

P070/2&1 BECE

February 2021

INFORMATION  
AND COMMUNICATIONS  
TECHNOLOGY 2 & 1

Essay and Objective

2 hours

2&1

Name.....

Index Number.....

Signature .....

Date of Examination .....

THE WEST AFRICAN EXAMINATIONS COUNCIL

GHANA

Basic Education Certificate Examination

February 2021 INFORMATION AND COMMUNICATIONS TECHNOLOGY 2 & 1

2 hours

*Do not open this booklet until you are told to do so. While you are waiting, read and observe the following instructions carefully. Write your name, index number, signature and date of examination in ink in the spaces provided above.*

*This booklet consists of two papers. Answer Paper 2 which comes first, in the booklet and Paper 1 on your Objective Test answer sheet. Paper 2 will last 1 hour 15 minutes. Do not start Paper 1 until you are told to do so. Paper 1 will last 45 minutes. At the end of the examination, submit the entire question paper to the invigilator.*

*Any candidate who tears off any part of the question paper will be severely penalized.*

*Whether you answer all the questions in this paper or not, hand in the entire question paper to the invigilator.*

For Examiner's Use Only	
Question Number	Mark
<b>TOTAL</b>	

This paper is in two sections: A and B. Answer Question 1 in Section A and any other three questions in Section B.

Answer all the questions in the spaces provided in this question paper. At the end of the examination, you should submit the entire question paper to the invigilator.

Any candidate who tears off any part of the question paper will be severely penalized. Whether you answer all the questions in this paper or not, hand in the entire question paper to the invigilator.

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

SECTION A  
[24 marks]

Answer Question 1.  
[Compulsory]

1. Study Figure 1 carefully and use it to answer questions 1(a) to (e):

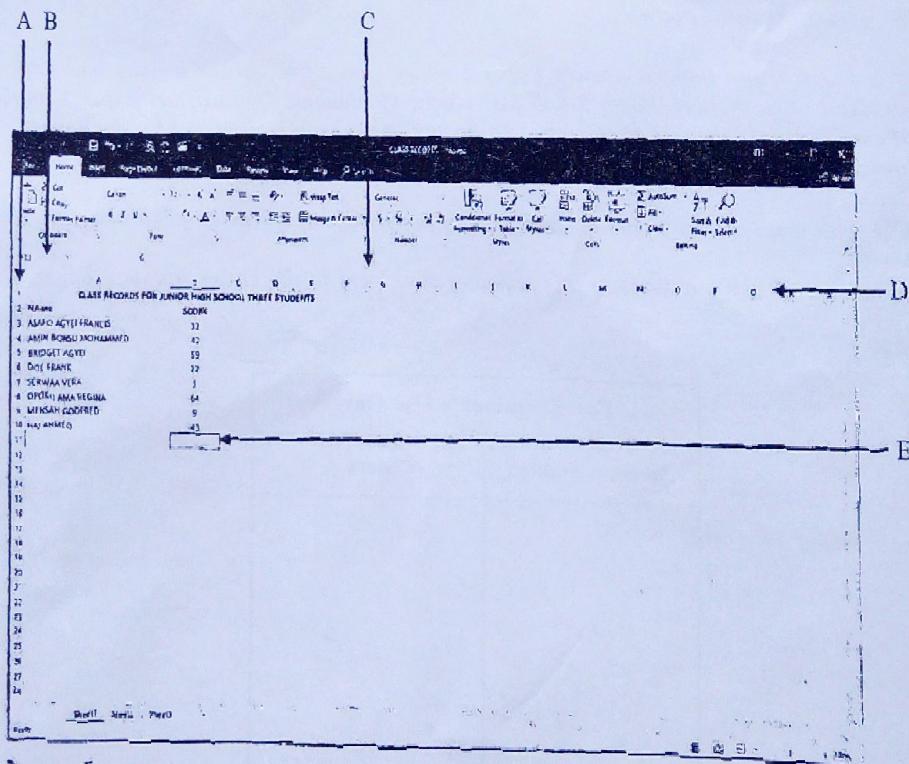


Figure 1

- (a) Write the name of the image shown in Figure 1.

[2 marks]

(b) Write down the data in the following cells:

**A2:** .....

**B3:** .....

**A5:** .....

**B6:** .....

**A7:** .....

**B10:** .....

[6 marks]

(c) Name the parts labelled **A**, **B**, **C**, **D** and **E** in Figure 1.

**A:** .....

**B:** .....

**C:** .....

**D:** .....

**E:** .....

[10 marks]

(d) State **one** function **each** of the parts **B** and **C** as labelled in Figure 1.

(i)      **B:** .....

[2 marks]

(ii)      **C:** .....

[2 marks]

(e) Write down **two** types of application similar to Figure 1 that can perform the same function as Figure 1.

[2 marks]

*Answer three questions only from this section.*

2. (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) Write down the following acronyms in full.

(i) HTML: .....

[2 marks]

(ii) WYSIWYG: .....

[2 marks]

3. (a) Explain the following terms in computing environment.

(i) Printing; .....

.....

.....

[3 marks]

(ii) Print preview. ....

.....

.....

[3 marks]

- (b) State three advantages of previewing a document before printing:

.....

.....

.....

4. (a) Identify and write down the name of the following features of a website address:

(i) : .....

[2 marks]

(ii) //; .....

[2 marks]

(iii) . .....

[2 marks]

(b) (i) What is an *address bar* of a web browser? .....

[3 marks]

(ii) Outline the steps to follow in order to make an entry into an address bar of a web browser.

[3 marks]

5. (a) Give the purpose of the following commands in an e-mail application:

(i) *Attach;* .....

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

[3 marks]

(ii) *Compose.* .....

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

[3 marks]

- (b) Tick ( ✓ ) in the appropriate column of table 1 below to indicate whether the item is an *Application software* or a *System software*.

Table 1

Item	Application Software	System Software
Encarta		
Linux		
Spreadsheet		
Utility programs		
Word processor		
Windows 10		

[6 marks]

***END OF ESSAY TEST***

**DO NOT TURN OVER THIS PAGE  
UNTIL YOU ARE TOLD TO DO SO.**

**YOU WILL BE PENALIZED SEVERELY IF YOU ARE  
FOUND LOOKING AT THE NEXT PAGE BEFORE  
YOU ARE TOLD TO DO SO.**

PAPER I  
OBJECTIVE TEST

45 minutes

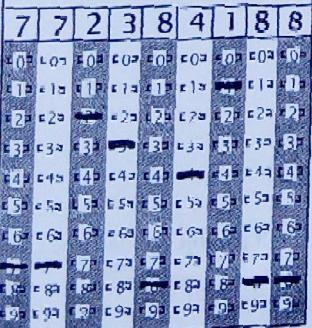
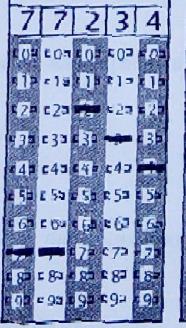
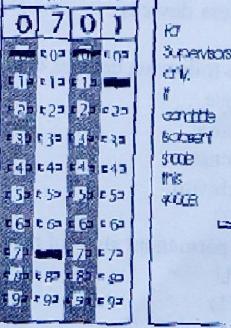
Answer all the questions on your Objective Test answer sheet.

1. Use 2B pencil throughout.
2. On the pre-printed answer sheet, check that the following details are correctly printed:  
Your **surname** followed by your **other names**, the **Subject Name**, your **Index Number**,  
**Centre Number** and the **Paper Code**.
3. In the boxes marked **Candidate Number**, **Centre Number** and **Paper Code**, **reshade** each of the shaded spaces.
4. An example is given below. This is for a female candidate whose name is Ellen Akua GARIBA.  
Her **index number** is 772384188 and she is writing the examination at **Centre Number** 77234.  
She is offering **Information and Communications Technology I** and the **Paper Code** is 0701

**THE WEST AFRICAN EXAMINATIONS COUNCIL, GHANA  
BASIC EDUCATION CERTIFICATE EXAMINATION  
OBJECTIVE ANSWER SHEET**

CANDIDATE NAME: <b>GARIBA ELLEN AKUA</b>	SUBJECT NAME: INFORMATION AND COMMUNICATIONS TECHNOLOGY I
---	--

1. Use 2B pencil. Press firmly.
2. Answer each question by choosing one letter and then, shade through the letter chosen like this - A  B  C  D
3. If you want to change an answer, erase your first mark completely.
4. If only four alternative answers are given for each question, ignore the letter E.
5. Your question paper may have fewer than 80 questions.

CANDIDATE NUMBER	CENTRE NUMBER	PAPER CODE	
7 7 2 3 8 4 1 8 8	7 7 2 3 4	0 7 0 1	17 Supervisor only if candidate does not have 4008
			

*Answer all the questions.*

*Each question is followed by four options lettered A to D. Find the correct option for each question and shade in pencil on your answer sheet the answer space which bears the same letter as the option you have chosen. Give only one answer to each question. An example is given below.*

Which of the following is an input device?

- A. Monitor
- B. Stylus
- C. Projector
- D. Speaker

*The correct answer is stylus which is lettered B and therefore answer space B would be shaded.*

A  B  C  D  E

*Think carefully before you shade the answer spaces. Erase completely any answer you wish to change.*

*Do all rough work on this question paper. Now answer the following questions.*

1. An Operating System is a type of
  - A. utility software.
  - B. system software.
  - C. integrated software.
  - D. application software.
  
2. An electronic version of a document is called a
  - A. software.
  - B. softcopy.
  - C. hardcopy.
  - D. computer copy.
  
3. The following are features of the Random Access Memory **except**
  - A. it is volatile.
  - B. it is non-volatile.
  - C. it stores data temporarily.
  - D. it is accessible to the user.
  
4. Devices that translates data into a form that users can read are called
  - A. input devices.
  - B. output devices.
  - C. storage devices.
  - D. process devices.
  
5. Which of the following devices controls the pointer on-screen?
  - A. Mouse
  - B. Monitor
  - C. Scanner
  - D. Keyboard
  
6. An internal permanent store of memory which can be read but **cannot** normally be changed is the.....
  - A. CPU
  - B. DVD
  - C. RAM
  - D. ROM

7. An example of a storage device is a  
 A. monitor.  
 B. keyboard.  
 C. compact disc.  
 D. compact disc drive.
8. Which of the following options is **not** a secondary storage device?  
 A. Floppy Disk  
 B. Compact Disc  
 C. Flash Memory  
 D. Read Only Memory
9. The process of restarting a computer is termed  
 A. cold booting.  
 B. warm booting.  
 C. random booting.  
 D. random rebooting.
10. The command button used to exit applications in windows environment is the  
 A. close button.  
 B. restore button.  
 C. minimize button.  
 D. maximize button.
11. The start button is found on the  
 A. title bar.  
 B. task bar.  
 C. status bar.  
 D. system tray.
12. Which of the following options is **not** a default icon normally found on the desktop?  
 A. Recycle bin  
 B. My Pictures  
 C. My Computer  
 D. My Documents
13. Which of the following options provides quick access to files and programs on the desktop?  
 A. Icon  
 B. Start menu  
 C. Notification area  
 D. Quick launch button
14. To end an application in computing is the same as to  
 A. run the application.  
 B. start the application.  
 C. close the application.  
 D. launch the application.
15. Deleting a file on a computer means  
 A. bolding the file.  
 B. resizing the file.  
 C. removing the file.  
 D. modifying the file.

**Turn over**

16. The stages of the information processing cycle include
- receiving data and processing data.
  - receiving data and displaying results.
  - processing data and displaying results.
  - receiving data, processing data and displaying results.
17. The effect of loud noise is
- sound impairment.
  - noise impairment.
  - music impairment.
  - hearing impairment.
18. The effect of vision associated with prolonged viewing of television and computer screens is best controlled by
- sitting upright.
  - using mouse pad.
  - blinking the eyes regularly.
  - exercising the fingers regularly.
19. Which of the following statements is true?
- Always use the system unit without UPS.
  - Cover the computer system with moist material.
  - Run antivirus software on the system regularly.
  - Leave all devices connected to the system unit when switching the system off.
20. The best way of handling ICT tools is to
- update them regularly.
  - clean them once a while.
  - visit any website of your choice.
  - always allowing a colleague to use the system.
21. A simple public address system consists of the following except
- amplifier.
  - micro sim.
  - microphone.
  - power mixer.
22. The standard computer keyboard layout is technically referred to as
- BIOS.
  - ASCII.
  - ENIAC.
  - QWERTY.
23. Which of the following characters represent the left fingers home row keys on a standard keyboard?
- JKL
  - ASDF
  - FDSA
  - LMNO
24. The part of the computer mouse which normally displays a shortcut menu instruction when clicked is the
- left-button.
  - side-button.
  - right-button.
  - middle-button.

25. The default orientation for a word processing document is  
A. oval.  
B. portriat.  
C. rectangle.  
D. landscape.
26. The feature that allows a text to automatically move to the next line when typing in word processing environment is the  
A. text wrap.  
B. line wrap.  
C. word wrap.  
D. document wrap.
27. Double-clicking on a word in a word processing environment  
A. prints the word.  
B. pastes the word.  
C. copies the word.  
D. selects the word.
28. To underline a word in a word processing environment, use the keyboard shortcut keys  
A. Ctrl + P.  
B. Ctrl +V.  
C. Ctrl + U.  
D. Ctrl + X.
29. Which button on the title bar of an opened application is used to drop the application window onto the taskbar?  
A. Close  
B. Restore  
C. Minimize  
D. Maximize
30. To preview a document, the user needs to click on the  
A. view button.  
B. print button.  
C. page layout button.  
D. print preview and print button.
31. Which of the following options is **not** a feature of the internet?  
A. SMS  
B. E-mail  
C. Formatting  
D. File transfer
32. The world wide network of computers that makes information available to users is the  
A. web.  
B. link.  
C. URL.  
D. browser.
33. The computer program that helps users to access the internet is the  
A. website.  
B. web page.  
C. web browser.  
D. web address.

34. Which of the following addresses will help a teacher send message to his/her class?
- A. E-mail address
  - B. Source address
  - C. Website address
  - D. Destination address
35. In an e-mail concept, *bcc* means
- A. blank carbon copy.
  - B. black carbon copy.
  - C. blind carbon copy.
  - D. bulk carbon copy.
36. Copying information from the internet onto a computer is the same as
- A. saving.
  - B. pasting.
  - C. uploading.
  - D. downloading.
37. Which of the following applications uses Spreadsheet software?
- A. Excel
  - B. Writer
  - C. Norton
  - D. PageMaker
38. Which of the following software packages consists of cells arranged in rows and columns?
- A. Graphics
  - B. Spreadsheets
  - C. Presentations
  - D. Word processors
39. The intersection of the 8<sup>th</sup> row and 7<sup>th</sup> column in a spreadsheet application will have the cell referenced
- A. 8G
  - B. G8
  - C. 7H
  - D. H7
40. Mathematical calculations in Spreadsheets are made possible by the use of
- A. values.
  - B. letters.
  - C. numbers.
  - D. formulas.

**END OF PAPER**