UNIVERSITY OF GHANA

DEPARTMENT OF TEACHER EDUCATION

SCHOOL OF EDUCATION AND LEADERSHIP

COLLEGES OF EDUCATION

END OF YEAR ONE SEMESTER TWO EXAMINATIONS, 2022/2023

B.ED. PROGRAMME

UGTE 102: INTRO TO INFORMATION AND COMMUNICATION TECHNOLOGY

SECTION A

Answer all the questions in this section

1. A program that controls a computer's basic functions is called _____
   A. Hard drive
   B. Mother board
   C. Operating system
   D. CPU

2. Name the computer part that is connected to all other aspects of a computer and allows them to communicate and work together _____
   A. Operating system
   B. Mother board
   C. Hard disk
   D. Output device

3. Parts of a computer that allow the user to see or hear information that comes out from the computer are called _____
   A. Output device
   B. Input device
   C. Operating system
   D. Soft ware

4. The physical parts of a computer are termed as _____.
   A. Disk drive
   B. Hard disk
   C. Hard ware
   D. Software

5. Another name for computer programs is _____.
   A. Ram
   B. Input devices
   C. Storage devices
   D. Software

6. A folder inside another folder is called _____
   A. Attached folder
   B. Main folder
   C. Parent folder
   D. Subfolder

7. Microsoft Word is a _____.
   A. Computer Hardware Program
   B. Computer Non-application Program
   C. Computer Application Program
   D. None of the above

8. What is meant by the concept of WYSIWYG in MS Word?
   A. What You See Is What You Get
   B. What You Seek Is What You Get
   C. What You See Is What You Give
   D. What You Seek Is What You Give

9. All the following below are categories of application software **except** _____
   A. Device drivers
   B. Game software
   C. Database software
   D. word processors

10. A computer system consists of two main parts, the software and _____
    A. Hardware
    B. Software
    C. Antivirus
    D. Both A and B

11. Which of the following is an example of navigation keys?
    A. Home
    B. End
    C. Page up & page down
    D. All of the above

12. Which of the following does not require the use of a mouse?
    A. Turn on
    B. Right click
    C. Hover
    D. Drag and drop

13. Sometimes you may receive very attractive offers saying you have won a huge amount of money in a lottery and that you can claim the prize by depositing a certain amount of money known as _____ .
   A. Trojan house
   B. Online predator
   C. Theft
   D. Internet scams

14. Which one of the following operators represents multiplication in excel?
   A. ÷
   B. +
   C. *
   D. /

15. What is the primary function of the Central Processing Unit (CPU) in a computer system?
   A. Storing data for long-term use
   B. Providing power to the computer
   C. Managing input and output devices
   D. Processing data and executing instructions

16. Which component of a computer system is responsible for storing data and program instructions temporarily while the computer is running?
   A. Hard Disk Drive (HDD)
   B. Random Access Memory (RAM)
   C. Central Processing Unit (CPU)
   D. Graphics Processing Unit (GPU)

17. Which component of a computer system supplies power to the internal components and keeps them running?
   A. Power Supply Unit (PSU)
   B. Central Processing Unit (CPU)
   C. Graphics Processing Unit (GPU)
   D. Random Access Memory (RAM)

18. Which of the following is an example of system software?
   A. Microsoft Word
   B. Adobe Photoshop
   C. Google Chrome
   D. Windows Operating System

19. What is the primary purpose of application software in a computer system?
   A. Managing computer hardware resources
   B. Performing specific tasks for end-users
   C. Providing a user interface for system configuration
   D. Loading the operating system during startup

20.. Which application software is used for browsing the internet, accessing websites, and searching for information?
    A. Presentation software
    B. Web browser
    C File management software
    D Graphics software

21..When you want to switch between "ALL CAPS" and "SMALL CAPS" you can use the _____ function
    A. Change case
    B. Increase font
    C. Reduce font
    D. Text effect

22..What is the intersection of a column and a row on a worksheet called?
    A. Address
    B. Cell
    C. Column
    D. Value

23. Which type of network covers a small geographical area, such as a home, office, or school?
    A. LAN (Local Area Network)
    B. WAN (Wide Area Network)
    C. MAN (Metropolitan Area Network)
    D. PAN (Personal Area Network)

24. By default, the name assigned as the title of a new MS Excel window is referred to as _____
    A. Book 1
    B. Document 1
    C. Presentation 1
    D. Untitled window

25. _____ refers to a computer's ability to run more than one application at the same time.
    A. Multitasking
    B. Operating system
    C. Parallel computing
    D. Serial computing

SECTION B

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

1. A) What is a folder? [5 marks]

   B) State the steps in creating a folder [15 marks]

   C) Differentiate between RAM and ROM [5 marks]

2. (a) What is Internet? [5 marks]

(b) Explain the following terms [20 marks]

(i) Website

(ii) Webpage

(iii) Search Engine

(iv) http

3. A) What is a computer network? [5 marks]

B) state and explain four (4) types of computer network [20 marks]

4. State and explain five (5) Requisite skills needed to be part of the information society? [25marks]

5. Use the spreadsheet below to answer the questions that follow:

C2		f_x	15	
	A	B	C	D	E
1	Item	Unit Price (GH¢)	QUANTITY	TOTAL COST	
2	Pendrive	10	15	150	
3	Hard disk	200	3	600	
4	Monitor	400	5	2000	
5	Keyboard	150	7	1050	
6	Mouse	40	9	360	
7					
8					

a) Provide a formula for calculating the cost involved in buying 5 Monitors. (5 Marks)

b) Write down a function for finding an item with the highest unit price. (5 Marks)

c) Provide a formula for finding the total cost required to purchase all items. (5 Marks)

d) Write down the function to count the number of items with quantity greater than 5. (5 Marks)

e) What is the name of the active cell in the spreadsheet? (5 Marks)