Welcome!

Click on the *bookmark icon*   *(2nd icon on the left bar)* → *Paper (of choice)*

Or:

Click on *View (above)* → *[Navigation Panels]* → *Bookmarks* → *Paper (of choice)*

Or:

Click on *View (above)* →*Show/Hide* → *[Navigation Panes]* → *Bookmarks* → *Paper (of choice)*

… or scroll down to read introductory information

WORDPUB

BECE

Information and Communication Technology (ICT)

Combined-
Past Questions & Solutions

2011 to 2013

Junior High School

Years 1, 2 & 3

Compiled by:

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✓ Junior high school students – this is for you.

DEDICATION

To the Lord Jesus Christ, our soon-coming King

LIST OF PAPERS

OBJECTIVE TEST
45 Minutes

1. The flat panel screen is also known as
   A. CRT
   B. LCD
   C. OCR
   D. VCD

2. The device that the computer uses to keep data is
   A. input device
   B. output device
   C. processing device
   D. storage device

3. The first key on the computer keyboard is
   A. Caps Lock
   B. Delete
   C. Enter
   D. Esc

4. In which of the following are the storage devices arranged on the basis of lowest to the highest capacity?
   A. CD, DVD, Floppy Disk and Hard Disk
   B. Floppy Disk, Hard Disk, DVD and CD
   C. Floppy Disk, CD, DVD and Hard Disk
   D. Floppy Disk, DVD, CD and Hard Disk

5. A pen drive
   A. inputs information
   B. puts out information
   C. retrieves information
   D. stores information

6. The main storage medium within the system unit of the computer is the
   A. CD-ROM
   B. FDD
   C. HDD
   D. USB

7. To boot a computer is the same as to
   A. shut down the computer
   B. restart the computer
   C. start the computer
   D. stop the computer

8. On which bar is the system clock located?
    A.   Menu bar
    B.   Scrollbar
    C.   Task bar
    D.   Toolbar

9. The command button used to exit windows application is the
    A.   close button
    B.   maximize button
    C.   minimize button
    D.   restore button

10. An example of an operating system is
    A.   CALC
    B.   DISK
    C.   DOS
    D.   WORD

11. To copy a file means to
    A.   cut the file from the desktop
    B.   delete the file into recycle bin
    C.   make a duplicate of the file
    D.   remove the file from a folder

12. Programs that perform specific task for users are refered to as
    A.   application software
    B.   computer software
    C.   operating software
    D.   system software

13. A group of files are stored in a
    A.   folder
    B.   graphic
    C.   text
    D.   word

14. The operation whereby the computer manipulates data to produce information is known as
    A.   capturing
    B.   processing
    C.   recording
    D.   retrieving

15. Which of the following components emits radiation?
    A.   Hard disk
    B.   Keyboard
    C.   Mobile phone
    D.   Speaker

16. The legal right that does not allow people to copy intellectual property without the permission of the original owner is called
    A. copyright
    B. freeware
    C. piracy
    D. privacy

17. Software that presents lessons in a movie-like manner is referred to as
    A. multiplicity
    B. multimedia
    C. multipurpose
    D. multitasking

18. The symbos B, I, U are commonly used buttons found on the
    A. drawing toolbar
    B. formatting toolbar
    C. menu toolbar
    D. standard toolbar

19. Right-clicking a mouse on an open window
    A. creates a new document
    B. opens a file menu
    C. opens a new window
    D. opens a context menu if available

20. Which of the following computer keyboard keys is used to delete characters from left to right on-screen?
    A. Alternate
    B. Backspace
    C. Delete
    D. shift

21. Which of the following computer keys allows the user to type upper case letters?
    A. Alternate key
    B. Control key
    C. Caps Lock key
    D. Num Lock key

22. Which of the following keys is used for multiple selection of texts that are **not** continuous?
    A. Alt
    B. Ctrl
    C. Del
    D. Shift

23. 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
    A. cut
    B. moved
    C. copied
    D. deleted

24. Which of the following menu titles contains the bullets and numbering command?
    A. Edit menu
    B. File menu
    C. Format menu
    D. Insert menu

25. In order to apply bold formatting to a section of existing text, the user must first
    A. click on the formatting button
    B. click the shortcut mouse button
    C. save the document
    D. select the section to be formatted

26. The save command is found under which of the following menu buttons?
    A. Edit
    B. File
    C. Insert
    D. Tools

27. Which of the following command buttons is found on the standard toolbar?
    A. Bold
    B. Bullets
    C. Redo
    D. Undo

28. When a text automatically moves to the next line at the end of a margin in a word processing program, it is referred to as
    A. text wrap
    B. word wrap
    C. text movement
    D. word movement

29. Which of the following is a tool on the drawing toolbar?
    A. Arrows
    B. Change Case
    C. Drop Cap
    D. Text Direction

30. A rectangle can be drawn in word processing application using the
    A. Arrow
    B. Circle
    C. Oval
    D. Square

31. The device which is used to produce hard copies from personal computers in schools is
    A. photocopier
    B. monitor
    C. printer
    D. scanner

32. A computer program that enables users to surf the internet is known as
    A. internet explorer
    B. navigator
    C. web browser
    D. internet surfer

33. Word processing is used mainly by
    A. accountants
    B. artists
    C. engineers
    D. secretaries

34. Which of the following devices will enable users to get access to the internet connection?
    A. keyboard
    B. Modem
    C. Projector
    D. Scanner

35. Transferring data from a remote computer to local computer is referred to as
    A. download
    B. linkdown
    C. upload
    D. linkup

36. Specialized programs that assist users to locate information on the internet are called
    A. agents
    B. internet browsers
    C. search engines
    D. web

37. Which of the following refers to unsolicited e-mails in the form of advertising and chain letters?
    A. Flaming
    B. Inbox
    C. Spam
    D. Trash

38. The software responsible for the management of the basic operations of the computer is the
    A. application program
    B. device drivers
    C. operating system
    D. utility program

39. On which of the following toolbars is the print preview button located?
    A   Drawing
    B. Formatting
    C. Header and Footer
    D. Standard

40. The intersection of the 8th row and the 7th column in a spreadsheet application will have the cell reference

A. 8G
B. G8
C. 7H
D. H7

Information and Communication Technology 1

SOLUTIONS

OBJECTIVE TEST
45 Minutes

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 section to be formatted
26.	B.	File
27.	C.	Redo (or D. Undo)
28.	B.	word wrap
29.	A.	Arrows
30.	D.	Square
31.	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

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

	A	B	C	D	
1	Item	Quantity	Unit Price	Amount	
2	Milk	15	2	30	
3	Milo	25	3	75	**III**
4	Sugar	5	1	5	
5			Subtotal	110	
6			Tax Payable	11	
7			Total Amount	121	

           I   **II**

(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)
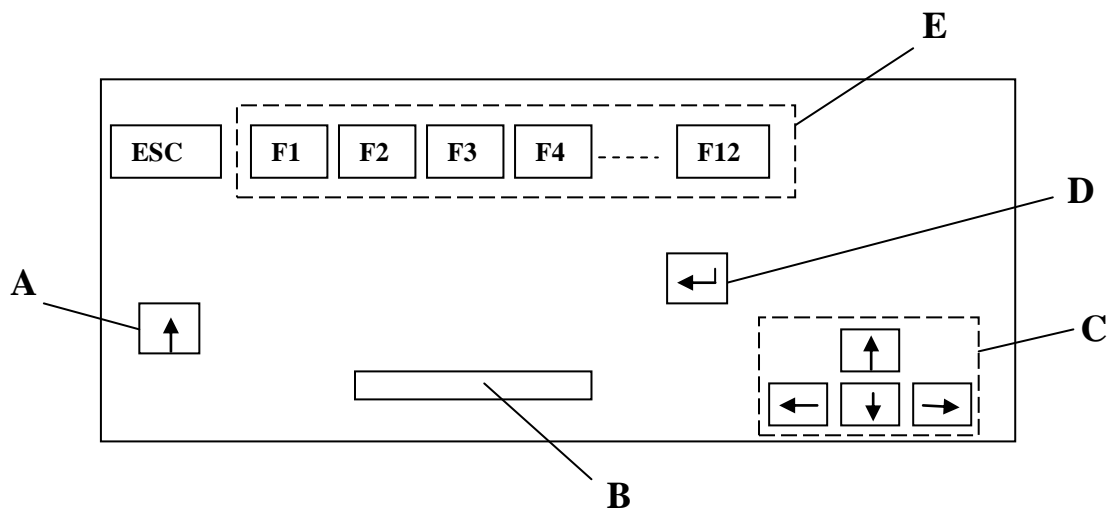
(i)   Identify the diagram above.

…………………………………………………………………………………………………

[2 marks]

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

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

(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*

2.   (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]

3.   (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]

4.   (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]

5. (a) What is:
   (i) motherboard

....

....

....

....
[3 marks]

   (ii) ergonomics

....

....

....

....
[3 marks]

   (iii) menu bar

....

....

....

....
[3 marks]

(b) What is copyright used for?

....

....

....

....
[3 marks]

INFORMATION AND COMMUNICATION TECHNOLOGY 2

SOLUTIONS

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
or
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

2. (a) (i) **positive uses of the internet**
- **Education** – through distance learning, e-books, e-learning centres, 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

3. (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

4. **(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

5. **(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

OBJECTIVE TEST
45 Minutes

1.   The device that converts computer output into displayed images is the
A.   hard disk
B.   monitor
C.   printer
D.   processor

2.   The least number of input devices that a computer system can have is
A.   1
B.   2
C.   3
D.   4

3.   Which of the following devices has the largest storage capacity
A.   Compact disc
B.   Digital versatile disc
C.   Floppy disk
D.   Hard disk

4.   The device used to ensure a constant flow of power supply to a computer system is the
A.   stabilizer
B.   step-down transformer
C.   step-up transformer
D.   uninterruptible power supply

5.   The total number of command buttons on the title bar of an opened word processing window is
A.   2
B.   3
C.   5
D.   6

6.   Processed or transformed facts which are meaningful to the user is called
A.   data
B.   information
C.   input
D.   output

7.   The following are possible health hazards of prolonged use of the computer system except
A.   back and neck pains

B. eye strain
C. tuberculosis
D. wrist pains

8. Which key on the keyboard is used to erase characters from right to left in word processing application?
A. Backspace
B. Delete
C. Insert
D. Pause

9. The key on the QWERTY keyboard used to produce alphabetic upper case letters is
A. Caps Lock
B. Home
C. Num Lock
D. Tab

10. Given sizes and designs of letters, numbers and symbols that are displayed in a word processing document are referred to as
A. align
B. bullet
C. font
D. indent

11. Which of the following is a tool on the drawing toolbar of a word processing program?
A. Align
B. Bold
C. View
D. Oval

12. When an image is copied, it first goes to the
A. clip art
B. clipboard
C. my document
D. recycle bin

13. To press the letter J, which finger is appropriate to use on a QWERTY keyboard?
A. Left index finger B.
Left middle finger
C. Right index finger
D. Right middle finger

14. The internet is a
A. global network of computers
B. government agency that links computers
C. software for designing programs
D. special network of computers in an office

15. The computer equivalence of a sheet of paper divided into rows and columns in the office suite is called
    A. database
    B. electronic sheet
    C. spreadsheet
    D. word processor

16. The temporary working memory of a computer system is the
    A. arithmetic logic unit
    B. flash memory
    C. random access memory
    D. read only memory

17. The software responsible for the management of the basic operations of the computer is the
    A. application program
    B. device drivers
    C. operating system
    D. utility program

18. The bar on the desktop which displays opened applications and other icons is referred to as
    A. scroll bar
    B. taskbar
    C. title bar
    D. toolbar

19. The act of pressing a computer mouse button twice quickly without moving the mouse is termed
    A. double clicking
    B. right clicking C.
       single clicking
    D. normal clicking

20. The following are good practices in the computing environment except
    A. copyrighting of software
    B. designing of cards
    C. networking of computers
    D. pirating of software

21. Which of the following software can be used to enhance teaching and learning through the use of pictures, video and sound?
    A. Multimedia software
    B. Network software
    C. Programming software
    D. Utility software

22. The total number of keys on a standard QWERTY keyboard is
    A. 96
    B. 104
    C. 108

D.   116

23.   Which of the following is a valid folder name?
        A.   Black/Stars
        B.   Black_Stars
        C.   Black:Stars
        D.   Black*

24.   A program on the computer which enables users to type letters to friends is the
        A.   browser
        B.   spreadsheet
        C.   utility
        D.   word processor

25.   The command that enables the user to save a previously saved document under a new name is
        A.   new
        B.   rename
        C.   save
        D.   save as

26.   The standard toolbar contains buttons that
        A.   close and resize windows
        B.   control page margins and tabs
        C.   perform the most common tasks
        D.   help users to navigate through the document

27.   To see exactly how the pages of a current document will appear when printed, the command given is the
        A.   page setup command
        B.   print command
        C.   print preview command
        D.   view command

28.   A tool for locating information on the internet is the
        A.   database engine
        B.   internet browser
        C.   search engine
        D.   web browser

29.   An entity in a file system which contains a group of files is called a
        A.   cabinet
        B.   container
        C.   document
        D.   folder

30.   The creation of a copy of data on a computer system for safe keeping externally is referred to as
        A.   data backup
        B.   data entry

C. data filtering

D. data restoration

31. The letter that normally represents the floppy disk in an operating system is

A. A

B. C

C. D

D. E

32. Recycle bin or trash bin contains deleted files and folders from the

A. floppy disk

B. flash disk

C. hard disk

D. zip disk

33. Keys on a computer keyboard which are used to move the cursor in a specified direction are called

A. arrow keys

B. function keys

C. shift keys

D. special purpose keys

34. To underline a selected text in a word processing program, the keys used are

A. Ctrl + U

B. Shift + U

C. Alt + U

D. Del + U

35. Double clicking on a word in a word processing program selects the

A. document

B. paragraph

C. sentence

D. word

36. All of the following are reasons for using ICT in education except

A. forcing students to learn at others' pace

B. increasing learner motivation and engagement

C. facilitating the acquisition of basic skills in subject areas

D. enhancing teaching through the use of presentation software

37. In word processing program, lines, block arrows and flow charts are found on which of the following toolbars?

A. Drawing

B. Formatting

C. Picture

D. Standard

38. Which program icon on the desktop leads to the disk drives

A. Internet Explorer

B.   My Computer
C.   My Document
D.   My Network Places

39.   Which of the following terms refers to unsolicited emails in the form of advertising or chain letters?
A.   Compose
B.   Inbox
C.   Spam
D.   Trash

40.   Computer virus is capable of
A.   enhancing the contents of a file
B.   maintaining the computer system
C.   making the work of the computer easy
D.   slowing down the computer system performance

INFORMATION AND COMMUNICATION TECHNOLOGY 1

SOLUTIONS

OBJECTIVE TEST

45 Minutes

1. B. monitor

2. B. 2

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. A. 96

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

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
   A. mouse
   B. keyboard
   C. microphone
   D. joystick

2. Computer devices such as mouse, trackpad and joystick are referred to as
   A. Output devices
   B. Pointing devices
   C. Standard devices
   D. Internal devices

3. The flat panel screen is also known as
   A. LCD
   B. VCD
   C. CRT
   D. OCR

4. Which of the following is a storage medium?
   A. Mouse
   B. Printer
   C. Keyboard
   D. Flash memory

5. The two components of the personal computer main memory are
   A. RAM and CU
   B. RAM and ROM
   C. ROM and CU
   D. ALU and CU

6. Which of the following devices has the largest storage capacity?
   A. Digital versatile disc
   B. Compact disc
   C. Floppy disk
   D. Hard disk

7. The process that starts an operating system when a computer system is turned on is referred to as

A.   loading
B.   start up
C.   booting
D.   shut down

8.   Which of the following statements is not true?
A.   Remove all removable storage media or device from the system unit when switching on a computer.
B.   Shut down a computer system before removing the electric power supply
C.   Random access memory is part of main memory
D.   The application software must be loaded before an operating system can be loaded when a computer system is switched on.

9.   GUI stands for
A.   Grand User Interface
B.   General User Interface
C.   Graphic User Interface
D.   Graphical User Interrupt

10.   The software that manages the communication between the hardware and the application software of a computer system is called
A.   open office
B.   Microsoft office
C.   operating system
D.   internet

11.   Windows organizes information on computers using a
A.   directory
B.   folder
C.   subdirectory
D.   disk

12.   Which of the following are valid folder names
I.   Black/Stars
II.   Black : Stars
III.   Black_Stars
IV.   Black Stars

A.   I and II only B.
          II and III only
C.   III and IV only
D.   II and IV only

Use the following information to answer question 13
I.   Processing
II.   Data
III.   Information

13. The sequence of the stages in the information processing cycle is
- A.   I, II and III
- B.   II, III and I
- C.   II, I and III
- D.   III, I and II

14. Which of the following is **not** a safety measure to consider in the ICT environment?
- A.   Not overloading a socket
- B.   Sitting in a correct posture behind the computer
- C.   Allowing the battery of a laptop to run-down before charging
- D.   Avoid plugging computers in damaged sockets

15. The legal right to control the production and selling of a book, play, film and software is known as
- A.   production right
- B.   copyright
- C.   trade mark
- D.   patent

16. Which of the following can bring enhanced learning experience to the classroom through the use of pictures, videos and sound?
- A.   Software application
- B.   Multimedia software
- C.   Learning software
- D.   Teaching and learning software

17. Which of the following is an effect of a loud ringing tone of a mobile phone?
- A.   Wrist pain
- B.   Neck pain
- C.   Headache
- D.   Hearing impairment

18. To which of the following activities is ICT useful?
- I.   Education
- II.   Farming
- III.   Medicine

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

19. Which of the following keys are frequently used in our daily typing work on a computer system?
- I.   Enter key II.
       Space Bar
- III.   Print Screen
- IV.   Delete Key

- A.   I, II, III and IV

B.   I, II and III only

C.   I, II and IV only

D.   II, III and IV only

20. During typing lessons, computer users are supposed to use

A.   5 fingers

B.   6 fingers

C.   8 fingers

D.   10 fingers

21. The most appropriate finger required to type the letter F on a standard QWERTY computer keyboard is the

A.   left middle finger

B.   right middle finger

C.   left index finger

D.   right index finger

22. In the absence of a mouse, which of the following devices could be used to perform its functions?

A.   Scanner

B.   Webcam

C.   Keyboard

D.   Microphone

23. 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?

A.   Spread sheet program

B.   Word processing program

C.   Database program

D.   Graphical program

24. 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?

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

B.   Hold down the Alt key and press the identified key

C.   Hold down the Ctrl key and press the identified key

D.   Hold down the Del key and press the identified key

25. To save a previously saved document under a new name, use the

A.   save command

B.   rename command

C.   resave command

D.   save as command

26. To bold a text in a word processing environment, first select the text, then use the shortcut keys

A.   Ctrl + B

B.   Shift + B

C.   Alt + B

D.   Insert + B

27.   The symbols **B, I, U** are commonly used buttons found on the
      A.   standard toolbar
      B.   menu bar
      C.   formatting toolbar
      D.   drawing toolbar

28.   Which of the following is not a tool on the drawing toolbar?
      A.   Arc
      B.   Oval
      C.   Drop cap
      D.   Lines

29.   Which of the following is not a toolbar?
      A.   Drawing toolbar
      B.   Picture toolbar
      C.   Word Art toolbar
      D.   Word Wrap toolbar

30.   Lines, block arrows and flowcharts are located on the
      A.   drawing toolbar
      B.   standard toolbar
      C.   formatting toolbar
      D.   menu bar

31.   The default orientation for a word processing document is
      A.   landscape
      B.   portrait
      C.   legal
      D.   A4

32.   To preview a document before printing is necessary because
      A.   it displays the name of the document
      B.   it displays how the document will look like after printing
      C.   it displays copy and paste of the document
      D.   it formats the document

33.   A computer program that enables users to surf the internet is known as
      A.   internet surfer
      B.   internet browser
      C.   web surfer
      D.   web navigator

34.   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?
      A.   Website address
      B.   Data file address

C.   E-mail address

D.   Modern address

35.   In e-mail context, what does **bcc** stand for?

    A.   Blank carbon copy

    B.   Bulk carbon copy

    C.   Blind carbon copy

    D.   Backup carbon copy

36.   The world wide network that makes electronic information available to users is also known as

    A.   site

    B.   web

    C.   browser

    D.   map

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

    A.   downloading

    B.   downlinking

    C.   uploading

    D.   uplinking

38.   A tool for locating information on the internet is the

    A.   universal engine

    B.   database   engine

    C.   search engine

    D.   deep web

39.   A mathematical calculation in a spreadsheet is called

    A.   label

    B.   formula

    C.   number

    D.   value

40.   Which of the following features in a browser enables users to fetch the latest copy of a web page?

    A.   Refresh B.

          Forward

    C.   Backward

    D.   Stop

INFORMATION AND COMMUNICATION TECHNOLOGY 1

SOLUTIONS

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

INFORMATION AND COMMUNICATION TECHNOLOGY 2

ESSAY
1 ¼ hours

Answer all of Question 1

1. (a) Study the diagram below carefully and answer the questions that follow:
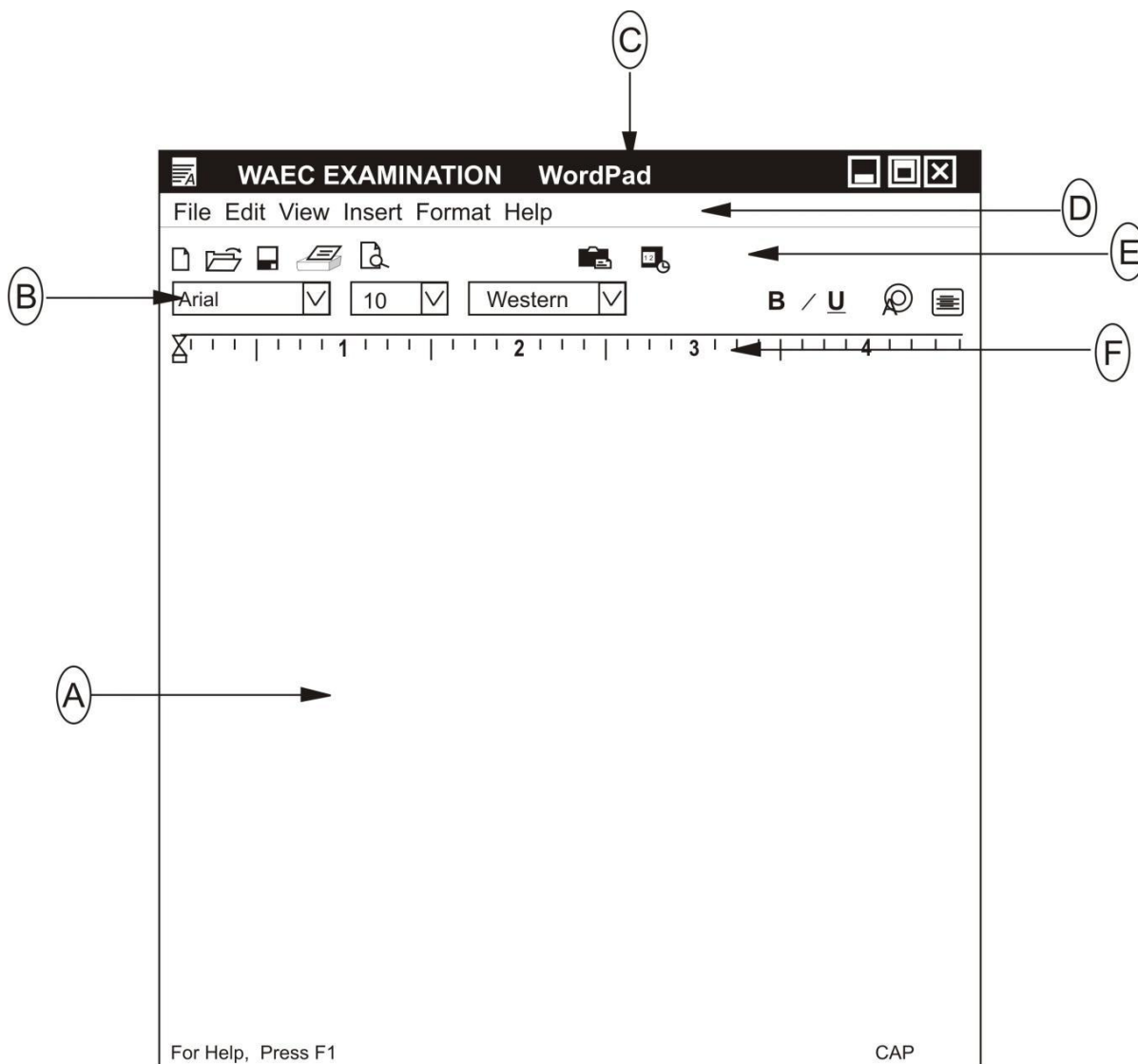
(i)   What is the name of the application program used to create the above file?

....[1 mark]

(ii)   Give the file name of the application program above

....[1 mark]

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

A. ....
B. ....
C. ....
D. ....
E. ....
F. ....

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

B   ....

....

....

....

[2 marks]

C   ....

....

....

....

[2 marks]

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

....

....

....

....

....

....[6 marks]....................

.

[6 marks]

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

(i)

....

(ii)

....

(iii)

....

[6 marks]

2.   (a)   What is:

(i)   Input device:

....

....

....

....

....

[3 marks]

(i)   Output device:

....

....

....

....

....

[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
....	....
....	....
....	....
....	....
....	....
....	....
....	....
....	....

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

....

....

....

....

....

[3 marks]

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

....

....

....

....

....

[3 marks]

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

....

....

....

[2 marks]

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

....

....

....

....

....

....

....

[4 marks]

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

....

....

....

....

....

[3 marks]

(ii)   List four uses of the internet

....

....

....

....

....

....

....

....

....

[4 marks]

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

....

....

....

....

....

[3 marks]

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

....

....

....

....

....

[2 marks]

5. Explain the following terminologies:

(a) Cell ....

....

....

....

....

[3 marks]

(b) Column: ....

....

....

....

....

....

[3 marks]

(c) Row ....

....

....

....

....

[3 marks]

(d) Graph ....

....

....

....

....

[3 marks]

SOLUTIONS

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

2. **(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	

3. **(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

4.   **(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 new, 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 faceboo, 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
(i)   Netscape Navigator,
(ii)   Opera, Safari,
(iii)   Internet Explorer,
(iv)   Mozilla Firefox,
(v)   Slim,
(vi)   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 chart and its associated sample data in a table called data
Or
- 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