish. |

[6 marks]

**ii. Name two word processors.**

* Microsoft Word
* Writer
* WordPerfect
* WordPad
* Notepad
* WordStar
* Pages
* AbiWord
* LibreOffice Writer
* IBM Lotus Word Pro
* KWord
* Jarte
* Nisus Writer
* GNU TeXmacs
* Atlantis Word processor
* Kingsoft Writer
* Apache OpenOffice Writer
* Bean
* Calligra Words
* Groff
* JWPce
* WordGraph
* AbleWord
* RoughDraft
* WriteMonkey
* FocusWriter
* Judoom

[2 marks]

1. **(a) State the two types of storage media.**
2. Magnetic media
3. Optical media

[2 marks]

**(b) i. Give three important features of storage media.**

* Some of them have tracks.
* They have sectors.
* They have data area.
* They have silver coated surfaces.
* They are non-volatile or store data permanently.
* Capacity is reckoned in terms of bytes.
* It has addressable unit.
* It is accessed sequentially or randomly.
* Made of plastic material.
* Data are recorded on sectors within tracks.
* Each track is subdivided into sectors

[6 marks]

**ii. State two ways to protect storage media.**

* Keep storage media in a protective jacket.
* Keep storage media away from magnetic field.
* Write-protect storage media.
* Keep storage media away from moisture.
* Keep storage media away from dirt.
* Keep storage media in a protective case.
* Keep storage media from hot environment.

[4 marks]

1. (**a) i. Application software**:

It is the software/ application/program/ set of instructions used to perform a specific task by the user.

**ii. System software**:

It is the software/ application/program/ set of instructions used to control the operations of a computer.

**iii. Folder**:

This is a virtual place/location on the computer where programs, files and other folders can be located/ kept/placed/stored/oragnised.

[9 marks]

**(b) Give three examples of an operating system.**

* Disk Operating System (DOS)
* Windows [95, 98, 2000, CE, ME, NT, XP, Vista, 7, 8, 10]
* Solaris
* iOS
* Mac OS
* Novell NetWare
* Android
* Linux
* Ubuntu
* Chrome OS
* etc

1. **(a) List three toolbars or bars in a spreadsheet application.**

* Title bar
* Status bar
* Menu bar
* Formatting toolbar
* Standard toolbar
* Formula bar
* Scroll bar

[3 marks]

**(b) Define the following terms as used in a spreadsheet application.**

1. **Cell**:

It is the intersection of a row and a column in a worksheet and which is identified by the column letter and row number.

1. **Active cell**:

It is the current cell ready to accept data entry from the user. It is the selected cell in the worksheet.

1. **Name box**:

It is the part of a worksheet that displays the name of the active cell.

# June 2017

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

**OBJECTIVE TEST**

**45 minutes**

1. A group of instructions that directs a computer is called
   1. logic.
   2. memory.
   3. program.
   4. storage.
2. Devices that extend their services to enhance the function of the computer are called
   1. hardware.
   2. software.
   3. peripherals.
   4. firmware.
3. The physical material on which a computer keeps data, instructions, and information is called
   1. primary storage.
   2. secondary storage.
   3. tertiary storage.
   4. cache storage.
4. When a computer is on, it is normally termed
   1. information.
   2. programming.
   3. running.
   4. working.
5. Working with more than one application at the same time is known as
   1. double tasking.
   2. multitasking.
   3. running.
   4. launching.
6. The duplication of an original document is referred to as
   1. backup.
   2. back down.
   3. production.
   4. copying.
7. The steps data go through to become information are
   1. information steps.
   2. information technology.
   3. information processing cycle.
   4. information distribution.
8. Which of the following is a keyboard layout format?
   1. QWERTY
   2. QWRETY
   3. QWRTEY
   4. QWREYT
9. Which of the following programs has features like gridbook?
   1. Microsoft Paint
   2. Spreadsheet
   3. Open Source Writer
   4. Microsoft Word
10. System software is a platform which runs
    1. source codes.
    2. application software.
    3. operating system.
    4. utilities.
11. The memory that stores permanent instructions is referred to as
    1. random access memory.
    2. read only memory.
    3. write once read many memory.
    4. virtual memory.
12. The interaction between the input and output devices is controlled by the
    1. BIOS
    2. LINUX.
    3. CPU.
    4. RAM.
13. Which of the following is **not** a storage device?
    1. Pen drive
    2. Touch pad
    3. Hard disk
    4. Floppy disk
14. To boot a computer system, the user needs
    1. word processing software.
    2. printer attached.
    3. virus checking program.
    4. operating system.

1. The following are features on the GUI **except**
   1. command line.
   2. icon.
   3. menu driven.
   4. window.
2. When files are cleared from the computer, it is known as
   1. restoring.
   2. editing.
   3. deleting.
   4. removing.
3. Viewing television for long periods can damage an individual’s
   1. nose.
   2. eye.
   3. feet.
   4. mouth.
4. The following are good posture positions when using a computer **except**
   1. back straight.
   2. eyes on monitor.
   3. elbows on the table.
   4. feet on the floor.
5. The ethical issue that relates to the responsibility of those who collect data to ensure that the data is correct is
   1. accuracy.
   2. privacy.
   3. access.
   4. ethics.
6. The legal right to control the production and selling of a book, play, film, or software is called
   1. production right.
   2. copyright.
   3. trader right.
   4. patent.
7. A word document created with a word processing program will have the extension
   1. .doc
   2. .txt
   3. .ppt
   4. .xls
8. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
   1. Internet.
   2. Hyperlink.
   3. World Wide Web.
   4. Browser.
9. The set of rules that enables different types of computers and networks on the internet to communicate with one another is the
   1. internet rules.
   2. protocols.
   3. network rules.
   4. communication rules.
10. The fastest form of sending information is through the
    1. Ghana Post.
    2. EMS.
    3. E-mail.
    4. DHL.

1. 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

* 1. I and II only
  2. II, III and IV only
  3. II and III only
  4. I, II, III and IV

1. The process of moving different portions of a document on the screen into view is called
   1. downward.
   2. upward.
   3. moving.
   4. scrolling.

1. Which of the following is **not** a reason for using ICT in education?
   1. ICT tools increase learner motivation and engagement.
   2. ICT tools facilitate the acquisition of basic skills in Maths, English, Science, etc
   3. ICT tools enhance teaching through the use of presentation software.
   4. ICT tools force students to learn at others’ pace.
2. Which of the following computer keyboard keys are used for issuing commands?
   1. Alphanumeric
   2. Numeric
   3. Standard
   4. Function
3. Which of the following mouse buttons when clicked, provides a menu which a user can choose from?
   1. Left button
   2. Right button
   3. Scroll ball
   4. Scroll button

1. Making changes to an existing document is referred to as
   1. creating.
   2. modifying.
   3. adjusting.
   4. editing.
2. A symbol on the screen that indicates where the next character typed will appear is
   1. text mark.
   2. indicator.
   3. pointing stick.
   4. insertion point.

1. Which of the following steps can be used to change font type of a document?
   1. Format/Select/Font/Font Type
   2. Font/Select/Format/Font Type/Ok
   3. Select/Format/Font Type/Ok
   4. Format/Font/Highlight/Ok/Font Type
2. The Standard Toolbar contains buttons that
   1. control page margins and tabs.
   2. perform the most common tasks.
   3. help users navigate through the document.
   4. close and resize windows.
3. 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?
   1. Printer Print
   2. Print Preview
   3. Printer View
   4. Print View
4. The basic information on the internet can be in the form of the following **except**
   1. text.
   2. sound.
   3. graphic.
   4. game.
5. 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

* 1. I only
  2. II only
  3. I and II only
  4. III only

1. 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?
   1. E-mail Address
   2. Search Engine
   3. Compose
   4. Inbox
2. A set of cells in the horizontal direction in a spreadsheet application is called
   1. active cell.
   2. column.
   3. row.
   4. sheet.
3. In spreadsheets, you can create a relationship between two cells using
   1. numbers.
   2. text.
   3. formulae.
   4. rows.

1. The sign used to prompt a spreadsheet that a user is about to apply a formula/function to a cell is
   1. = or +
   2. = or –
   3. = or \*
   4. = 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 1 ¼ hours**

**[60 marks]**

*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

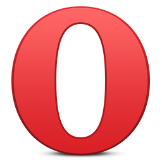


(i) ……………………………………………………………………… [2 marks]



(ii) ……………………………………………………………… [2 marks]

[2 marks]



(iii) …………………………………………………………………….

[2 marks]

**SECTION B**

**[36 marks]**

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

1. (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]

1. (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 Group 2**

Speedometer Bank

Electric stove School

Money Counting Machine Hospital

X-ray Machine Vehicle

Home

[4 marks]

1. (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]

1. (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**

**ANSWERS**

**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]**

1. Close all programs / applications.
2. Click on start button (from the Desktop).
3. Click on the “Turn Off Computer” button.
4. Click on the “Shut Down” button.
5. Turn off the monitor
6. Unplug the main power supply / source

**(c) Identify the following web browsers**



**(i)**

**[2 marks]**

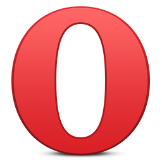
Internet Explorer / Explorer / Microsoft Edge



**(ii)**

**[2 marks]**

Mozilla Firefox / Firefox



**(iii)**

**[2 marks]**

Opera / Opera mini

**SECTION B**

**[36 marks]**

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

1. **(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:

1. to type capital letters (upper case letters) when the caps lock is off.
2. to type small letters (lower case letters) when the caps lock is on.
3. in combination with the directional keys to select series of text.
4. to select / type the upper characters on some keys on the keyboard.
5. 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

1. **(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]**

**Group 1 Group 2**

Speedometer Bank

Electric stove School

Money Counting Machine Hospital

X-ray Machine Vehicle

Home

1. **(a) State three ways through which computers may be damaged. [6 marks]**

(State any three of the following)

1. Exposure to dusty environment
2. Exposure to excessive heat
3. Lack of proper maintenance
4. Accessing a disk or network that has been infected with a virus.
5. Erratic power fluctuations.
6. Attempting to correct a problem on your computer without having full knowledge of the actual problem / cause.
7. 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)

1. Mathematics
2. Science
3. English Language
4. French
5. Research
6. Governance
7. Health
8. Education
9. etc

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

(List any three of the following)

1. Computer
2. Modem
3. Telephone line / Radio Network
4. Router
5. Telephone
6. etc
7. **(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)

1. Standard toolbar
2. Formatting toolbar
3. Drawing toolbar
4. Picture
5. WordArt
6. Forms
7. Frames
8. Ribbon
9. etc

# June 2016

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

**OBJECTIVE TEST**

**45 minutes**

1. The brain of the computer is the
   1. monitor
   2. system software
   3. read only memory
   4. central processing unit
2. An example of output device is the
   1. keyboard
   2. mouse
   3. printer
   4. scanner
3. One byte is equal to
   1. two bits
   2. eight bits
   3. sixteen bits
   4. one thousand bits
4. To boot a computer means to
   1. put it off
   2. put it on
   3. restart it
   4. take it away
5. The horizontal bar that normally lies at the bottom of a computer desktop screen is called
   1. taskbar
   2. start button
   3. horizontal ruler
   4. quick launch toolbar
6. A folder within another folder is called
   1. file
   2. subfolder
   3. inside folder
   4. innermost folder
7. Processed material which is meaningful to the user in computing is called
   1. data
   2. file
   3. information
   4. record
8. The copyright laws protect the works of an author for a period of his life time and
   1. 40 years after his death
   2. 50 years after his death
   3. 60 years after his death
   4. 70 years after his death
9. An example of a function key on a computer keyboard is
   1. F1
   2. Q
   3. @
   4. NmLk
10. Entry of data into a computer is termed
    1. input
    2. output
    3. process
    4. distribution
11. The following are hardware components **except**
    1. keyboard
    2. monitor
    3. mouse
    4. windows
12. The following devices can be found in the system unit **except**
    1. ports
    2. memory
    3. motherboard
    4. scroll wheel
13. The method of reproducing copies of a document is termed
    1. copying
    2. pasting
    3. photocopying
    4. printing
14. Storage media that are similar to compact discs but store more data are known as
    1. pen drives
    2. hard disks
    3. floppy disks
    4. digital versatile discs.
15. To boot a computer system, the user needs
    1. printer attached
    2. operating system
    3. virus checking program
    4. word processing software
16. The number of command buttons on the control menu are
    1. 2.
    2. 3.
    3. 4.
    4. 5.
17. The location where a file is stored is called
    1. folder
    2. icon
    3. page
    4. website
18. Viewing television for long periods can damage an individual’s
    1. eye
    2. head
    3. mouth
    4. nose
19. Which of the following is an effect of loud ringing tone of mobile phone?
    1. Headache
    2. Wrist pain
    3. Bleeding nose
    4. Damage to hearing
20. Which of the following **cannot** cause computer virus infection?
    1. Internet
    2. Input devices
    3. Computer network
    4. Removable storage devices
21. The following are features of a word processing application window **except**
    1. desktop
    2. font
    3. print
    4. zoom
22. Which of the following is **not** a component of a uniform resource locator (URL) ?
    1. Web protocol
    2. Name of browser
    3. Name of web server
    4. Name of the file with the directory
23. The speed of modem is measured in
    1. baud
    2. bit
    3. byte
    4. hertz
24. A special software that is used to access the internet is called
    1. address bar
    2. search engine
    3. web browser
    4. windows xp.
25. One billion bytes is approximately one
    1. gigabyte
    2. kilobyte
    3. megabyte
    4. terabyte
26. Changing the desktop wall paper of a computer is termed
    1. background change
    2. editing the desktop
    3. customizing the desktop
    4. formatting the desktop
27. The use of ICT in learning and teaching is to make it
    1. interesting and boring
    2. uninteresting but not boring
    3. interesting but students do not learn at their pace
    4. easy and interesting, students learn at their pace.
28. To create a space between characters, words and sentences, use the
    1. backspace key
    2. enter key
    3. shift key
    4. spacebar key
29. Which computer keyboard key allows users to erase characters to the left of the cursor?
    1. Backspace key
    2. Delete key
    3. Insert key
    4. Tab key
30. The process that is used to recall a document previously saved is termed
    1. Copy
    2. Enter
    3. Open
    4. Save as
31. Double-clicking on a program icon on a computer desktop
    1. cuts the program’s window
    2. copies the program’s window
    3. closes the program’s window
    4. opens the program’s window

1. Which of the following steps will open, check and correct errors, and submit the file for safe keeping under a word processing application?
   1. File, Open, Edit and Save
   2. Open, File, Edit and Save
   3. Open, File, Close and Save
   4. Start, Open, Edit and Save
2. 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
   1. copying
   2. cutting
   3. moving
   4. selecting
3. Previewing a document before printing is necessary because it
   1. formats the document.
   2. displays the name of the document.
   3. displays copy and paste of documents.
   4. displays how the document will look after printing.
4. Which of the following options is used to access a message from an Inbox in an electronic mailing?
   1. Mail
   2. Send/ Receive
   3. Import / Export
   4. Create New Account
5. Which of the following should a user bypass before accessing an email?
   1. Gmail and password
   2. Yahoo and username
   3. Password and username
   4. Computer name and password.
6. Which of the following command buttons in the browser enables a user to fetch the latest copy of the webpage?
   1. Backward
   2. Forward
   3. Refresh
   4. Stop
7. A spreadsheet cell name is referenced by a
   1. letter
   2. number
   3. letter and number
   4. number and letter.
8. Mathematical calculations in a spreadsheet application are called
   1. labels
   2. formulae
   3. numbers
   4. values
9. In a spreadsheet application, which of the following can be identified by a letter?
   1. Cell
   2. Column
   3. Range
   4. 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 1 ¼ hours**

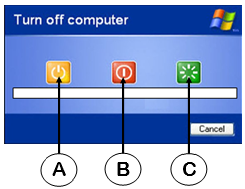
**[60 marks]**

**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)



………………………………………………………………………………………………

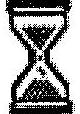
………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[3 marks]

(iii)



………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[3 marks]

(iv)

C:\Users\Samuel Arthur\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\ICT 2016, PAPER 2, PG2.jpeg

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

[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*

1. (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]

1. (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]

1. (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]

1. (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]

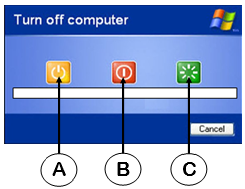
**June 2016**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ANSWERS**

**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 / Hibernate

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)

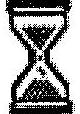


Used to indicate a pending menu action OR

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)

C:\Users\Samuel Arthur\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\ICT 2016, PAPER 2, PG2.jpeg

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**

1. Right click on folder’s icon
2. Select Rename (by clicking on it or using the arrow keys and pressing ‘Enter’)
3. Type the new name of the folder
4. Press ‘ENTER’ or click on any free space on the desktop

METHOD 2

1. Select the folder (by clicking on its icon)
2. Click on the old name to select it
3. Type the new name of the folder
4. Press ‘ENTER’ or click on any free space on the desktop

METHOD 3

1. Right click on the folder’s icon
2. Select Properties (by clicking on it or using the arrow keys and pressing ‘Enter’)
3. Select the GENERAL tab by clicking on it.
4. Type the new name of the folder in the ‘name’ bar
5. Press ‘ENTER’ or click on the ‘OK’ button

[4 marks]

**SECTION B**

**[36 marks]**

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

1. **(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]

1. (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]

1. **(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]

1. **(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?
   1. Control key
   2. Enter key
   3. Insert key
   4. Shift key
2. Which of the following devices are used to feed a computer system with data?
   1. Keyboard and monitor
   2. Keyboard and mouse
   3. Mouse and monitor
   4. Mouse and printer
3. A computer accepts data input, processes the data and produces
   1. byte
   2. data
   3. output
   4. storage
4. The component of the computer that houses the motherboard and the power supply unit is called
   1. central processing unit
   2. monitor
   3. printer
   4. system unit
5. Which component of the computer resembles the typewriter?
   1. Keyboard
   2. Monitor
   3. Mouse
   4. Webcam
6. The optical storage media among the following is
   1. compact disc
   2. floppy disk
   3. hard disk
   4. magnetic disk
7. Which of the following media stores data temporarily?
   1. Floppy disk
   2. Hard disk
   3. Random Access Memory
   4. Read Only Memory
8. Which of the following devices must be turned on first when booting the computer?
   1. Central Processing Unit
   2. Monitor
   3. Printer
   4. System Unit
9. The part of the central processing unit responsible for performing all logical operations is
   1. ALU
   2. CU
   3. RAM
   4. ROM
10. When files and folders are deleted from the computer, they go into the
    1. Briefcase
    2. Desktop
    3. Delete bin
    4. Recycle bin
11. Which of the following gives the user a log of all opened programs?
    1. Start button
    2. Start menu
    3. Taskbar
    4. Title bar
12. Which of the following would happen when a user double clicks on a folder?
    1. A sub-folder would be created
    2. The folder would be closed
    3. The folder would be deleted
    4. The folder would be opened
13. Dragging a folder from one drive to a window on the same drive is equivalent to a
    1. copy operation
    2. cut operation
    3. delete operation
    4. move operation
14. The process whereby the computer manipulates data to produce information is known as
    1. capturing
    2. processing
    3. recording
    4. retrieving
15. The stages of information processing cycle under ICT are
    1. input, output, process and distribution
    2. input, process, output and distribution
    3. input, process, distribution and output
    4. input, distribution, output and process.
16. Which of the following is a problem to computer users as a result of radiation from the monitor?
    1. Body pains
    2. Dizziness
    3. Eye irritation
    4. Loss of grip strength
17. Which of the following is a reason for copyrighting ICT tools or technologies?
    1. To avoid distribution of viruses
    2. To encourage people to make illegal copies
    3. To protect the intellectual works of the inventors
    4. 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?
    1. Making or receiving phone calls whilst driving
    2. Not receiving phone calls when charging it
    3. Use of air conditioning to improve dry atmosphere
    4. 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?
    1. Database
    2. Encarta
    3. Presentation
    4. 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
    1. copying the text
    2. cutting the text
    3. moving the text
    4. selecting the text
21. To underline selected text(s) under a word processing environment, use the shortcut keys
    1. Ctrl+U
    2. Shift+U
    3. Alt+U
    4. Insert+U
22. A collection of separate windows applications sold as a group is called
    1. command
    2. communication
    3. integrated
    4. suite
23. Adding 3-D effect to an object is done through the
    1. Auto Formatting dialogue box
    2. Drawing Toolbar
    3. Formatting Toolbar
    4. Graphic Styles menu
24. Which of the following options is required to save a document with a different name?
    1. File, New
    2. File, Close
    3. File, Save
    4. File, Save As
25. The process of automatically moving an entire word to start the next line in a word processing program is called
    1. text wrap
    2. text movement
    3. word wrap
    4. word movement
26. In the symbol H2O, the 2 appears as a
    1. number
    2. positive integer
    3. subscript
    4. superscript
27. The shift key on a computer keyboard is used to
    1. erase characters
    2. toggle cases of letters
    3. insert a space into a word document
    4. 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?
    1. Normal view
    2. Outline view
    3. Print layout view
    4. Web layout view
29. The print preview button is located on which of the following toolbars?
    1. Drawing toolbar
    2. Formatting toolbar
    3. Header/Footer toolbar
    4. Standard toolbar
30. Which of the following is an icon on the drawing toolbar?
    1. Arrows
    2. Change Case
    3. Drop Cap
    4. Text Direction
31. Transferring data from a local computer to a remote computer is referred to as
    1. downlinking
    2. downloading
    3. uplinking
    4. uploading
32. In computing, an element which links from one document to another or within the same document is called
    1. hyperlink
    2. pointer
    3. web browser
    4. web page
33. Information printed on paper is referred to as
    1. carbon copy
    2. hard copy
    3. print copy
    4. soft copy
34. The button that opens a dialogue box for users to create an email message is
    1. Back
    2. Compose
    3. Create
    4. Refresh
35. Computer virus is capable of
    1. enhancing the contents of a file
    2. maintaining the computer system
    3. making the work of the computer easy
    4. slowing down the computer system performance
36. In an email environment, the acronym BCC refers to
    1. Blank Carbon Copy
    2. Bulk Carbon Copy
    3. Blind Carbon Copy
    4. Backup Carbon Copy
37. A computer program that enables users to surf the internet is called
    1. internet surfer
    2. web browser
    3. web navigation
    4. web surfer
38. Specialized programs that assist a user to locate information on the internet is called
    1. electronic mail
    2. search engine
    3. web browser
    4. web portal
39. The sign which represents an insertion of a formula in a spreadsheet program is
    1. = or +
    2. = or –
    3. = or \*
    4. = or /
40. Which of the following terms in a spreadsheet is identified by a letter and a number?
    1. Column
    2. Cell
    3. Range
    4. Row

# June 2015

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

**OBJECTIVE TEST**

**ANSWERS**

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 1 ¼ hours**

**[60 marks]**

SECTION A

[24 marks]

Answer Question 1 **[Compulsory]**

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

[6 marks]

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

(i) opening a document

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[6 marks]

(ii) saving a new created document;

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[6 marks]

(iii) changing the desktop of a personal computer

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[6 marks]

**SECTION B**

**[36 marks]**

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

1. Identify the following ICT tools

(a)



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[2 marks]

(b)



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[2 marks]

(c)



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[2 marks]

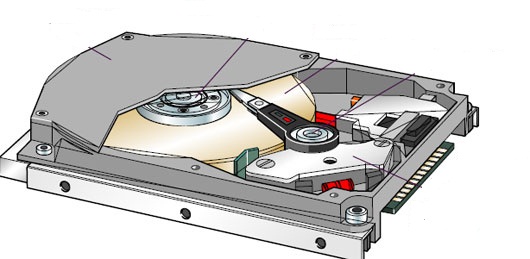
(d)



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[2 marks]

(e)



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[2 marks]

(f)



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[2 marks]

1. State **two** differences between

(a) random access memory and read only memory

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[4 marks]

(b) hard disk and pen drive;

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[4 marks]

(c) file and folder

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[4 marks]

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

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[3 marks]

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

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[2 marks]

(c) What is a screen tip?

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[3 marks]

(d) Describe a computer mouse pad

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[4 marks]

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

(a) Carbon copy

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[3 marks]

(b) Blind Carbon Copy;

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

[3 marks]

(c) To;

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[3 marks]

(d) Subject;

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[3 marks]

***END OF ESSAY PAPER***

# June 2015

## INFORMATION AND COMMUNICATION TECHNOLOGY 2

**ESSAY**

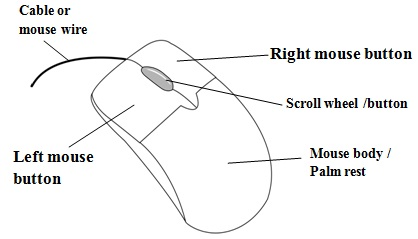
**ANSWERS**

SECTION A

[24 marks]

Answer Question 1 **[Compulsory]**

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)

1. Click on start
2. Click on documents
3. Navigate to the folder which contains the document you want to open
4. Double click on the icon of the document you want to open **or**
5. Right-click on the icon of the document
6. Click open

Approach 2 (Opening from an application program)

1. Click on file menu
2. Click on open.
3. Navigate to the folder which contains the document you want to open
4. 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**

1. Click on file menu.
2. Click on save as
3. Navigate to the folder in which you want to save your document
4. Type a name for your document in the file name box
5. 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)**

1. Click on the start button
2. Click on Control Panel
3. Click on Appearances and Themes
4. Click on Display
5. Click the Desktop tab
6. Click your preferred background
7. Click OK

**Approach 2 (Through the Desktop)**

1. Right-click an empty area on your desktop
2. Click on properties
3. Click the Desktop tab
4. Click your preferred background
5. Click the OK button

**Approach 2 (Directly through an image)**

1. Navigate to the image you wish to use as Desktop background
2. Right-click on the desired image
3. Click on open with
4. Click windows picture and fax viewer
5. Right-click on the image
6. Click on Set as Desktop background

**(β) UNDER WINDOWS VISTA**

**Approach 1 (Through Control Panel)**

1. Click on the Start button
2. Click on Control Panel
3. Click on Appearance and Personalization
4. Click on Personalization
5. Click on Desktop Background
6. Click on the background you want to use
7. Click on your preferred background display option (picture position)
8. Click on the OK button

**Approach 2 (Through the Desktop)**

* + 1. Right-click on the desktop which opens the context menu
    2. Click Personalize
    3. Click Desktop Background
    4. Click on the background you wish to use
    5. Click on your preferred background display option (picture position)
    6. Click on the OK button

**Approach 3 (Directly from an image)**

1. Navigate to the image you wish to use as Desktop background
2. Right-click on the desired image
3. Click on Set as Desktop background

**UNDER WINDOWS 7 OR 8 OR 8.1**

**Approach 1 (Through Control Panel)**

* + 1. Click on the Start button
    2. Click on Control Panel
    3. Click on Appearance and Personalization
    4. Click on Change Desktop Background
    5. Click on the background you want to use
    6. Click on your preferred background display option (picture position)
    7. Click on the Save Changes button

**Approach 2 (Through the Desktop)**

* + 1. Right-click on the desktop
    2. Click Personalize
    3. Click Desktop Background
    4. Click on the background you wish to use
    5. Click on your preferred background display option (picture position)
    6. Click on the Save Changes button

**Approach 3 (Directly from an image)**

1. Navigate to the image you wish to use as Desktop background
2. Right-click on the desired image
3. Click on Set as Desktop background

**SECTION B**

1. **Identification of the following ICT tools**

(a)



Computer keyboard

(b)



Monitor

(c)



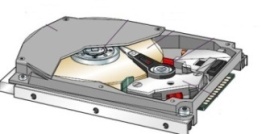
Joystick

(d)



Printer

(e)



Hard disk

(f)



Stabilizer / Uninterruptible Power Supply (UPS)

1. **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 |

1. **(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.

1. **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

# 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
   1. Monitor
   2. Printer
   3. Processor
   4. Scanner
2. The sharpness of an image on a monitor screen is determined by the number of
   1. Inches
   2. Pits
   3. Pixels
   4. Units
3. Which of the following can be used as an input device and at the same time as an output device?
   1. Microphone
   2. Modem
   3. Printer
   4. 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

1. Which of the following devices has the **largest** storage capacity?
   1. Compact disk
   2. Digital versatile disk
   3. Flash memory
   4. Hard disk
2. By default, the drive letter assigned to the hard disk drive is
   1. A:
   2. B:
   3. C:
   4. D:
3. Which of the following devices **must** be turned on **first** when booting a computer?
   1. Monitor
   2. Printer
   3. Scanner
   4. System Unit
4. The program that is loaded into the main memory when a computer is booted is
   1. Utility program
   2. Operating system
   3. Communication software
   4. Word processing software
5. To copy a file means to
   1. Cut the file
   2. Delete the file
   3. Remove the file
   4. Make a duplicate of the file
6. A group of files are stored in a
   1. Folder
   2. Graphic
   3. Text
   4. Word
7. The area of the taskbar that displays small icons of some programs such as the system clock is
   1. Programs area
   2. Scroll bar
   3. Start menu
   4. System tray
8. Which of the following is a problem to computer users as a result of radiation from the monitor?
   1. Cardiovascular
   2. Dizziness
   3. Eye irritation
   4. Loss of grip strength
9. Dragging a folder from one drive to a window on another drive is equivalent to a
   1. Cut operation
   2. Copy operation
   3. Delete operation
   4. Move operation
10. 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.

* 1. I and II only
  2. I and III only
  3. II and III only
  4. I, II and III

1. A computer program that can copy itself and infect the computer without the permission or knowledge of the user is
   1. Virus
   2. Anti-virus
   3. Window
   4. Word processor

1. The software that assists students in learning and can also be used to take online examinations is
   1. Classroom software
   2. Education software
   3. Entertaining software
   4. Graphic software
2. ICT tools can be used in all the following areas **except**
   1. Sharing ideas
   2. Starting cabinetry
   3. Accessing information
   4. Retrieving information
3. The act of clicking on an object and dragging it to a different location is referred to as
   1. Drop-and-drag
   2. Drag-and-drop
   3. Drop-and-move
   4. Drag-and-paste
4. When pursuing typing lessons, computer users are expected to use
   1. 5 fingers
   2. 6 fingers
   3. 8 fingers
   4. 10 fingers
5. Which of the following keys is **not** a function key on the computer keyboard?
   1. F1
   2. F2
   3. F9
   4. F13
6. The computer keyboard combination that would move the cursor insertion point to the beginning of the current document is
   1. Ctrl + B
   2. Ctrl + H
   3. Ctrl + Home
   4. Ctrl + PgUp
7. Which of the following commands is used to resave an edited file with the same file name?
   1. Copy
   2. Save
   3. Save As
   4. Send
8. Computerized text editing is also referred to as
   1. Database application
   2. Desktop application
   3. Spreadsheet application
   4. Word processing application
9. In order to apply bold formatting to a section of existing text, the user must first
   1. Save the document
   2. Click the start button
   3. Click on the formatting button
   4. Select the section to be formatted
10. Text that is justified is
    1. Adjusted to meet one margin
    2. Adjusted to meet both margins
    3. Grammatically correct
    4. Only visible in print preview
11. Which of the following keys are used to underline a text in word processing?
    1. Ctrl + B
    2. Ctrl + H
    3. Ctrl + I
    4. Ctrl + U
12. 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
    1. Text wrap
    2. Word wrap
    3. Hard return
    4. Text movement
13. The default orientation for a word processing document is
    1. A4
    2. Landscape
    3. Letter
    4. Portrait
14. To print a document after previewing, use the
    1. Edit command button
    2. Open command button
    3. Print command button
    4. Save command button
15. On an email interface, which of the following areas is mandatory to complete and send a message?
    1. Sender body
    2. Sender name
    3. Message header / subject
    4. Message recipient email address
16. Which of the following domain name extensions is used by educational institutions?
    1. .com
    2. .edu
    3. .net
    4. .org
17. Which of the following is a web browser?
    1. Firewall
    2. Opera
    3. Windows
    4. Yahoo
18. Which feature in a browser enables users to fetch the latest copy of a web page?
    1. Backward
    2. Forward
    3. Refresh
    4. Stop
19. Transmitting data from a local computer to a remote computer is referred to as
    1. Downlinking
    2. Downloading
    3. Uplinking
    4. Uploading
20. The *http*:// in a website address refers to
    1. Domain name
    2. Directory name
    3. File name
    4. Protocol
21. The command button that opens a dialog box for users to create an email message is
    1. Back button
    2. Compose button
    3. Create button
    4. Refresh button
22. A spreadsheet cell name is referenced by a
    1. Letter
    2. Number
    3. Letter and a number
    4. Number and a letter
23. Mathematical calculations in a spreadsheet are called
    1. Formulas
    2. Labels
    3. Numbers
    4. Values
24. Which of the following does a user need to bypass before accessing an email?
    1. Username and computer name
    2. Username and email name
    3. Username and password
    4. Username and yahoo
25. To apply a formula or function in a spreadsheet program, the symbol used is
    1. = or \*
    2. = or +
    3. = or /
    4. = or –

# June 2014

## INFORMATION AND COMMUNICATION TECHNOLOGY 1

**ANSWERS**

**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 1 ¼ hours**

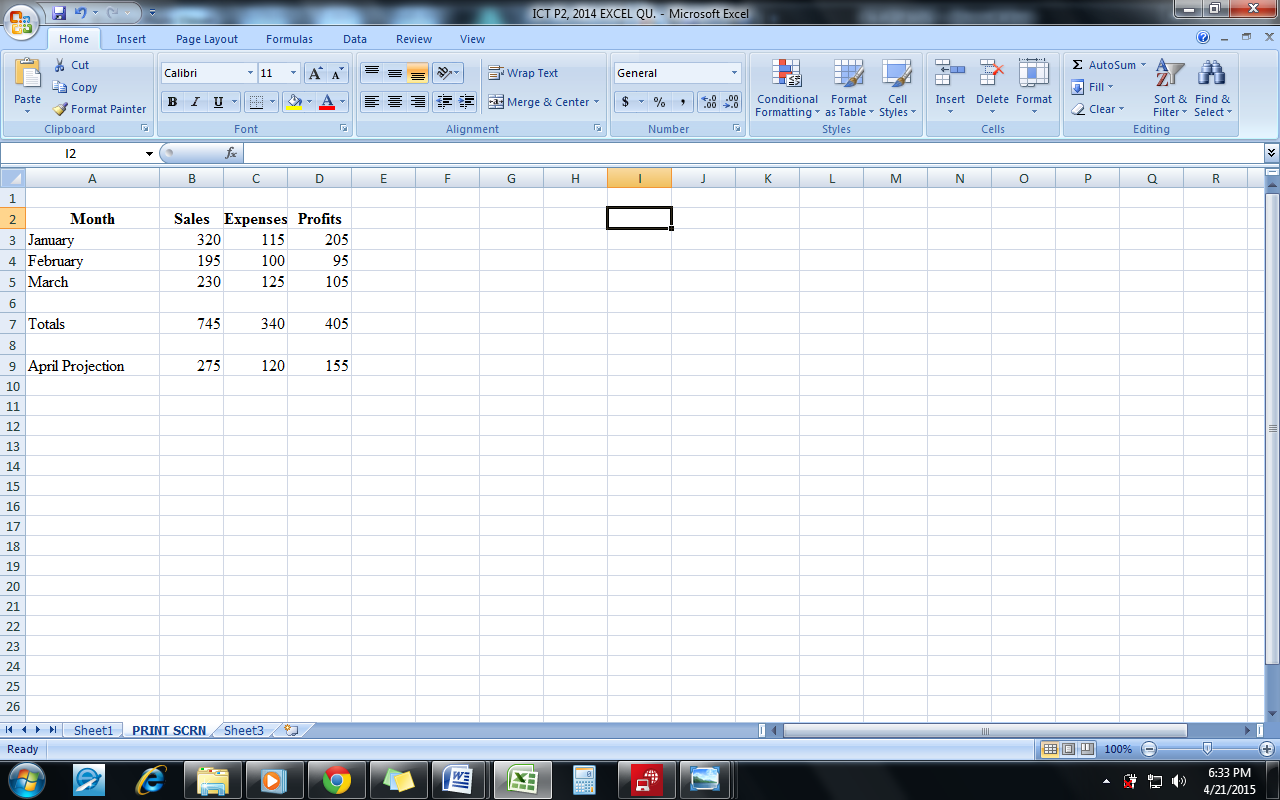
**[60 marks]**

SECTION A

[24 marks]

Answer Question 1 **[Compulsory]**

**1.** (a)

****

**C**

**B**

**A**

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

|  |  |  |
| --- | --- | --- |
| ***Windows button*** | ***Name of Windows button*** | ***Function of Windows button*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[12 marks]

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

[3 marks]

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

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

**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]

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***END OF ESSAY***

**June 2014**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ANSWERS**

**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 | * Ends an application OR * Shuts down an open/ active file or program OR * Deactivates and stores an open/ active file or program |
|  | Minimize | * Drops window onto the taskbar OR * Reduces the size of the window to the taskbar |
|  | Maximize | * Enlarges a window to occupy the entire screen OR * Increases the size of a window to occupy the entire screen |
|  | Restore down | * 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 butttons)
* 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 stores 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**

**June 2013**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

**OBJECTIVE TEST**

45 Minutes

1. The flat panel screen is also known as
2. CRT
3. LCD
4. OCR
5. VCD
6. The device that the computer uses to keep data is
7. input device
8. output device
9. processing device
10. storage device
11. The first key on the computer keyboard is
12. Caps Lock
13. Delete
14. Enter
15. Esc
16. In which of the following are the storage devices arranged on the basis of lowest to the highest capacity?
17. CD, DVD, Floppy Disk and Hard Disk
18. Floppy Disk, Hard Disk, DVD and CD
19. Floppy Disk, CD, DVD and Hard Disk
20. Floppy Disk, DVD, CD and Hard Disk
21. A pen drive
22. inputs information
23. puts out information
24. retrieves information
25. stores information
26. The main storage medium within the system unit of the computer is the
27. CD-ROM
28. FDD
29. HDD
30. USB
31. To boot a computer is the same as to
32. shut down the computer
33. restart the computer
34. start the computer
35. stop the computer
36. On which bar is the system clock located?
37. Menu bar
38. Scroll bar
39. Task bar
40. Tollbar
41. The command button used to exit windows application is the
42. close button
43. maximize button
44. minimize button
45. restore button
46. An example of an operating system is
47. CALC
48. DISK
49. DOS
50. WORD
51. To copy a file means to
52. cut the file from the desktop
53. delete the file into recycle bin
54. make a duplicate of the file
55. remove the file from a folder
56. Programs that perform specific task for users are referred to as
57. application software
58. computer software
59. operating software
60. system software
61. A group of files are stored in a
62. folder
63. graphic
64. text
65. word
66. The operation whereby the computer manipulates data to produce information is known as
67. capturing
68. processing
69. recording
70. retrieving
71. Which of the following components emits radiation?
72. Hard disk
73. Keyboard
74. Mobile phone
75. Speaker
76. The legal right that does not allow people to copy intellectual property without the permission of the original owner is called
77. copyright
78. freeware
79. piracy
80. privacy
81. Software that presents lessons in a movie-like manner is referred to as
82. multiplicity
83. multimedia
84. multipurpose
85. multitasking
86. The symbols B, I, U are commonly used buttons found on the
87. drawing toolbar
88. formatting toolbar
89. menu toolbar
90. standard toolbar
91. Right-clicking a mouse on an open window
92. creates a new document
93. opens a file menu
94. opens a new window
95. opens a context menu if available
96. Which of the following computer keyboard keys is used to delete characters from left to right on-screen?
97. Alternate
98. Backspace
99. Delete
100. Shift
101. Which of the following computer keys allows the user to type uppercase letters?
102. Alternate Key
103. Control Key
104. Caps Lock Key
105. Num Lock Key
106. Which of the following keys is used for multiple selection of texts that are **not** continuous?
107. Alt
108. Ctrl
109. Del
110. Shift
111. When a user clicks within a selected text by holding down the left mouse button, and then transfers the cursor to a different location within the same document, the text will be
112. cut
113. moved
114. copied
115. deleted
116. Which of the following menu titles contains the bullet and numbering command?
117. Edit menu
118. File menu
119. Format menu
120. Insert menu
121. In order to apply bold formatting to a section of existing text, the user must first
122. click on the formatting button
123. click the shortcut mouse button
124. save the document
125. select the section to be formatted
126. The save command is found under which of the following menu buttons?
127. Edit
128. File
129. Insert
130. Tools
131. Which of the following command buttons is found on the standard toolbar?
132. Bold
133. Bullets
134. Redo
135. Undo
136. 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
137. text wrap
138. word wrap
139. text movement
140. word movement
141. Which of the following is a tool on the drawing toolbar?
142. Arrows
143. Change Case
144. Drop Cap
145. Text Direction
146. A rectangle can be drawn in word processing application using the
147. Arrow
148. Circle
149. Oval
150. Square
151. The device which is used to produce hard copies from personal computers in schools is
152. photocopier
153. monitor
154. printer
155. scanner
156. A computer program that enables users to surf the internet is known as
157. internet explorer
158. navigator
159. web browser
160. internet surfer
161. Word processing is used mainly by
162. accountants
163. artists
164. engineers
165. secretaries
166. Which of the following deices will enable users to get access to the internet connection?
167. Keyboard
168. Moderm
169. Projector
170. Scanner
171. Transferring data from a remote computer to local computer is referred to as
172. download
173. linkdown
174. upload
175. linkup
176. Specialized programs that assist users to locate information on the internet are called
177. agents
178. internet browsers
179. search engines
180. web
181. Which of the following refers to unsolicited e-mails in the form of advertising and chain letters?
182. Flaming
183. Inbox
184. Spam
185. Trash
186. The software responsible for the management of the basic operations of the computer is the
187. application program
188. device drivers
189. operating system
190. utility program
191. On which of the following toolbars is the print preview button located?
192. Drawing
193. Formatting
194. Header and Footer
195. Standard
196. The intersection of the 8th row and the 7th column in a spreadsheet application will have the cell reference
197. 8G
198. G8
199. 7H
200. H7

***END OF OBJECTIVE TEST***

**June 2013**

**Information and Communication Technology 1**

**ANSWERS**

**OBJECTIVE TEST**

**1.** B. LCD

**2.** D. storage device

**3.** D. Esc

**4.** C. Floppy Disk, CD, DVD and Hard Disk

**5.** D. stores information

**6.** C. HDD

**7.** C. start the computer

**8.** C. Task bar

**9.** A. close button

**10.** C. DOS

**11.** C. make a duplicate of the file

**12.** A. application software

**13.** A. folder

**14.** B. processing

**15.** C. Mobile phone

**16.** A. copyright

**17.** B. multimedia

**18.** B. formatting toolbar

**19.** B. opens a file menu

**20.** C. Delete

**21.** C. Caps Lock key

**22.** B. Ctrl

**23.** B. moved

**24**. C Format menu

**25**. D select the selection to be formatted

**26**. B File

**27**. C. Redo (or D. Undo)

**28**. B. Word wrap

**2**9. A Arrows

**30**. D. Square

**3**1. C Printer

**32**. C web browser

**33**. D. secretaries

**34**. B modem

**35**. A Download

**36**. C Search engines

**37**. C Spam

**38**. C operating system

**39**. D standard

**40**. B G8

**June 2013**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ESSAY**

**1 ¼ hours**

**SECTION A**

**[24 marks]**

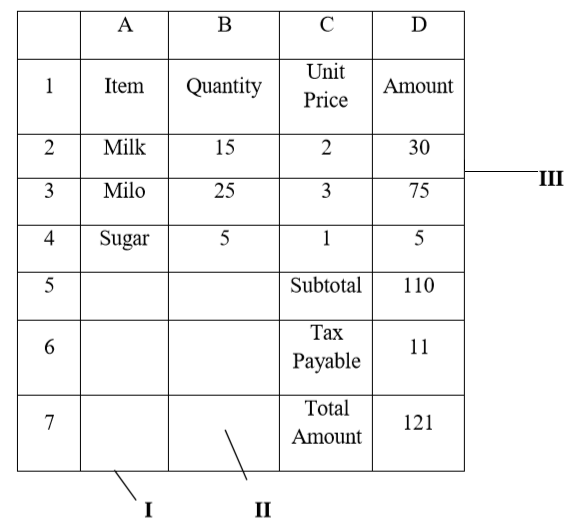
**Answer Question 1 (Compulsory)**

1. (a) ABC Supermarket has acquired an application to generate cash receipts for goods purchased by its customers as shown in the diagram below.

The amount for each item is obtained by multiplying the unit price and quantity of goods purchased. The subtotal is a summation of the amounts obtained for all purchased items. The tax payable is computed at the rate of 10% of the subtotal.

The total amount to be paid is the summation of the subtotal and the tax payable on purchased items.

Using the diagram below, answer the questions that follow



(i) Name the application program used in creating the above.

…………………………………………………………………………………….

[2 marks]

(ii) Identify the parts labelled **I**, **II** and **III**.

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

[3 marks]

(iii) Provide the formula used in calculating the following cells.

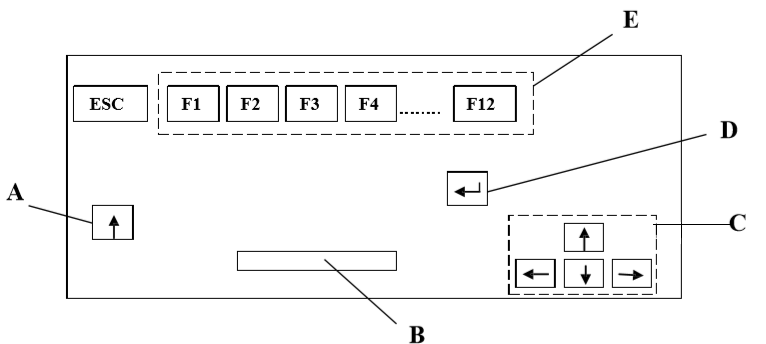
D2………………………………………………………………………………

D5………………………………………………………………………………

D6………………………………………………………………………………

[6 marks]

(b) Use the diagram below to answer questions (i), (ii) and (iii)



(i) Identify the diagram above.

…………………………………………………………………………………

[2 marks]

(ii) Name the parts labelled **A**, **B**, **C**, **D** and **E**

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[5 marks]

(iii) State **one** function **each** of the parts labelled **B** and **C** in the diagram in (b) above.

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[4 marks]

(c) State **one** function of the diagram identified in (b) (i)

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[2 marks]

**SECTION B**

**[36 marks]**

*Answer* **three** *Questions* **only** *from this section*

1. (a) State **two**:

(i) positive uses of the internet;

………………………………………………………………………………..

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[4 marks]

(ii) negative uses of the internet.

……………………………………………………………………………………

……………………………………………………………………………………

……………………………………………………………………………………

[4 marks]

(b) List **four** storage media

………………………………………………………………………………………..

………………………………………………………………………………..………

………………………………………………………………………………..………

………………………………………………………………………………..………

[4 marks]

1. (a) Explain *communication* as used in the computer industry

………………………………………………………………………………..………

………………………………………………………………………………..………

………………………………………………………………………………..………

[3 marks]

(b) *Video conferencing* refers to:

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(c) List **two** devices associated with video conferencing.

…………………………………………………………………………………

…………………………………………………………………………………

[2 marks]

(d) State **four** media for sending and receiving information

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

…............................................................................................................

…………………………………………………………………………

[4 marks]

1. (a) In word processing application, when is it appropriate to use:

(i) copy-and-paste;

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(ii) cut-and-paste;

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(b) (i) What is a font?

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(ii) List **three** font styles

……………………………………………………………………

…………………………………………………………………

……………………………………………………………………

[3 marks]

1. (a) What is:

(i) motherboard

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(ii) ergonomics

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(iii) menu bar

………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

[3 marks]

(b) What is copyright used for?

…………………………………………………………………………………

[3 marks]

***END OF ESSAY TEST***

**June 2013**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

Answers

**ESSAY**

1. **(a) (i) Application program used**

Spreadsheet application

or Microsoft Excel

or Lotus 1-2-3

**(ii)** **Parts**

I - Column

II - Cell

III - Row

**(iii) Formulae used in the cells**

D2 = B2\*C2

D5 = SUM(D2:D4) or =D2+D3+D4

D6 = 10%\*D5 or =0.1\*D5 or =D5/10

**(b) (i) The diagram**

A computer keyboard

**(ii)** **Parts**

A - SHIFT Key

B - Space bar

C. - Arrow keys or movement keys

D - Enter key or Return key

E - Function keys

**(iii) PART FUNCTION**

B - To create a horizontal space in a text

C - To control the cursor or move the cursor in a different direction

o**r**

To scroll through documents

**(c) Function of diagram in b (i)**

To input data and/or commands into a computer

Or

To enter data characters (numbers, letters and/or symbols) and commands into a computer

1. **(a) (i) positive uses of the internet**

 **Education** – through distance learning, e-books, e-learning centers, etc

 **Entertainment** – through music, sports, movies, and games

 **Information** - Easy dissemination of and access to information – through search engines, blogs, news websites, etc

 **Communication** – through emails, chats, social networks, etc

 **Trading** (buying and selling) - through credit or debit cards, money transfer services, etc

 **Payment of bills** - through credit or debit cards, money transfer services, etc

 **Advertising** of products and services.

**(ii) negative uses of the internet**

 **Stealing / Theft** – through hacking, impersonation, deception or other means.

 **Creation of malicious software** (malware), such as viruses, worms or Trojan horses, to damage or disrupt a computer system

 **Copyright infringement** - Violating the rights of others by unauthorized use or copying of their creative works.

 **Hacking / Cracking** - Tapping into confidential data in the computer systems of others without permission for various reasons.

 **Pornography** – publishing or viewing pornographic pictures or movies.

 **Infringement of privacy** – Accessing other people’s private information

without their permission.

**(b) Storage media**

 Hard disc drive

 External hard drive

 DVD

 CD

 Flash drive (pen drive)

 Memory card

 Magnetic tape

 Zip drive

 Floppy disk

1. **(a)** **Communication as used in the computer industry**

Transfer or exchange of information between or among two or more persons via a media,

such as the mobile phone or a communication network

Or

Sending and/ or receiving information through a given media, such telephone or the

internet.

**(b)** **Video conferencing**

Holding a meeting through video and audio signals

Or

A meeting in which the participants are in different places but are connected by video and

audio links

Or

Using video and audio signals to link participants at different and remote locations

Or

Live video and audio communication between three or more locations

**(c) Devices associated with video conferencing**

INPUT DEVICES

 Video camera

 Webcam

 microphones

 CD/ DVD player

 Cassette player

OUTPUT DEVICES

 Computer monitor

 television

 projector

 loudspeakers

 headphones

DATA PROCESSING

 Computer

DATA TRANSFER

 A Network, such as the internet

**(d)** **Media for sending and receiving information**

 Mobile phones

 Landline telephones

 Radio

 Television

 Internet

 Local Area Network (LAN)

 Newspapers

 Magazines

1. **(a) When it is appropriate to use in word processing,**

**(i)** **copy-and-paste**

When data that has already been inputted has to be duplicated (copied) in another

part of the same document or in another document

**(ii)** **cut-and-paste**

When data that has already been inputted has to be moved/ transferred to another

part of the same document or to another document.

**(b)** **(i)** **A font**

A set of letters, numbers and symbols that share a unified design

Or

A complete set of type or printed or screen characters of the same design

**(ii)** **Font styles**

 Times New Roman

 Arial

 Tahoma

 Cambria

 Calibri

 *Brush Script*

 Verdana

 *Monotype Corsiva*

 Britannic Bold

 Broadway

 Georgia

 Castellar

 Lucida Calligraphy

 Algerian

1. **(a)** **(i)** **Motherboard**

The main circuit board of a computer

Or

The circuit board in a minicomputer or microcomputer through which all signals

are directed

Or

A printed circuit board containing the principal components of a microcomputer

or other device, with connectors into which other circuit boards can be slotted

**(ii)** **Ergonomics**

The design of workplace or equipment for comfort, efficiency, safety and productivity

Or

Factors or qualities in the design of workplace or equipment that contribute to comfort, efficiency, safety and productivity

**(iii)** **Menu bar**

A horizontal bar usually displayed at the top of a computer screen or window, listing available menus for an application

Or

A horizontal strip at the top of a window that shows the menus available in a program

**(b) What copyright is used for**

 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

**April 2012**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

**OBJECTIVE TEST**

45 Minutes

1. The device that converts computer output into displayed images is the
2. hard disk
3. monitor
4. printer
5. processor
6. The least number of input devices that a computer system can have is
7. 1
8. 2
9. 3
10. 4
11. Which of the following devices has the largest storage capacity
12. Compact disc
13. Digital versatile disc
14. Floppy disk
15. Hard disk
16. The device used to ensure a constant flow of power supply to a computer system is the
17. Stabilizer
18. Step-down transformer
19. Step-up transformer
20. Uninterruptible power supply
21. The total number of command buttons on the title bar of an opened word processing window is
22. 2
23. 3
24. 5
25. 6
26. Processed or transformed facts which are meaningful to the user is called
27. Data
28. Information
29. Input
30. Output
31. The following are possible health hazards of prolonged use of the computer system except
32. back and neck pains
33. eye strain
34. tuberculosis
35. wrist pains
36. Which key on the keyboard is used to erase characters from right to left in word processing application?
37. Backspace
38. Delete
39. Insert
40. Pause
41. The key on the QWERTY keyboard used to produce alphabetic upper case letters is
42. Caps lock
43. Home
44. Num Lock
45. Tab
46. Given sizes and designs of letters, numbers and symbols that are displayed in a word processing document are referred to as
47. Align
48. Bullet
49. Font
50. Indent
51. Which of the following is a tool on the drawing toolbar of a word processing program?
52. Align
53. Bold
54. View
55. Oval
56. When an image is copied, it first goes to the
57. Clip art
58. Clip board
59. My document
60. Recycle bin
61. To press the letter J, which finger is appropriate to use on a QWERTY keyboard?
62. Left index finger
63. Left middle finger
64. Right index finger
65. Right middle finger
66. The internet is a
67. global network of computers
68. government agency that links computers
69. software for designing programs
70. special network of computers in an office
71. The computer equivalence of a sheet of paper divided into rows and columns in the office suite is called
72. Database
73. Electronic sheet
74. Spreadsheet
75. Word processor
76. The temporary working memory of a computer system is the
77. arithmetic logic unit
78. flash memory
79. random access memory
80. read only memory
81. The software responsible for the management of the basic operations of the computer is the
82. application program
83. device drivers
84. operating system
85. utility program
86. The bar on the desktop which displays opened applications and other icons is referred to as
87. scroll bar
88. taskbar
89. title bar
90. toolbar
91. The act of pressing a computer mouse button twice quickly without moving the mouse is termed
92. double clicking
93. right clicking
94. single clicking
95. normal clicking
96. The following are good practices in the computing environment except
97. copyrighting of software
98. designing of cards
99. networking of computers
100. pirating of software
101. Which of the following software can be used to enhance teaching and learning through the use of pictures, video and sound?
102. Multimedia software
103. Network software
104. Programming software
105. Utility software
106. The total number of keys on a standard QWERTY keyboard is
107. 96
108. 104
109. 108
110. 116
111. Which of the following is a valid folder name?
112. Black/Stars
113. Black\_Stars
114. Black:Stars
115. Black\*
116. A program on the computer which enables users to type letters to friends is the
117. Browser
118. Spreadsheet
119. Utility
120. Word processor
121. The command that enables the user to save a previously saved document under a new name is
122. new
123. rename
124. save
125. save as
126. The standard toolbar contains buttons that
127. close and resize windows
128. control page margins and tabs
129. perform the most common tasks
130. help users to navigate through the document
131. To see exactly how the pages of a current document will appear when printed, the command given is the
132. page setup command
133. print command
134. print preview command
135. view command
136. A tool for locating information on the internet is the
137. database engine
138. internet browser
139. search engine
140. web browser
141. An entity in a file system which contains a group of files is called a
142. cabinet
143. container
144. document
145. folder
146. The creation of a copy of data on a computer system for safe keeping externally is referred to as
147. data backup
148. data entry
149. data filtering
150. data restoration
151. The letter that normally represents the floppy disk in an operating system is
152. A
153. C
154. D
155. E
156. Recycle bin or trash bin contains deleted files and folders from the
157. floppy disk
158. flash disk
159. hard disk
160. zip disk
161. Keys on a computer keyboard which are used to move the cursor in a specified direction are called
162. arrow keys
163. function keys
164. shift keys
165. special purpose keys
166. To underline a selected text in a word processing program, the keys used are
167. Ctrl + U
168. Shift + U
169. Alt + U
170. Del + U
171. Double clicking on a word in a word processing program selects the
172. document
173. paragraph
174. sentence
175. word
176. All of the following are reasons for using ICT in education except
177. forcing students to learn at others’ pace
178. increasing learner motivation and engagement
179. facilitating the acquisition of basic skills in subject areas
180. enhancing teaching through the use of presentation software
181. In word processing program, lines, block arrows and flow charts are found on which of the following toolbars?
182. Drawing
183. Formatting
184. Picture
185. Standard
186. Which program icon on the desktop leads to the disk drives
187. Internet Explorer
188. My Computer
189. My Document
190. My Network Places
191. Which of the following terms refers to unsolicited emails in the form of advertising or chain letters?
192. Compose
193. Inbox
194. Spam
195. Trash
196. Computer virus is capable of
197. enhancing the contents of a file
198. maintaining the computer system
199. making the work of the computer easy
200. slowing down the computer system performance

***END OF OBJECTIVE TEST***

**April 2012**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

ANSWERS

**OBJECTIVE TEST**

45 Minutes

**1.** B. monitor

**2.** A. 1

**3.** D. Hard disk

**4.** D. uninterruptible power supply

**5.** B. 3

**6.** B. information

**7.** C. tuberculosis

**8.** A. Backspace

**9.** A. Caps Lock

**10.** C. font

**11.** D. Oval

**12.** B. clipboard

**13.** C. Right index finger

**14.** A. global network of computers

**15.** C. spreadsheet

**16.** C. random access memory

**17.** C. operating system

**18.** B. taskbar

**19.** A. double clicking

**20.** D. pirating of software

**21.** A. Multimedia software

**22.** B. 104

**23.** B. Black\_Stars

**24**. D. word processor

**25.**  D. save as

**26.** C. perform the most common tasks

**27.** C. print preview command

**28**. C search engine

**29**. D. folder

**30**. A. data backup

**31.** A. A

**32.** C. hard disk

**33.** A. arrow keys

**34.** A. Ctrl + U

**35.** D. word

**36.** A. forcing students to learn at others’ pace

**37.** A. Drawing

**38.** B. My Computer

**39.** C. Spam

**40.** D. slowing down the computer system performance

**June 2012**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**PAPER 2**

**ESSAY 1 ¼ hours**

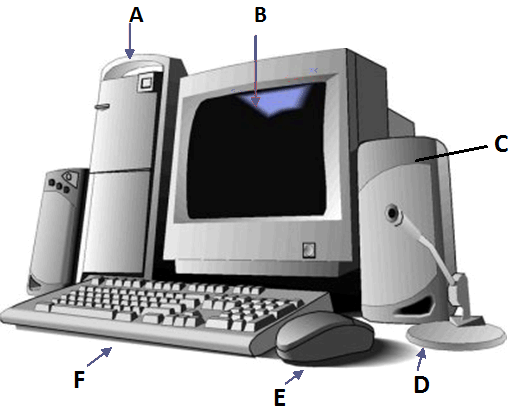
**[60 marks]**

**SECTION A**

[24 marks]

Answer Question 1 **[Compulsory]**

1. *Use the diagram below to answer Questions* **1(a)** *and* **(b)**



1. Name the parts of the diagram labelled **A, B, C, D, E** and **F**

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1. List the **five (5) main** components of a computer keyboard

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1. Give the stages involved in the information processing cycle

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1. List, in the right order, the steps involved in turning off a personal computer

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**SECTION B**

**[36 marks]**

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

1. (a) State the function of **each** of the following devices
2. Floppy disk

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1. Printer

…………………………………………………………………………………

…………………………………………………………………………………

1. Scanner

…………………………………………………………………………………

…………………………………………………………………………………

1. Uninterruptible Power Supply

…………………………………………………………………………………

…………………………………………………………………………………

(b) Write the following acronyms in full

1. ALU

…………………………………………………………………………………

…………………………………………………………………………………

1. CPU

…………………………………………………………………………………

…………………………………………………………………………………

1. (a) Explain the following types of software
2. *System software*

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1. *Application software*

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(b) State the function of **each** of the following buttons as used in application software

1. *Minimize*

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1. *Maximize*

…………………………………………………………………………………

…………………………………………………………………………………

1. *Close*

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1. (a) Explain *internet fraud*

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(b) State **three** ways in which ICT can be used in basic education in Ghana

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(c) List **three** devices that may be used when connecting to the internet.

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1. Explain the following terms as used in spreadsheet.
2. *Worksheet*

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1. Active *cell*

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1. *Range*

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1. *Workbook*

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***END OF ESSAY TEST***

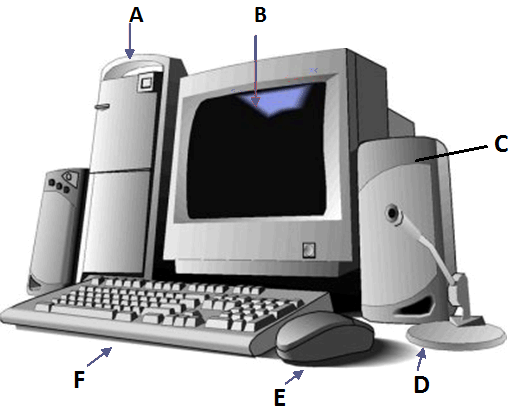
**June 2012**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ANSWERS**

**ESSAY**

1. *Use the diagram below to answer Questions* **1(a)** *and* **(b)**



**(a) Name the parts of the diagram labelled A, B, C, D, E and F**

**A** - System Unit

**B** - Screen / Monitor

**C** - Speaker

**D** - Microphone

**E** - Mouse

**F** - Keyboard

**(b) List the five (5) main components of a computer keyboard**

* Alphanumeric keys
* Function keys
* Manipulative / Modifier keys
* Numeric keys
* Navigation keys

**(c) Give the stages involved in the information processing cycle**

Data Input stage – through input devices such as mouse or keyboard

Data Processing stage – by the computer processor

Information Output stage – through output devices such as screen or printer

Information Storage and/or Distribution stage – on devices such as hard disk / pen drive.

**(d) List, in the right order, the steps involved in turning off a personal computer**

1. close all Application windows
2. click start menu
3. click turn off /shut down
4. select turn off on the dialogue box and click ok (if asked)
5. wait for the screen to go off
6. turn off the monitor
7. switch off main power supply.

**SECTION B**

**[36 marks]**

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

1. (a) State the function of **each** of the following devices
2. **Floppy disk**

The floppy disk is used to store data / information / documents, files permanently for future use

1. **Printer**

The printer is used to produce hardcopies (on paper) of information stored on a computer

**Or**

The printer is used to display information on a computer in hardcopy format

1. **Scanner**

The scanner is used to convert a document or picture into digital form for storage or processing on a computer.

1. **Uninterruptible Power Supply**

1. It provides immediate temporary power in case of main power supply failure.

2. It provides stable/constant voltage during voltage fluctuation from main power supply.

**(b) Write the following acronyms in full**

**(i) ALU**

Arithmetic Logic Unit

**(ii) CPU**

Central Processing Unit

1. **(a) Explain the following types of software**
2. ***System software***

* System software is a type of computer program that runs a computer’s hardware and application programs.
* The system software is the interface between the computer hardware and user application programs.
* Examples of system software are the Operating System, BIOS (Basic Input / Output System) and Device Driver Software.

1. ***Application software***

* Application software is a type of computer program designed to perform a particular task / set of related tasks.
* Application software must be supported by the operating system in order to function properly.
* Examples of application software include Microsoft Word, Excel and Windows Media Player.

**(b) State the function of each of the following buttons as used in application software**

1. ***Minimize***

Reduces an open window to an icon or button on the taskbar

1. ***Maximize***

Increases the size of a window to occupy the entire screen

1. ***Close***

Used to exit /shut down an open application program.

1. **(a) Explain *internet fraud***

* A crime in which someone (a fraudster) uses the Internet to deprive another person/ entity (the victim) of his/her property, interest, estate, or right.
* The fraudster does this by using a false identity and/or providing false information.
* Some elements of the internet that may be used by the fraudster are chat features of social network, emails and blogs.
* Some examples of internet fraud are
  + - Internet dating fraud – Using a false identity on the internet to date and defraud a victim
    - Internet charity fraud – Appealing for donations for a fake charitable cause through the internet.
    - Internet ticket fraud – Selling fake internet tickets for a social / public event
    - Phishing – Sending messages to request personal information to be used for scams.
    - Pharming – directing internet traffic to a fraudulent website in order to obtain personal information to be used for scams.

**(b) State three ways in which ICT can be used in basic education in Ghana**

**TLMs** - ICT tools such as computers and projectors can be used as teaching and learning materials (TLMs) in the classroom

**Printing of materials** - ICT tools such as computers, printers and photocopiers can be used to prepare and reproduce printed educational materials such as textbooks, examination papers, etc

**Data collection, processing and storage** - Computers can be used to collate, process and store various kinds of data on pupils, teachers, schools, etc.

**Educational Research** – The internet and other educational databases can be used for various educational research

**Communication** – Telephones, internet resources and other communication technology can be used for communication among students and teachers for educational purposes.

**Information** – Important educational information can be sent / received through ICT tools such as radio, television and the computer.

**(c) List three devices that may be used when connecting to the internet.**

* Router
* Modulator-demodulator (modem),
* HUB,
* Switch
* Bridge
* Proxy and Gateway,
* Network Interface Card (NIC)
* Repeater
* Wireless access point

1. **Explain the following terms as used in spreadsheet.**

**(a) Worksheet**

* A worksheet is a single electronic sheet / page that contains cells arranged in rows and columns.
* The columns are identified by letters and the rows by numbers.
* The worksheet is used to collect and organize data, perform calculations, draw charts, etc.
* Each cell of a worksheet can contain a number, text or formula.
* A worksheet can be named / renamed to identify it from other worksheets.

**(b) Active cell**

* The active cell is the selected cell of a worksheet that is affected by changes to the worksheet, such as data entry, editing or formatting.
* It is identified by its column letter and row number, for example, B4
* The active cell is that cell whose name appears in the name box just above the sheet.
* The boundary lines of the active cell are thicker than the other cells.

**(c) Range**

* A range is a group of highlighted cells of a worksheet.
* The range is referenced by the cell from which the highlighting started.
* Apart from data entry, editing and few exceptions, any changes made to the worksheet apply to all the cells within the range.
* The range has a thicker outline/ border around it.

**(d) Workbook**

* A workbook is a file containing a collection of worksheets that you can use to organize various kinds of information.
* It usually contains related information on its different worksheets.
* It can be named / renamed to identify it from other workbooks.

**April 2011**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

**OBJECTIVE TEST**

45 Minutes

1. The **most** common means by which data are input into the computer is through the
2. mouse
3. keyboard
4. microphone
5. joystick
6. Computer devices such as mouse, trackpad and joystick are referred to as
7. Output devices
8. Pointing devices
9. Standard devices
10. Internal devices
11. The flat panel screen is also known as
12. LCD
13. VCD
14. CRT
15. OCR
16. Which of the following is a storage medium?
17. Mouse
18. Printer
19. Keyboard
20. Flash memory
21. The two components of the personal computer main memory are
22. RAM and CU
23. RAM and ROM
24. ROM and CU
25. ALU and CU
26. Which of the following devices has the largest storage capacity?
27. Digital Versatile Disc
28. Compact Disc
29. Floppy disk
30. Hard Disk
31. The process that starts an operating system when a computer system is turned on is referred to as
32. Loading
33. Start up
34. Booting
35. Shut down
36. Which of the following statements is **not** true?
37. Remove all removable storage media or device from the system unit when switching on a computer.
38. Shut down a computer system before removing the electric power supply
39. Random access memory is part of main memory
40. The application software must be loaded before an operating system can be loaded when a computer system is switched on.
41. GUI stands for
42. Grand User Interface
43. General User Interface
44. Graphic User Interface
45. Graphical User Interrupt
46. The software that manages the communication between the hardware and the application software of a computer system is called
47. open office
48. Microsoft office
49. operating system
50. internet
51. Windows organizes information on computers using a
52. Directory
53. folder
54. subdirectory
55. disk
56. Which of the following are valid folder names
57. Black/Stars
58. Black **:** Stars
59. Black\_Stars
60. Black Stars
61. I and II only
62. II and III only
63. III and IV only
64. II and IV only

Use the following information to answer Question **13**

I. Processing

II. Data

III. Information

1. The sequence of the stages in the information processing cycle is
2. I, II and III
3. II, III and I
4. II, I and III
5. III, I and II
6. Which of the following is **not** a safety measure to consider in the ICT environment?
7. Not overloading a socket
8. Sitting in a correct posture behind the computer
9. Allowing the battery of a laptop to run-down before charging
10. Avoid plugging computers in damaged sockets
11. The legal right to control the production and selling of a book, play, film and software is known as
12. Production right
13. Copyright
14. Trade mark
15. Patent
16. Which of the following can bring enhanced learning experience to the classroom through the use of pictures, videos and sound?
17. Software application
18. Multimedia software
19. Learning software
20. Teaching and learning software
21. Which of the following is an effect of a loud ringing tone of a mobile phone?
22. Wrist pain
23. Neck pain
24. Headache
25. Hearing impairment
26. To which of the following activities is ICT useful?
27. Education
28. Farming
29. Medicine
30. I and II only
31. I and III only
32. II and III only
33. I, II and III
34. Which of the following keys are frequently used in our daily typing work on a computer system?
35. Enter key
36. Space Bar
37. Print Screen
38. Delete Key
39. I, II, III and IV
40. I, II and III only
41. I, II and IV only
42. II, III and IV only
43. During typing lessons, computer users are supposed to use
44. 5 fingers
45. 6 fingers
46. 8 fingers
47. 10 fingers
48. The most appropriate finger required to type the letter F on a standard QWERTY computer keyboard is the
49. left middle finger
50. right middle finger
51. left index finger
52. right index finger
53. In the absence of a mouse, which of the following devices could be used to perform its functions?
54. Scanner
55. Webcam
56. Keyboard
57. Microphone
58. In typing a class assignment given by a Ghanaian Language teacher using the computer, which of the following application programs will be appropriate to use by the student?
59. Spread sheet program
60. Word processing program
61. Database program
62. Graphical program
63. A key on a keyboard of a computer has two symbols on it, top and down. Which of the following procedures will be appropriate to use to get the top key?
64. Hold down the Shift key and press the identified
65. Hold down the Alt key and press the identified key
66. Hold down the Ctrl key and press the identified key
67. Hold down the Del key and press the identified key
68. To save a previously saved document under a new name, use the
69. save command
70. rename command
71. resave command
72. save as command
73. To bold a text in a word processing environment, first select the text, then use the shortcut keys
74. Ctrl + B
75. Shift + B
76. Alt + B
77. Insert + B
78. The symbols **B, I, U** are commonly used buttons found on the
79. standard toolbar
80. menu bar
81. formatting toolbar
82. drawing toolbar
83. Which of the following is not a tool on the drawing toolbar?
84. Arc
85. Oval
86. Drop cap
87. Lines
88. Which of the following is not a toolbar?
89. Drawing toolbar
90. Picture toolbar
91. Word Art toolbar
92. Word Wrap toolbar
93. Lines, block arrows and flowcharts are located on the
94. drawing toolbar
95. standard toolbar
96. formatting toolbar
97. menu bar
98. The default orientation for a word processing document is
99. landscape
100. portrait
101. legal
102. A4
103. To preview a document before printing is necessary because
104. it displays the name of the document
105. it displays how the document will look like after printing
106. it displays copy and paste of the document
107. it formats the document
108. A computer program that enables users to surf the internet is known as
109. internet surfer
110. internet browser
111. web surfer
112. web navigator
113. A teacher using the internet decided to send an electronic mail to Junior High School Students in Ghana. Which of the following will the teacher use to accomplish his/her mission?
114. Website address
115. Data file address
116. E-mail address
117. Modern address
118. In e-mail context, what does **bcc** stand for?
119. Blank carbon copy
120. Bulk carbon copy
121. Blind carbon copy
122. Backup carbon copy
123. The worldwide network that makes electronic information available to users is also known as
124. Site
125. Web
126. Browser
127. Map
128. Transferring data from a remote computer to a local computer is referred to as
129. downloading
130. downlinking
131. uploading
132. uplinking
133. A tool for locating information on the internet is the
134. universal engine
135. database engine
136. search engine
137. deep web
138. A mathematical calculation in a spreadsheet is called
139. label
140. formula
141. number
142. value
143. Which of the following features in a browser enables users to fetch the latest copy of a web page?
144. Refresh
145. Forward
146. Backward
147. Stop

***END OF OBJECTIVE TEST***

**APRIL 2011**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

ANSWERS

**OBJECTIVE TEST**

45 Minutes

**1.** B. keyboard

**2.** B. Pointing devices

**3.** A. LCD

**4.** D. Flash memory

**5.** B. RAM and ROM

**6.** D. Hard disk

**7.** C. booting

**8.** D. The application software must be loaded before an operating system can be loaded when a computer system is switched on

**9.** C. Graphic User Interface

**10.** C. operating system

**11.** A. directory

**12.** C. III and IV only

**13.** C. II, I and III

**14.** C. Allowing the battery of a laptop to run-down before charging

**15.** B. copyright

**16.** B. Multimedia software

**17.** D. Hearing impairment

**18.** D. I, II and III

**19.** C. I, II and IV only

**20.** D. 10 fingers

**21.** C. left index finger

**22.** C. Keyboard

**23.** B. Word processing program

**24.** A. Hold down the Shift key and press the identified key

**25.** D. save as command

**26.** A. Ctrl + B

**27.** C. formatting toolbar

**28.** C. Drop cap

**29.** D. Word Wrap toolbar

**30.** A. drawing toolbar

**31.** B. portrait

**32.** B. it displays how the document will look like after printing

**33.** B. internet browser

**34.** C. E-mail address

**35.** C. Blind carbon copy

**36.** B. web

**37.** A. downloading

**38.** C. search engine

**39.** B. formula

**40.** A. Refresh

|  |  |
| --- | --- |
|  |  |

**APRIL 2011**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

**ESSAY**

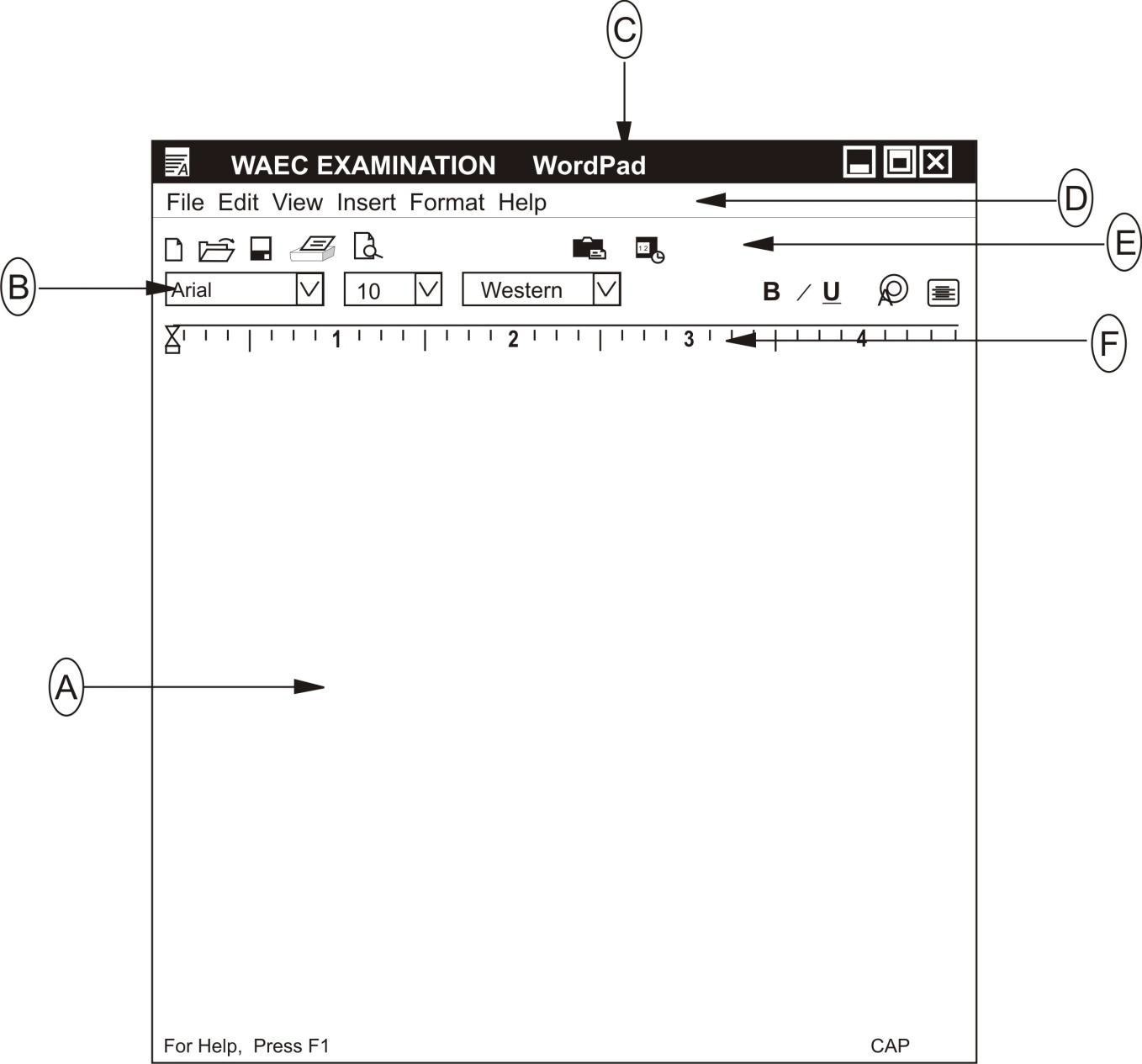
**1 ¼ hours**

**SECTION A**

[24 marks]

Answer all of Question 1

**1.** (a) Study the diagram below carefully and answer the questions that follow:



1. What is the name of the application program used to create the above file?

............................................................................................................[1 mark]

1. Give the file name of the application program above

...........................................................................................................[1 mark]

1. Name the parts labelled **A, B, C, D, E** and **F** in the diagram

**A.** .................................................................................................................

**B.** .................................................................................................................

**C.** .................................................................................................................

**D.** .................................................................................................................

**E.** .................................................................................................................

**F.** .................................................................................................................

1. State the functions for **B** and **C** in (a) above.

B ...............................................................................................................................

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[2 marks]

C ............................................................................................................................

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[2 marks]

(b) List the steps (*in the right order*) involved in switching on a personal computer system

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[6marks]

**(c) Identify the following ICT tools:**

(i)



………………………..........

(ii)



………………………………..

(iii)



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[6 marks]

SECTION B

[36 MARKS]

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

**2.** (a) What is:

(i) Input device:

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[3 marks]

(i) Output device:

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[3 marks]

(b) Classify the following into **either** input **or** output device in the table below:

(i). Microphone;

(ii). Joystick

(iii). Webcam

(iv). Plotter

(v). Scanner

(vi). Mouse

INPUT DEVICE OUTPUT DEVICE

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**3.** (a) Explain the term *desktop* as used in the personal computer environment

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[3 marks]

(b) List **three** areas of learning where information and communication technology tools can be integrated

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[3 marks]

(c) List **two** tools on the formatting toolbar of a word processing application

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[2 marks]

(d) State **two** benefits associated with the use of information and communication tools in teaching and learning

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[4 marks]

**4.** (a) (i) What is *internet*?

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[3 marks]

(ii) List four uses of the internet

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[4 marks]

(b) (i) What is a *web browser*?

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[3 marks]

(ii) Give two examples of a *web browser*?

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[2 marks]

**5.** Explain the following terminologies:

(a) Cell .........................................................................................................................................

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[3 marks]

(b) Column: .................................................................................................................

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[3 marks]

(c) Row ............................................................................................................................

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[3 marks]

(d) Graph ......................................................................................................................................

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[3 marks]

***END OF ESSAY TEST***

**April 2011**

**INFORMATION AND COMMUNICATION TECHNOLOGY 2**

ANSWERS

**ESSAY**

1. **(a) (i)** WordPad

**(ii)** WAEC EXAMINATION

**(iii)** A. Document Area or Text Area

B. Formatting Toolbar

C. Title bar

D. Menu bar

E. Standard toolbar

F. Ruler

**(iv) Functions of B. (Formatting Toolbar) -**

(i) To change the font style

(ii) To change the font size

(iii) To change the font colour

(iv) To bold font (or reverse it)

(v) To change font to italics (or reverse it)

(vi) To underline font

(vii) To insert bullets

(viii) To align text to the right / left / centre

**Functions of C. (Title Bar)**

(i) It shows / displays the title of the document

(ii) It shows / displays the icon of the application program

(iii) It shows / displays the name of the application program

(iv) It shows / displays the minimize, maximize and close command buttons

(v) It can be used to resize the window

(vi) It can be used to move / drag the window around

**(b) The steps (*in the right order*) involved in switching on a personal computer system**

(i) Check the power cables connected to the system unit and monitor

(ii) Check the main socket connection.

(iii) Make sure there is no floppy disk in the floppy drive

(iv) Press the power button on the system unit.

(v) Press the power button on the monitor

**(c) Identification of the following ICT tools:**

**(i)**



Headphone or earphone

**(ii)**



Digital watch

(**iii**)



Pen drive or Flash memory/drive

1. **(i) Input device**

**A** device that allows the user to feed /put data into a computer

**Or**:

A component or peripheral device used to enter information into a computer

**Or**:

A hardware component that enables users to interact with a computer

**Examples** are keyboard, mouse, joystick, scanner, etc

**(ii) An output device**

Any device that is capable of producing information from binary data that it receives from the CPU.

**Or**:

Any device capable of displaying information from a computer

**Examples** are printers, plotters, projectors, video displays, computer speakers, and synthesizers

**(b)**

|  |  |
| --- | --- |
| **INPUT DEVICE** | **OUTPUT DEVICE** |
| Microphone | Plotter |
| Joystick |  |
| Webcam |  |
| Scanner |  |
| Mouse |  |

1. **(a)** ***Desktop* as used in the personal computer environment**

The background image of a display screen, on which windows, icons, and other graphical items appear.

**Or**:

A display on a computer screen comprising background and icons representing equipment, programs, and files

The windows desktop is the environment where all your work on the computer takes place.

Some features of the desktop screen includes: Start button, Taskbar, Wall paper, Notification area, Mouse pointer etc.

**(b)** **Areas of learning where information and communication technology tools can be integrated**

(i) Agriculture

(ii) Medicine

(iii) Geology

(iv) Communications

(v) Education

(vi) Business accounting

(vii) Music

**(c) Tools on the formatting toolbar of a word processing application**

 Bold,

 Italic,

 Underline,

 Font size list,

 Font type list,

 Alignment (Right, Centre, Left, Justify)

**(d) Benefits associated with the use of information and communication tools in teaching and learning**

(i) They enable us to perform complex calculations.

(ii) Lectures can be conducted using LCD projectors to beam lecture notes onto large screens

(iii) They enable us to share knowledge thus using mobile phones, radio and the internet.

(iv) They enable us to access information using the internet or educational CDs like Microsoft Encarta

(v) They enable us to store large amounts of information on a portable medium, such flash memory, compact disk, digital versatile disc (DVD), etc

1. **(a)** **Internet**

The Internet is a worldwide system of interconnected computer networks.

**Or**

The internet is an international computer network made up of thousands of networks linked together.

**Or**:

A global (or giant) computer network linking smaller computer networks worldwide

**(b) Uses of the Internet**

(i) To search for information on various topics, such as news, weather, sports, etc

(ii) To communicate with others through email, chatting services, phone calls, etc.

(iii) Countries use it for internal relations.

(iv) For business / commercial activities, such as online banking, job search, buying and selling, advertising etc

(v) For research / studies or surveys

(vi) For educational purposes, such as long distance education (online programmes), project writing, etc

(vii) For entertainment, such as watching movies, sports, etc.

(viii) For social networking through websites such as Facebook, twitter, hi5, myspace, etc.

(ix) It provides access to services such as such as online banking, job seeking, and purchasing tickets for your favorite movies etc.

**(c) (i) A web browser**

An application program used to browse the Internet or view web pages.

**(ii) Examples of web browser**

1. Netscape Navigator,
2. Opera, Safari,
3. Internet Explorer,
4. Mozilla Firefox,
5. Slim,
6. Google Chrome

**5. Explanation of the following terminologies:**

**(a) Cell**

 A rectangular box in a worksheet of a spreadsheet program, such as Excel

 It is a box in which one can enter a single piece of data

 It is the intersection of a row and column in a worksheet

 It is identified by the letter of the column and the number of the row

 The cell can hold 3 types of data – text, a number (or numeric value) or a formula

**(b) Column:**

 A vertical line of cells (boxes) in a worksheet of a spreadsheet program

 It is labelled with a letter

 A column has the same width.

**(c) Row**

 A horizontal line of cells (boxes) in a worksheet of a spreadsheet program

 It is labelled with a number

 A row has the same height

**(d) Graph**

A visual representation of worksheet data

* Graphs / charts make it easier to understand the data in a worksheet
* Some examples of graphs are
  + Pie graphs, bar graphs, line graphs, scatter graphs, column graphs, etc