2011

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 device such as mouse, touchpad and joystick are referred to as ………………

a. Output device   b. Pointing device   c. Standard device   d. Internet device

3. 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 component of a 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. Computer disc   c. Floppy disc   d. Hard disc

7. The process that start 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 statement is not true?

 a. Remove all removable storage media or device from the system unit when switching the 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 the operating system can be loaded when a computer system is switched on.

9. GUI stands for ………….

a. Grand User Interface   b. Graphical User Interface   c. General User Interface

d. Graphic User Interrupt

10. The software that manage the communication between 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 the computer 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 stage in the information processing cycle ……………….

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 safety measure to consider in the ICT environment?

a. Not over loading 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 computer 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. Learning Software   c. Multimedia 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 impairment18.

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   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 IV only   c. I, II and III only   d. II, III, and III

20. During typing lesson computer users are supposed to use?

a. 5 fingers   b. 6 fingers   c. 8 fingers   d. 10 fingers

21. The most appropriate finger requires to type the letter on a standard QWERTY computer

keyboard is the ……………………….

a. Left middle finger   b. left Index finger   c. Right middle finger   d. Right index finger

22. In the absence of mouse, which of the following device could be use to perform its function?

a. Scanner   b. Webcam   c. Keyboard   d. Microphone

23. Ion 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. Spreadsheet program   b. Database program   c. Word processing 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 previous saved document under a new name, use the ………….

a. Save command   b. Resave command   c. Rename command

d. Save As command

26. To bold a text in 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. Formatting toolbar   c. Menu bar   d. Drawing toolbar

28. Which of the following is not a tool on the drawing toolbar?

a. Arc   b. Oval   c. Drop cap   d. Line

29. Which of the following is not a toolbar?

a. Drawing toolbar   c. Word Art toolbar   c. Picture toolbar   d. Word Warp toolbar.

30. Lines, block arrow, 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 user to surf the internet is known as ………….

a. Internet surfer   b. Web surfer   c. Web browser   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. E – mail address   c. Data file address   d. Modern address

35. In e-mail context, what does Bcc stands for?

a. Blank Carbon Copy   b. Blind carbon Copy   c. Bulk carbon Copy

d. Backup Carbon Copy

36.The world wide network that makes electric 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. Down linking   c. Uploading   d. Up linking

38. A tool for locating information on the Internet is called ……………….

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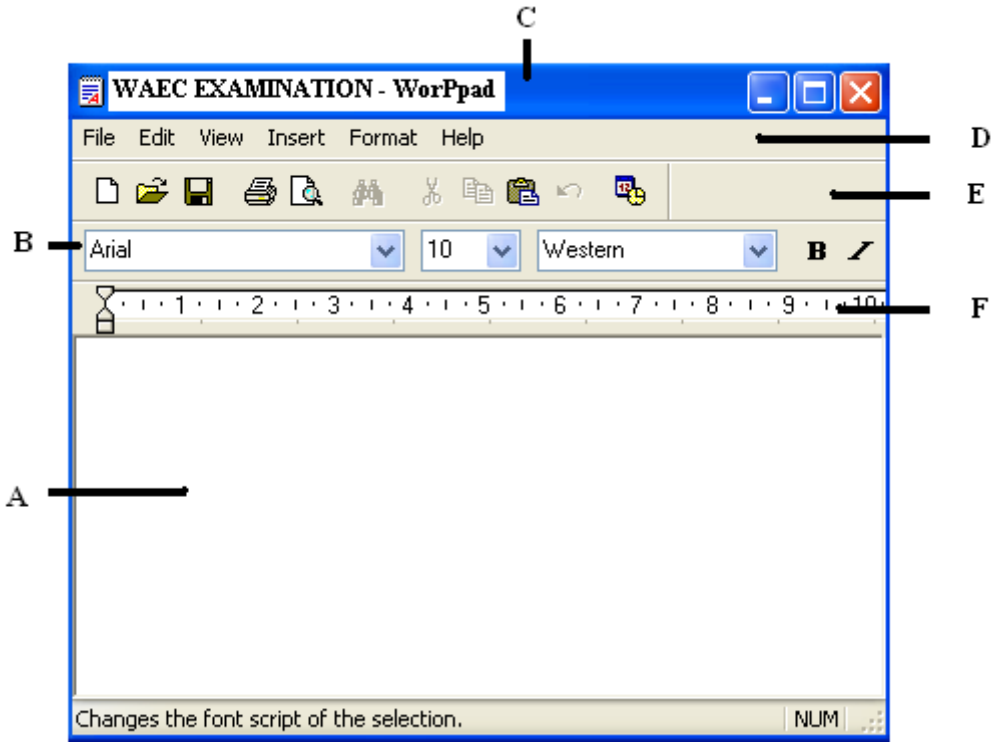
40. Which of the following features in a browser enables users to fetch the latest copy of a web page?

a. Refresh   b. Forward   c. Backward   d. Stop

INFORMATION AND Communication Technology BECE 2011

- Paper 2

1(a) Study the diagram below carefully and answer the question that follows:

(i) What is the name of the application used to create the above file?

_____

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

_____

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

A _____   B _____

C _____   D _____

F _____

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

B

_____

_____

C

_____

_____

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

_____

_____

_____

_____

_____

(c) Identify the following ICT tools

GENERAL KNOWLEDGE OF ICT

Answer three questions only from this section

2 (a). What is

Input device

_____

_____

Output device

_____

_____

(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.

_____

_____

_____

_____

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

_____

_____

_____

_____

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

_____   _____

_____   _____

_____   _____

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

_____

_____

_____

_____

_____

_____

4 (a) What is Internet/

_____

_____

_____

(ii) List four uses of the Internet.

_____

_____

_____

(b) What is web browser?

_____

_____

_____

(ii) Give two examples of a web browser.

_____

_____

_____

5. Explain the following terminologies

(a) Cell

_____

_____

_____

(b) Column

_____

_____

_____

(c) Row

_____

_____

_____

(d) Graph

_____

_____

_____

BECE 2012

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. Computer disc   b. Floppy disc   c. Digital versatile disc   d. Hard disk

4. The device used to ensure a constant flow of power supply to a computer system is the ….

a. Stabilizer   b. Set – up 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 transformation fact 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 pain   b. Tuberculosis   c. Eye strain   d. Wrist pain

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 letter is …………

a. Caps Lock   b. Home   c. Num lock   d. Tab

10. Gives sizes and designs of the letters, numbers and symbols that are displayed in 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 J, which finger is appropriate to use on a QWERTY keyboard?

a. Left index finger   b. Right index finger   c. left middle 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 of a computer system is the ………………………

a. Arithmetic Logic   b. Flash Memory   c. Random Access Memory   d. Read Only Memory

17. The software responsible for management of the operation 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 are referred to as ……………………….

a. Scroll bar   b. Taskbar   c. Litle bar   d. toolbar

19. The act of pressing mouse button twice quickly without moving the mouse is termed as .

a. Double click   b. Right click   c. Single click   d. Normal click

20. The following are good practices in the computing environment except ………

a. Copyrighting of software   b. Designing of cards   c. Networking computers

d. Pirating of software

21. Which of the following software can be uses to enhanced teaching and learning through the use of Pictures, videos 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 valid folder name?

a. Black/ Star   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 processing

25. The command that enables the user to save 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 resized windows   b. Control page margins and tabs

c. Performs the most tasks   d. Help users to navigate through the document

27. To see how a exactly how a pages of current document will appear when printed, the command given is the …………………………

a. Page Setup Command   b. Print preview command   c. Print command

d. View command

28. A tool for locating information on the internet is the ………………

a. database engine   b. Search engine   c. Internet browser   d. Web browser

29. An entity in 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 filtering   c. Data entry   d. Data restoration

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

a. A   b. C   c. D   d. C

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

a. Arrow keys   b. Shift keys   c. Function keys   d. Special purpose key

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 processing program selects the …………………..

a. Document   b. Paragraph   c. Sentence   d. Word

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

a. Forcing student to learn at other's pace

b. Increasing learner motivation and engagement

c. Facilitating the acquisition of basic skills in subject areas

d. Enhancing teaching and learning through the use of presentation software

37. In word processing program, lines block arrows and flow charts found on which of the following toolbar …………….

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 e-mails in the form of advertising or letters?

a. Compose   b. Inbox   c. Spam   d. Trash

40. Computer virus is capable of ………….

a. Enhancing the content of a file   b. Maintaining the computer system

c. Making the work of the computer system

d. Slowing down the computer system performance

Answer all of the Question 1

1. Use the diagram below to answer question (a) and (b)
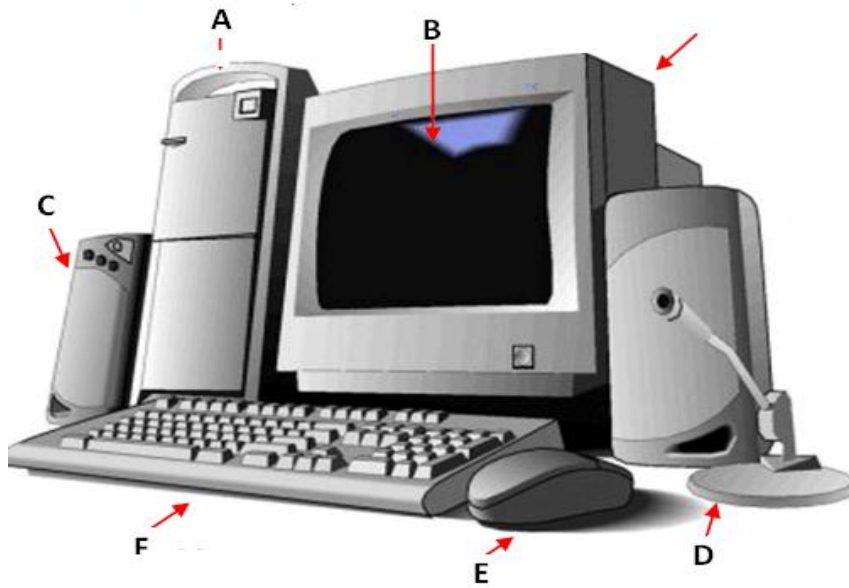
(a) Identify the diagram above …………………………………………………………………………………………………

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

A ……………………………………………..   B ……………………………………………………

D ……………………………………………..   E ……………………………………………………

F ……………………………………………...

(c) List the five main component of the computer keyboard.

_____   _____

_____   _____

_____   _____

(d) Give the stages involved in the Information Processing Cycle.

_____   _____

_____   _____

(e) List, in the right order, the steps involved in Turning Off a personal computer.

_____

_____

_____

_____

_____

Part 2 -Section B

Answer three questions only from this section

2 (a) state the function of each of the following devices:

(i) Floppy disk

_____

_____

_____

_____

(ii) Printer

_____

_____

_____

_____

(iii) Scanner

_____

_____

_____

_____

(iv) Uninterruptible power supply

_____

_____

_____

_____

(b) Write the following acronyms in full:

(i) ALU _____

(ii) CPU _____

3. (a)Explain the following types of software

(i) System Software

_____

_____

_____

(ii) Application Software

_____

_____

_____

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

(i) Minimize

_____

_____

_____

(ii) Maximize

_____

_____

_____

(iii) Close

_____

_____

_____

4 (a) Explain Internet fraud

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

5 (a) Explain the following terms as used in spreadsheet:

(i) Worksheet

_____

_____

_____

_____

(ii) Active cell

_____

_____

_____

_____

(iii) Range

_____

_____

_____

_____

(iv) Workbook

_____

_____

_____

_____

BECE 2013

1. The flat panel screen is also known as ……………………………………………..

a. CRT   b. LCD   c. OCR   d. VCD

2. The device that the computer use to keep data is ……………………………………….

a. Input devices   b. Output devices   c. Processing devices   d. Storage devices

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 the 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, Hard Disk   d. Floppy Disk, DVD, CD and Hard Disk5.

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 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. Scroll bar   c. Task bar   d. Toolbar

9. The command button used to exit the 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 the folder

12. Programs that perform specific task for users are referred 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 component emits radiation?

a. Hard disk   b. Keyboard   c. Mobile phone   d. Speaker

16. The legal right that does not allowed people to copy intellectual property without the permission of the original without the permission of the original owner is called …………….

a. Copyright   b. Freeware   c. Piracy   d. Privacy

17. Software that presents lesson in a movie - like manner is referred to as…………………

a. Multiplicity   b. Multimedia   c. Multipurpose   Multitasking

18. The symbol **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. Create a new document   b. Open a File menu   c. Open a new window

d. Open a context menu if available

20. Which of the computer keyboard keys is used to delete from light to right on – screen?

a. Alternate   b. Backspace   c. Delete   d. Shift

21. Which of the following computer keyboard keys allows the user to type upper case letters?

a. Alternative key   b. Control key   c. Caps lock key   d. Num lock key

22. which of the following keys is used for multiple selection of text that are not continuous?

a. Alt   b. Ctrl   c. Del.   D. Shift

23. When a user click within a selected text by holding down the left mouse button, and location within the same document, the text will be ………………………

a. Cut   b. Moved   c. Copied   d. Deleted

24. Which of the following menu titles contain the bullets and numbering command?

a. Edit menu   b. File menu   c. Format menu   d. Insert menu

25. In order to apply formatting to a section of existing text, the user must first ………………….

a. Click on the formatting button   b. Click the shortcut mouse button

c. Click the shortcut mouse button   d. Select the section to be formatted

26. The save command is found under which of the following menu option?

a. Edit   b. File   c. Insert   d. Tools

27. Which of the following command button is found on the standard toolbar?

a. Bold   b. Bullets   c. Redo   d. Undo

28. When a text automatically moves to the nest 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 environment

29. Which of the following is a tool on a 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 school 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. Link down   c. Upload   d. Link up

36. Specialized programs that assist users to locate information on the Internet are …………

a. Agents   b. Internet browser   c. Search engines   d. Web

37. Which of the following refers to unsolicited emails in the form of advertising and chain letters?

a. Flaming   b. Inbox   c. Spam   d. Trash

38. The software are representing for the management of the basic operations of the computer is the ………………………………

a. Application program   b. Device driver   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

Answer all of question 1

1(a) ABC supermarket has acquired an application to generate cash receipt 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 sub total is a summation of the amounts obtained for all purchased items. The tax payable is computed at the role of 10% of the sub total.

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

Using the diagram below, answer the questions that follows:

iii

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

i

ii

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

_____

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

I _____   II _____

III _____

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

D2

_____

_____

_____

D5

_____

_____

_____

D6

_____

_____

_____
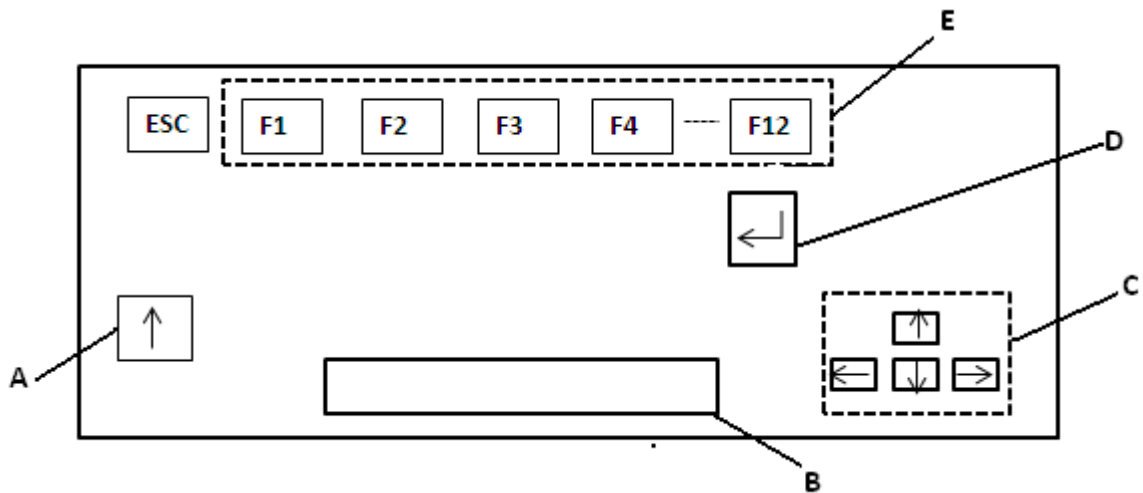
(b) Use the diagram below to answer questions

(i) Identify the above diagram

_____

(ii) Name the part labelled A, B, , D and E

A _____   B _____

C _____   D _____

E _____

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

B

_____

_____

_____

C

_____

_____

_____

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

_____

_____

_____

_____

Answer three questions only from this Section

2 (a) State two

(i) Positive uses of the Internet

_____

_____

_____

_____

_____

(ii) Negative uses of the Internet

_____

_____

_____

_____

_____

(b) List four storage media

_____

_____

_____

_____

_____

3 (a) Explain communication as used in computer Industry.

_____

_____

_____

(b) Video conferencing refers to :

_____

_____

_____

_____

(c) List two devices associated with video conferencing.

_____

_____

_____

(d) State four media for sending and receiving Information.

_____   _____

_____   _____

_____   _____

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

(i) Copy and Paste

_____

_____

_____

(ii) Cut and Paste

_____

_____

_____

(b) (i) What is a font?

_____

_____

_____

(ii) List three font styles.

_____   _____

_____   _____

_____   _____

5 (a) What is:

(i) Motherboard

_____

_____

_____

(ii) Ergonomics

_____

_____

_____

(iii) Menu bar

_____

_____

_____

(b) What is copyright used for?

_____

_____

_____

_____

BECE 2014
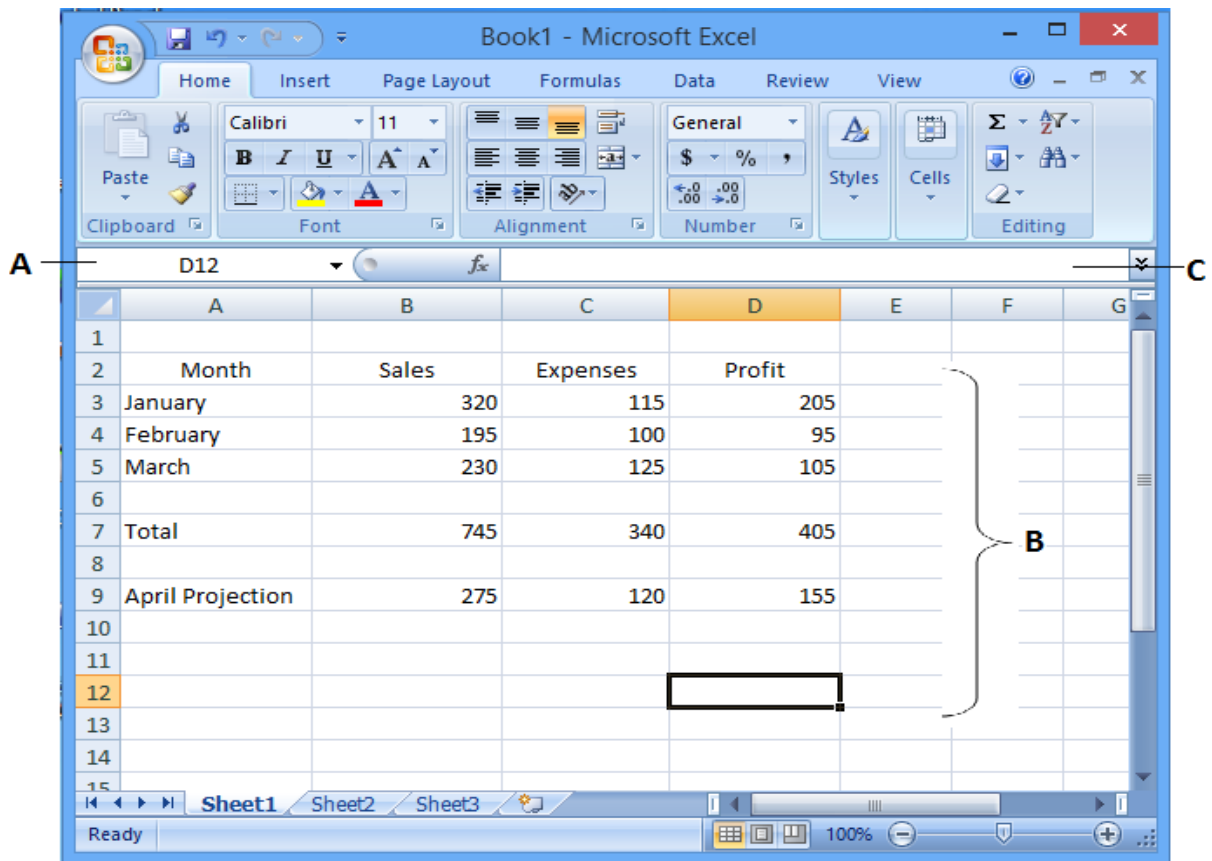
Use the diagram above to answer question (i) to (iv).

(i) Name the application program used for the above figure

_____

_____

(ii) Write the formula or function used to calculate the profit for cell D7

_____

_____

(iii) Write the formula or function used to calculate the total; expenses for cell C7

_____

_____

(iv) Name the parts labelled A, B, C

A _____

B _____

C _____

(b) Complete the table below

Windows buttons	Name of windows button	Function of windows button

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

_____

_____

_____

_____

Answer three questions from this Section

2 (a) State the data type for the following characters as used in spreadsheet application

(i) 13.65 _____

(ii) 24.04' _____

(iii) =sum(A5:G5) _____

(iv) =A4+C8-G25 _____

(v) +233244971100 _____

(b) What does formatting a disk refers to:

_____

_____

_____

_____

3. List

(a) Two toggle keys on the keys on the keyboard.

_____

_____

_____

(b) Three features of a web browser

_____

_____

_____

(c) Two component of the central processing unit.

_____

_____

_____

(d) Two Operating System Software

_____

_____

_____

(e) Three health hazard associated with prolong use of computer and ICT tools.

_____

_____

_____

_____

_____

4 (a) Give two example of typing software.

_____

_____

_____

(b) Certain books are published both in hard copies and soft copies (e - books)

Give two reasons for using:

(i) Hard copies format.

_____

_____

_____

_____

(ii) Soft copies format.

_____

_____

_____

_____

(c) Arrange the storage devices, **Compact disk, Hard disk**, and **Pen drive** in descending order of:

(i) Access speed

_____

_____

(ii) Storage capacity

_____

_____

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

(a) My Account

_____

_____

_____

(b) Compose

_____

_____

_____

(c) Attach

_____

_____

_____

(d) Sign Up

_____

_____

_____

Section A

1. The part of the computer which displays information to the user in soft copy format is the

a. Monitor   b. printer   c. Processor   d. Scanner

2. The Sharpness of an image on a monitor screen is determined by the number of ……………

a. Inches   b. Pits   c. Pixels   d. Unit

3. Which of the following can be used as an input devices and the same time output device?

a. Microphone   b. Modem   c. Printer   d. Speaker

4. The device that uses the magnetic method to store data is …………………

a. Compact disc   b. Digital versatile disc   c. Hard disk   d. Optical disc

5. Which of the following has the largest storage capacity?

a. Compact disc   b. Digital versatile disc   c. Flash memory   d. Hard disk

6. By default, the drive letter assigned to the hard disk drive is ………………

a. A: b. B: c. C: d. D:

7. Which of the following devices must be turned on first when booting a computer?

a. Monitor   b. Printer   c. Scanner   d. System unit

8. The program that is loaded into the main memory when a computer is booted is …….

a. Utility program   b. Operating system   c. Communication software

d. Word processing software

9. To copy a file means to ………………………………………………………

a. Cut the file   b. Delete the file   c. Remove the file   d. Make a duplicate of the file

10. A group of files are stored in a …………………………….

a. Folder   b. Graphic   c. Text   d. Word

11. The area of the taskbar that displays small icon of some programs such as the system clock is …………………………………….

a. Program area   b. Scroll bar   c. Start menu   d. System tray

12. Which of the following is a program to computer users as a result of radiation from the monitor?

a. Cardiovascular   b. Dizziness   c. Eye irritation   d. Loss of grip strength

13. Dragging a folder from one drive to a window on another drive is equivalent to a……..

a. Cut operation   b. Copy operation   c. Delete operation   d. Move operation

14. Which of the following safety precaution(s) is / are advisable to practice?

i. Do not answer or receive calls when charging mobile phone

ii. Do not over load sockets.

iii. Plugging ICT tools in a damage sockets can be allowed sometimes.

a. I and II only   b. I and III only   c. II and IIII only   d. I, II and III only

15. A computer program that can copy itself and infect the computer without the permission or knowledge of the user is …………….

a. Virus   b. Anti – Virus   c. Windows   d. Word processing

16. The software that assists the student in learning and can also be used to take online examination is …………………..

a. Classroom software   b. Educational software   c. Entertainment software

d. Graphic software

17. ICT tools can be used in all the following areas except …………….

a. Sharing Ideas   b. Starting cabinetry   c. Accessing Information

d. Retrieving Information

18. The act of clicking on an object and dragging it to a different location is referred as ……..

a. Drop–and-Drag   b. Drag-and-Drop   c. Drop-and-move   d. Drag-and-Paste

19. When pursing typing lessons, computer users are expected to use …………………

a. 5 fingers   b. 6 fingers   c. 8 fingers   d. 8 fingers

20. Which of the following keys is not a function key on the computer keyboard?

a. F1   b. F2   c. F9   d. F13

21. The computer keyboard combination that would move the cursor insertion points to the beginning of the current document is ……………………………

a. Ctrl + B   b. Ctrl + H   c. Ctrl + Home   d. Ctrl + pgUp

22. Which of the following commands is used to resave an edited file with the same file name?

a. Copy   b. Save   c. Save As   d. Send

23. Computerized text editing is also referred to as …………………………..

a. Database application   b. Desktop application   c. spreadsheet application

d. Word processing application

24. In order to apply bold formatting to a section of existing text, that the user must first …..

a. Save the document   b. Click the start button   c. Click on the formatting button   d. Select the section to be formatted

25. Text that is justified is ………………

a. Adjusted to meet one margin   b. Adjusted to meet both margin

c. Grammatically correct   d. Only visible in print preview

26. Which of the following keys are used to underline a text in word processing?

a. Ctrl + B   b. Ctrl + H   c. Ctrl + I   d. Ctrl + U

27. When a text automatically moves to the next line at the end …………………………

a. Text wrap   b. Word wrap   c. Hard return   d. Text movement

28. The default orientation for a word processing document is ………………….

a. A4   b. Landscape   c. Letter   d. Portrait

29. To print a document after previewing, use the ……………………………………………

a. Edit command button   b. Open command button   c. Print command button

d. Save command button

30. On an email interface, which of the following area is mandatory to complete and send message?

a. Sender body   b. Sender name   c. Message header / Subject

d. Message recipient e-mail address

31. Which of the following domain name extension is used by educational institution?

a. .com   b. .edu   c. .net   d. .org

32. Which of the following is a web browser?

a. Firewall   b. Opera   c. Windows   d. Yahoo

33. Which feature in a web browser enable users to fetch the latest copy of a web page?

a. Backward   b. Forward   c. Refresh   d. Stop

34. Transmitting data from a local computer to a remote computer is referred to as …….

a. Downlinking   b. Downloading   c. Uplinking   d. Uploading

35. The http:// in a website address refers to …………………………

a. Domain name   b. Directory name   c. File name   d. protocol

36. The command button that opens a dialog box for users to create an e-mail message is ….

a. Back button   b. Compose button   c. Create button   d. Refresh button

37. A spreadsheet cell name is referred by a …………………………

a. Letter   b. Number   c. Letter and a number   d. Number and a letter

38. Mathematical calculations in a spreadsheet are called ……………

a. Formulas   b. Labels   c. Numbers   d. Values

39. Which of the following does a user need to bypass before accessing an email?

a. Username and computer name   b. Username and e-mail name

c. Username and password   d. Username and yahoo

40. To apply a formula or function in a spreadsheet program, the symbol used is ………

a. = or *   b. = or +   c. = or /   d. = or −