

# BECE

## PASCO



Abdul- Latif Ahmed

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## Preface, Acknowledgement, Dedication & Others

### PREFACE

**Information and Communication Technology (ICT)** at the **Junior High Schools (J.H.S.)** level is aimed at equipping the students with basic skills and knowledge on computers and technology that can be useful in their future.

This book has been written based on questions set by **West Africa Examination Council (WAEC)** for the **Basic Education Certificate Examination (BECE)** for **Junior High Schools (J.H.S.)**.

Included in this book are **Past Questions & Answers** for the years:  
**2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018 & 2019.**

This book, I strongly believe, will bring success to all users who study it carefully.

### ACKNOWLEDGEMENT

I owe every single gratitude to Allah for what He has done, what He is doing and what He is yet to do in my life.

Finally, to my wife, Alhassan Rubaba, for her support and encouragement.

### DEDICATION

I dedicate this book to my lovely kids: Hanif Gaskia, Widad Soyaya and Zaida.

### Disclaimer

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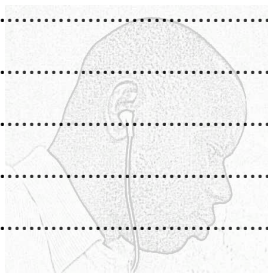
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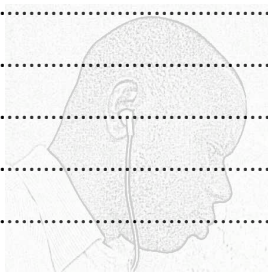


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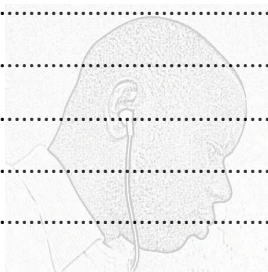
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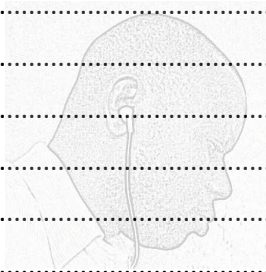
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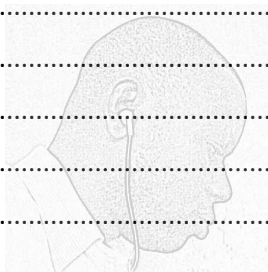
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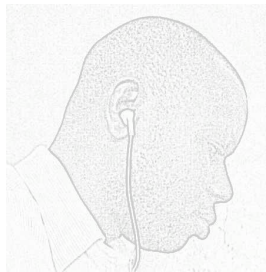


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# June 2019 Questions

## Paper One

1. An electronic and programmable device that processes data into useful information is called

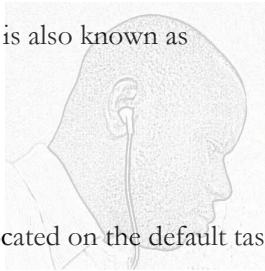
- A. computer
- B. peripheral
- C. processor
- D. technology

2. Which of the following media uses laser technology to write and read data?

- A. Floppy disk
- B. Hard disk
- C. Optical disc
- D. Pen drive

3. Turning off the computer is also known as

- A. booting
- B. installation
- C. programming
- D. shut down



4. The following are items located on the default taskbar except

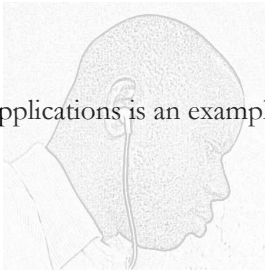
- A. date
- B. clock
- C. recycle bin
- D. start menu button.

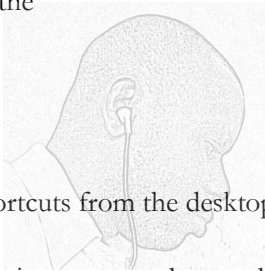
5. Files are best kept in

- A. icons
- B. folders
- C. programs
- D. applications

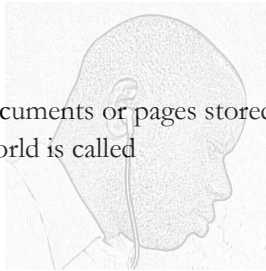
6. The end results of the information processing cycle that cannot be touched is referred to a

- A. hard copy.
- B. hardware
- C. soft copy
- D. software

7. A malicious software specially designed to cause computer system to be slow and malfunction is
- A. An application
  - B. a bacteria
  - C. a germ
  - D. a virus
8. The arrow keys on the computer keyboard are also referred to as
- A. cursor keys
  - B. function keys.
  - C. shift keys
  - D. special purpose keys
9. The name given to each cell according to its column label and row number is called
- A. active cell
  - B. cell formula
  - C. cell reference
  - D. highlighted cell
10. Which of the following applications is an example of a Word processor?
- A. Excel
  - B. Lotus 1-2-3
  - C. Notepad
  - D. Print artist
- 
11. The only software that runs without a user's instruction on a computer is the
- A. application software
  - B. operating system
  - C. scanner program
  - D. storage program
12. The Liquid Crystal Display monitor of a computer is also known as the
- A. cathode ray tube
  - B. display screen
  - C. flat panel display
  - D. television display
13. A pen-like device that is used to enter data by applying pressure on a screen is the
- A. joystick
  - B. mouse

- C. pointer
  - D. stylus
14. One gigabyte of data approximates to
- A. 10 megabytes of data.
  - B. 100 megabytes of data.
  - C. 1,000 megabytes of data.
  - D. 10,000 megabytes of data.
15. Which of the following devices will turn off first when shutting down the computer?
- A. Monitor
  - B. Stabilizer
  - C. System unit
  - D. Uninterruptible Power Supply
16. The title bar of an opened application always displays the name of the application and the name of the
- A. computer
  - B. document
  - C. software
  - D. system
- 
17. To remove unwanted shortcuts from the desktop which of the following options will be appropriate?
- I. Click on the shortcut icon once and press the delete key on the keyboard
  - II. Drag the shortcut icon into the Recycle Bin
  - III. Right-click on the shortcut icon and select delete from the pop-up menu.
- A. I and II only
  - B. I and III only
  - C. II and III only
  - D. I, II and III
18. The safety measure to prevent back ache when using the computer for a very long time is to
- A. answer or receive calls when charging mobile phone
  - B. avoid plugging ICT tools on damaged sockets.
  - C. position the body correctly
  - D. use plastic chair always

19. The best measure that computer users should practice to reduce the chances of wrist and finger pains due to long term usage of the computer is to
- A. adjust the lightening of the computer screen.
  - B. close the eyes and rest them for one minute.
  - C. spread fingers apart
  - D. use adjustable chair always
20. Illegal copying of operating system, application software, music and videos is referred to as copyright
- A. law
  - B. issues
  - C. protection
  - D. infringement
21. To resave an edited document, use
- A. Ctrl + C
  - B. Ctrl + S
  - C. Ctrl + V
  - D. Ctrl + X
22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
- A. browser
  - B. hyperlink
  - C. internet
  - D. world wide web
23. The device used to transform digital signals to analogue signals and vice versa on a network is a
- A. hub
  - B. modem
  - C. telephone
  - D. digital box.
24. Google is an example of a
- A. browser
  - B. search engine
  - C. spam mail
  - D. website



25. Mrs. Famiyeh wants to copy information onto a compact disc, clean the content and later copy the information again. Which of the following media would you advise her to use?

- A. CD
- B. CD-R
- C. CD-R/W
- D. CD-ROM

26. To execute more than one program at the same time, the system software being used should be capable of

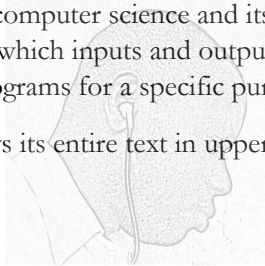
- A. compatibility
- B. multitasking
- C. multiprocessing
- D. portability

27. Which of the following statements best describes a computer operator?

- A. person who carries a computer from one location to the other to work.
- B. obtains a degree in computer science and its related fields of study.
- C. operates the device which inputs and outputs data from the computer
- D. writes computer programs for a specific purpose.

28. A document which shows its entire text in upper case means that the user has activated the

- A. alt key
- B. caps lock key
- C. num lock key
- D. shift key+F3

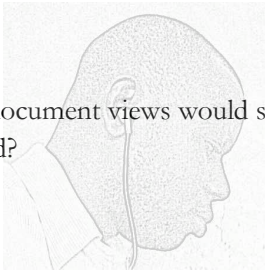


29. Pressing and releasing the left mouse button twice in quick succession is termed

- A. dragging
- B. double-clicking
- C. left-clicking
- D. right-clicking

30. Which of the following keys is used to create a new line in Word processing?

- A. Ctrl key
- B. Enter key
- C. C. Esc key
- D. Shift key + F3

31. The feature in Word processors that automatically moves the cursor to the beginning of the, next line when the current typing line ends is called
- A. auto text
  - B. auto correct
  - C. line flow
  - D. word wrap
32. A red wavy line under a word in a Word processing document refers to word
- A. not in the computer dictionary.
  - B. not recognized by the computer.
  - C. too long for the computer
  - D. too short for the computer
33. The shortcut to some commands on the menu bar of a Word processing application program can be found on the
- A. scroll bar
  - B. status bar
  - C. standard toolbar
  - D. title bar
34. Which of the following document views would show the document as it would look when it is printed?
- A. Normal view
  - B. Outline view
  - C. Print layout view
  - D. Web layout view
- 
35. The buttons for reload/refresh, back, stop and forward can be found on the following applications except
- A. Search engine.
  - B. Web browser
  - C. Web site
  - D. WhatsApp
36. The software that enable users access web pages on the internet is called
- A. browser
  - B. web site
  - C. access engine
  - D. scorch engine
37. In computing, the exchange of information is referred to as
- A. communication

- B. conversation
- C. education
- D. entertainment

38. Which of the following functions is used to find the mean number in a set of numbers in Spreadsheet?

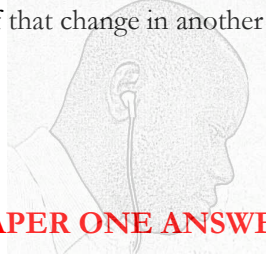
- A. Average
- B. Maximum
- C. Minimum
- D. Summation

39. The content of a selected cell is shown in the

- A. formula bar
- B. name box
- C. status bar
- D. title bar

40. An application that helps the user to change any number in a cell and immediately see the result of that change in another cell is a

- A. Database
- B. Presentation
- C. Spreadsheet
- D. Word processor



**PAPER ONE ANSWERS**



## Paper Two

### Q1

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

#### A ———— { **DISEASES: HOW TO REDUCE THE RISK**

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

B

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

C

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

D

- Write down the application software that was used to create above text.
- List two examples of the application software mentioned in (a) above.
- Give the name of the text area labelled A.
- Write down the name of the font styles applied to the following words in the text
  - potentially deadly
  - harmful organisms
  - medical researches
- Write down the type of alignment applied to the paragraphs labelled B, C and D in the text.
- List the steps used in underlining the words in the text area labelled A, which was typed with the caps lock key on
- write down the name given to the process of applying the various styles and paragraphs to the text

### Q2

- Using the table below, indicate where the following components can be seen on the computer system unit:

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

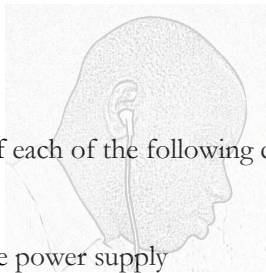
BACK VIEW	FRONT VIEW	INSIDE VIEW

b) What is copyright?

### Q3

Explain the following computer terms:

- a) Hardware
- b) Network
- c) Software
- d) Virus



### Q4

- a) State the function of each of the following devices:
  - (i) Floppy disk
  - (ii) Keyboard
  - (iii) Uninterruptible power supply
- b) Explain each of the following terms:
  - (i) Clicking;
  - (ii) Dragging

### Q5

State three uses of computers each of the following areas:

- a) Education;
- b) Everyday life

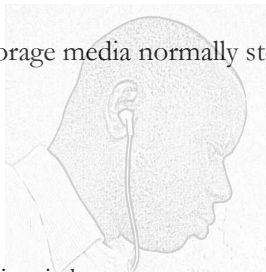
## PAPER TWO ANSWERS

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# June 2018 Questions

## Paper One

1. How many characters make up a byte?
  - A. 1
  - B. 2
  - C. 3
  - D. 4
2. Which of the following devices sends commands into the computer?
  - A. Keyboard
  - B. Pen drive
  - C. Printer
  - D. System unit
3. Which of the following storage media normally stores the operating system?
  - A. Flash disk
  - B. Hard disk
  - C. Magnetic tape
  - D. Zip disk
4. Using a computer application is known as
  - A. installing
  - B. launching
  - C. operating
  - D. running
5. The system tray is also called
  - A. clock
  - B. notification area
  - C. quick launch
  - D. taskbar
6. The default storage location for files and folders is
  - A. My Briefcase
  - B. My Computer



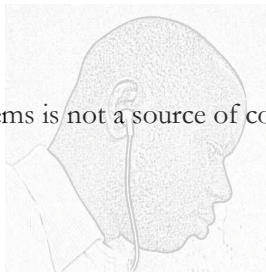
- C. My Document
- D. My Network Places

7. Which of the following statements are true about files?

- I. A file can be renamed whilst it is open.
  - II. A file cannot be deleted whilst it is open.
  - III. A file deleted from a computer may be found in a recycle bin or trash bin.
- A. I & II only
  - B. I & III only
  - C. II & III only
  - D. I & II & III

8. Which of the following devices is used to process information?

- A. Computer
- B. Speedometer
- C. Thermometer
- D. Weighing scale



9. Which of the following items is not a source of computer virus?

- A. CD-R
- B. CD-ROM
- C. Internet
- D. Pen drive

10. How many arrow keys are found on the computer keyboard?

- A. 2
- B. 3
- C. 4
- D. 5

11. In a spreadsheet application, which of the following displays the contents of the active cell?

- A. Formula bar
- B. Menu bar
- C. Name box
- D. Standard toolbar

12. The following are components in the system unit except

- A. CPU
- B. RAM
- C. ROM
- D. VDU

13. Microsoft Word, Encarta kids, Mavis Beacon Teaches Typing are examples of

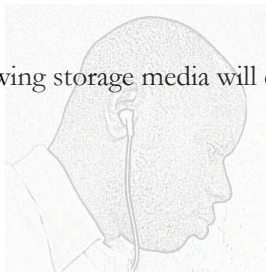
- A. application software
- B. operating system
- C. open source package
- D. system software

14. The following are input devices except

- A. keyboard
- B. monitor
- C. mouse
- D. scanner

15. From which of the following storage media will deleted items be sent to the recycle bin?

- A. Flash disk
- B. Floppy disk
- C. Hard disk
- D. Zip disk



16. The name given to the background area of a computer when turned on is

- A. desktop
- B. folder
- C. icon
- D. window

17. Which of the following is used as a shortcut means to open files, folders and programs?

- A. Desktop
- B. Icon
- C. Screen
- D. Start menu

18. A folder inside another folder is called

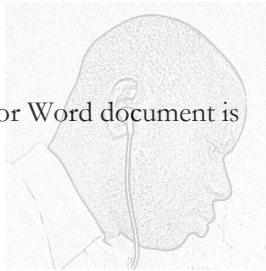
- A. attached folder
- B. main folder
- C. parent folder
- D. subfolder

19. Which of the following is the effect of loud ringing tone?

- A. Headache
- B. Hearing impairment
- C. Neck pain
- D. Wrist pain

20. The computer program designed to prevent viruses from damaging the computer and its files is called

- A. anti-virus
- B. virus
- C. virus infection
- D. virus protector



21. The default orientation for Word document is

- A. A4
- B. landscape
- C. letter
- D. portrait

22. In a web browser, where is the website address typed?

- A. Address bar
- B. Home page
- C. Menu bar
- D. Status bar

23. Radio satellite setup has two parts namely receiver and

- A. broadcaster
- B. recorder
- C. transformer
- D. transmitter

24. A system of interconnected computers, telephones, or other communication devices that can communicate with one another and share applications and data is referred to as

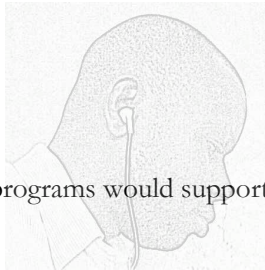
- A. extranet
- B. internet
- C. intranet
- D. network

25. The capacity of the 3 ½ inches floppy disk is

- A. 80 KB
- B. 1.2 MB
- C. 1.4 MB
- D. 2.88 MB

26. The background image that appears on a computer desktop is known as

- A. background theme
- B. background panel
- C. screen saver
- D. wallpaper



27. Which of the following programs would support the study of Mathematics?

- A. CorelDraw
- B. Encarta
- C. MS Excel
- D. MS-Word

28. To create a space between characters, words and sentences, use the

- A. backspace key
- B. enter key
- C. shift key
- D. space bar key

29. Which part of the computer mouse button is used to select an object on-screen?

- A. Left button
- B. Right button
- C. Scroll ball
- D. Scroll button

30. Making changes and corrections of grammatical errors to an existing document is referred to as

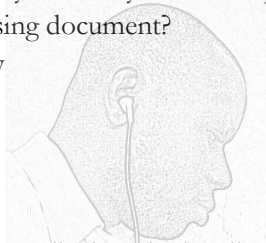
- A. correction
- B. deleting
- C. editing
- D. formatting

31. Which of the following keyboard keys can be used to delete characters in a Word Processing program?

- A. Backspace
- B. Shift
- C. Space bar
- D. Tab

32. Which of the following keyboard key should be pressed to start a new paragraph in a Word Processing document?

- A. Control + Enter key
- B. Down cursor key
- C. Enter key
- D. Shift + Enter key



33. Which of the following bars displays the heading of an open window?

- A. Menu bar
- B. Status bar
- C. Standard toolbar
- D. Title bar

34. The print preview button is located on which of the following toolbars?

- A. Drawing
- B. Formatting
- C. Header and Footer
- D. Standard

35. Which of the following is compulsory when composing and sending an e-mail?

- A. Message Body
- B. Message Header/Subject



- C. Recipient's E-mail Address
- D. Sender's Name

36. Specialized program that assists a user to locate information on the web and on the internet is called

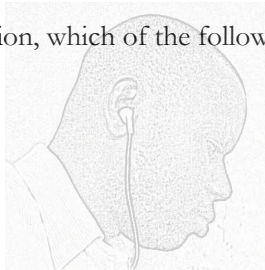
- A. agents
- B. search engine
- C. web
- D. web portal

37. Which of the following is a complete website address?

- A. hhttp://www.waecgh.org
- B. http://www.waecgh.org
- C. hhttp://www.waecgh.org
- D. http://www.waecgh.org

38. In a spreadsheet application, which of the following symbols represents multiplication?

- A. x
- B. \*
- C. ÷
- D. #



39. Which of the following is used for multiplication operation in spreadsheet functions?

- A. ADD
- B. AVERAGE
- C. MULTIPLICATION
- D. PRODUCT

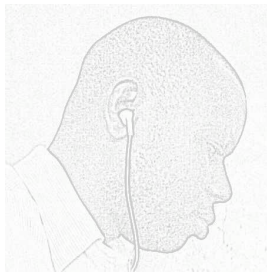
40. Which of the following is used to find the minimum number among a set of numbers in spreadsheet functions?

- A. MAX
- B. MIN
- C. MAXIMUM
- D. MINIMUM

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**PAPER ONE ANSWERS**

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## Paper Two



### Q1

a)

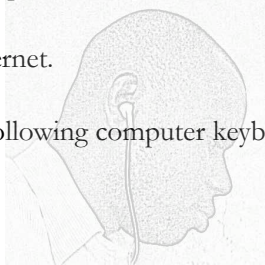
- (i) What is the file name for the image shown above?
- (ii) Name the areas represented by A, B, C, D, E and F in 1 (a).

b) State the function of the parts labeled A and D in 1 (a) above.

c) List four uses of the internet.

d) Write the name of the following computer keyboard key characters.

- (i) &
- (ii) ^
- (iii) {}
- (iv) /



### Q2

(a) Give the functions of the following keyboard keys:

- (i) Backspace
- (ii) Spacebar

(b)

- (i) Outline three differences between selecting and highlighting text in a Word processing application.
- (ii) Name two Word processors.

### Q3

a) State the two types of storage media.

b)

- (i) Give three important features of storage media.
- (ii) State two ways to protect storage media.

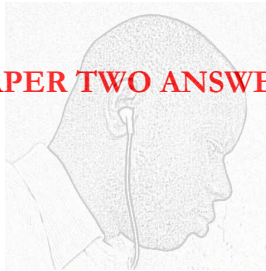
**Q4**

- a) What is:
  - (i) Application software?
  - (ii) System software?
  - (iii) Folder?
- b) Give three examples of an operating system.

**Q5**

- a) List three toolbars or bars in a spreadsheet application.
- b) Define the following terms as used in a spreadsheet application.
  - (i) Cell
  - (ii) Active Cell
  - (iii) Name Box

**PAPER TWO ANSWERS**

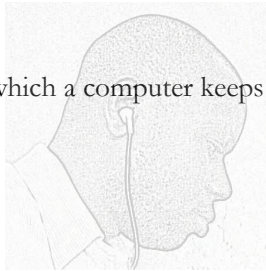


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# June 2017 Questions

## Paper One

1. A group of instructions that directs a computer is called
  - A. logic
  - B. memory
  - C. program
  - D. storage
2. Devices that extend their services to enhance the function of the computer are called
  - A. hardware
  - B. software
  - C. peripherals
  - D. firmware
3. The physical material on which a computer keeps data, instructions, and information is called
  - A. primary storage
  - B. secondary storage
  - C. tertiary storage
  - D. cache storage
4. When a computer is on, it is normally termed
  - A. information
  - B. programming
  - C. running
  - D. working
5. Working with more than one application at the same time is known as
  - A. double tasking
  - B. multitasking
  - C. running
  - D. launching
6. The duplication of an original document is referred to as



- A. backup
- B. back down
- C. production
- D. copying

7. The steps data go through to become information are

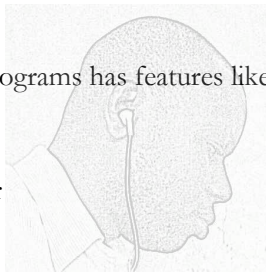
- A. information steps
- B. information technology
- C. information processing cycle
- D. information distribution

8. Which of the following is a keyboard layout format?

- A. QWERTY
- B. QWRETY
- C. QWRTEY
- D. QWREYT

9. Which of the following programs has features like grid book?

- A. Microsoft Paint
- B. Spreadsheet
- C. Open Source Writer
- D. Microsoft Word



10. System software is a platform which runs

- A. source codes
- B. application software
- C. operating system
- D. utilities

11. The memory that stores permanent instructions is referred to as

- A. random access memory
- B. read only memory
- C. write once read many memory
- D. virtual memory

12. The interaction between the input and output devices is controlled by the

- A. BIOS
- B. LINUX

- C. CPU
- D. RAM

13. Which of the following is not a storage device?

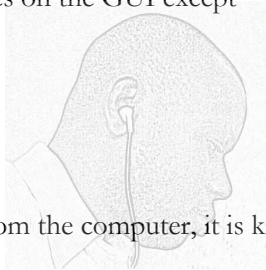
- A. Pen drive
- B. Touch pad
- C. Hard disk
- D. Floppy disk

14. To boot a computer system, the user needs

- A. word processing software
- B. printer attached
- C. virus checking program
- D. operating system

15. The following are features on the GUI except

- A. command line
- B. icon
- C. menu driven
- D. window



16. When files are cleared from the computer, it is known as

- A. restoring
- B. editing
- C. deleting
- D. removing

17. Viewing television for long periods can damage an individual's

- A. nose
- B. eye
- C. feet
- D. mouth

18. The following are good posture positions when using a computer except

- A. back straight
- B. eyes on monitor
- C. elbows on the table
- D. feet on the floor

19. The ethical issue that relates to the responsibility of those who collect data to ensure that the data is correct is

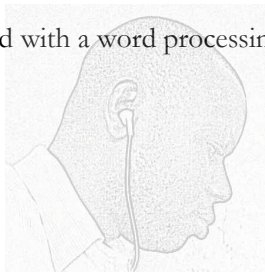
- A. accuracy
- B. privacy
- C. access
- D. ethics

20. The legal right to control the production and selling of a book, play, film, or software is called

- A. production right
- B. copyright
- C. trader right
- D. patent

21. A word document created with a word processing program will have the extension

- A. .doc
- B. .txt
- C. .ppt
- D. .xls



22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called

- A. Internet
- B. Hyperlink
- C. World Wide Web
- D. Browser

23. The set of rules that enables different types of computers and networks on the internet to communicate with one another is the

- A. internet rules
- B. protocols
- C. network rules
- D. communication rules



24. The fastest form of sending information is through the

- A. Ghana Post
- B. EMS
- C. E-mail
- D. DHL

25. After work, your mother decided to bring a copy of the data home to work on.

Which of the following storage devices would you advise her to use?

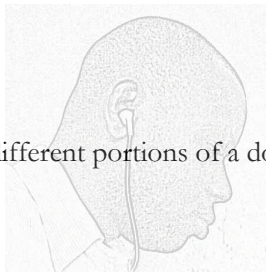
I. RAM

II. Floppy disk

III. Pen drive

IV. Hard disk

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



26. The process of moving different portions of a document on the screen into view is called

- A. downward
- B. upward
- C. moving
- D. scrolling

27. Which of the following is not a reason for using ICT in education?

- A. ICT tools increase learner motivation and engagement
- B. ICT tools facilitate the acquisition of basic skills in Maths, English, Science, etc
- C. ICT tools enhance teaching through the use of presentation software
- D. ICT tools force students to learn at others' pace

28. Which of the following computer keyboard keys are used for issuing commands?

- A. Alphanumeric
- B. Numeric
- C. Standard

## D. Function

29. Which of the following mouse buttons when clicked, provides a menu which a user can choose from?

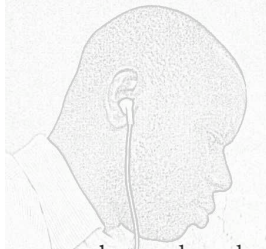
- A. Left button
- B. Right button
- C. Scroll ball
- D. Scroll button

30. Making changes to an existing document is referred to as

- A. creating
- B. modifying
- C. adjusting
- D. editing

31. A symbol on the screen that indicates where the next character typed will appear is

- A. text mark
- B. indicator
- C. pointing stick
- D. insertion point



32. Which of the following steps can be used to change font type of a document?

- A. Format/Select/Font/Font Type
- B. Font/Select/Format/Font Type/Ok
- C. Select/Format/Font Type/Ok
- D. Format/Font/Highlight/Ok/Font Type

33. The Standard Toolbar contains buttons that

- A. control page margins and tabs
- B. perform the most common tasks
- C. help users navigate through the document
- D. close and resize windows

34. In using MS Word, one can decide to see exactly how the pages of the current document will appear when printed. Which of the following best describes this?

- A. Printer Print

- B. Print Preview
- C. Printer View
- D. Print View

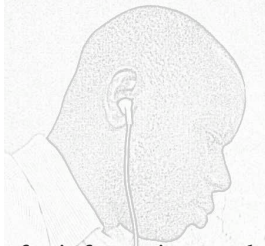
35. The basic information on the internet can be in the form of the following except

- A. text
- B. sound
- C. graphic
- D. game

36. If you want any information on the internet that contains the keywords “Kofi”, “Annan” and “Ghana”, which of the following would be the most appropriate search text to provide to the search engine?

- I. Search for Kofi Annan and Ghana on any website
- II. I want any information on Kofi Annan and Ghana
- III. Kofi Annan Ghana

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



37. A student wants to search for information on the internet to have solution to the ICT assignment from school. Which of the following do you recommend for him/her to use?

- A. E-mail Address
- B. Search Engine
- C. Compose
- D. Inbox

38. A set of cells in the horizontal direction in a spreadsheet application is called

- A. active cell
- B. column
- C. row
- D. sheet

39. In spreadsheets, you can create a relationship between two cells using

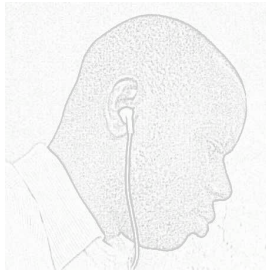
- A. numbers

- B. text
- C. formulae
- D. rows

40. The sign used to prompt a spreadsheet that a user is about to apply a formula/function to a cell is

- A. = or +
- B. = or –
- C. = or \*
- D. = or /

### **PAPER ONE ANSWERS**



## Paper Two

### Q1

- a) Study the worksheet below carefully and use it to answer (i) – (vi).

	A	B	C	D	E	F	G
1	<b>BECE CLASS 3 RESULTS</b>						
2	Serial No.	NAME		MATHS	ENGLISH	SCIENCE	TOTAL
3	1	Mensah	Kofi	63	67	45	175
4	2	Jonfia	Esi	34	78	64	176
5	3	Mends	Eddy	54	82	66	202
6	4	Skews	Okra	58	57	65	180
7	5	Coffie	Sans	50	50	54	154
8	6	Okrah	Emma	56	83	67	206
9	7	<b>TOTAL</b>		315	417	361	1093

- Outline the steps by which the Serial No. (1, 2, ...,7) were generated without typing them one by one.
  - What is the cell address in which the name “MATHS” was entered?
  - Write down the cell range in which “BECE CLASS 3 RESULTS” was typed.
  - Write the spreadsheet formula that was used in computing the total value “202” in cell G5.
  - Write the spreadsheet function used in computing the total “417” in cell E9
  - How many cells are in the cell range C3:E6?
- b) Outline the proper way of shutting down a computer after using it.
- c) Identify the following web browsers:

(i)



.....

(ii)



.....

(iii)

**Q2**

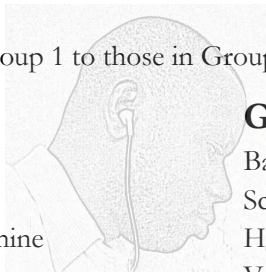
- a) State three uses of the shift key on the computer keyboard.
- b) Write down the acronyms below in full:
  - (i) HDD
  - (ii) VDU
  - (iii) BIOS

**Q3**

- a) State two functions:
  - (i) of an input device.
  - (ii) performed by an output device.
- b) Match the items in Group 1 to those in Group 2 with lines.

**Group 1**

Speedometer  
Electric stove  
Money Counting Machine  
X-ray Machine

**Group 2**

Bank  
School  
Hospital  
Vehicle  
Home

**Q4**

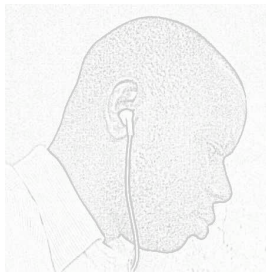
- a) State three ways through which computers may be damaged.
- b) List three specific areas of learning where ICT tools can be integrated.
- c) List three devices that may be used for transmission of messages on the internet.

**Q5**

- a) The Operating System makes it easy to store files in places that make a lot of sense. Give the default folder or storage area for the following files:
  - (i) Text files
  - (ii) Image files

- (iii) Music files
- b) Write the shortcut keyboard keys combination for the following commands as used in a word processing environment.
- c) List three toolbars available in a word processing application.

## **PAPER TWO ANSWERS**



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# June 2016 Questions

## Paper One

1. The brain of the computer is the

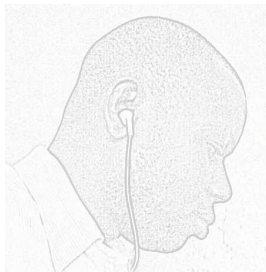
- A. monitor
- B. system software
- C. read only memory
- D. central processing unit

2. An example of output device is the

- A. keyboard
- B. mouse
- C. printer
- D. scanner

3. One byte is equal to

- A. two bits
- B. eight bits
- C. sixteen bits
- D. one thousand bits



4. To boot a computer means to

- A. put it off
- B. put it on
- C. restart it
- D. take it away

5. The horizontal bar that normally lies at the bottom of a computer desktop screen is called

- A. taskbar
- B. start button
- C. horizontal ruler
- D. quick launch toolbar

6. A folder within another folder is called

- A. file



- B. subfolder
- C. inside folder
- D. innermost folder

7. Processed material which is meaningful to the user in computing is called

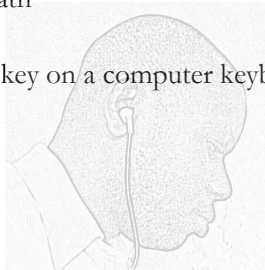
- A. data
- B. file
- C. information
- D. record

8. The copyright laws protect the works of an author for a period of his life time and

- A. 40 years after his death
- B. 50 years after his death
- C. 60 years after his death
- D. 70 years after his death

9. An example of a function key on a computer keyboard is

- A. F1
- B. Q
- C. @
- D. NmLk



10. Entry of data into a computer is termed

- A. input
- B. output
- C. process
- D. distribution

11. The following are hardware components except

- A. keyboard
- B. monitor
- C. mouse
- D. windows

12. The following devices can be found in the system unit except

- A. ports
- B. memory

- C. motherboard
- D. scroll wheel

13. The method of reproducing copies of a document is termed

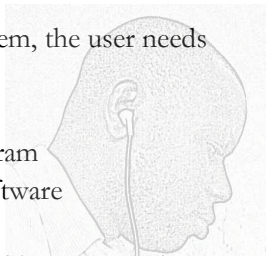
- A. copying
- B. pasting
- C. photocopying
- D. printing

14. Storage media that are similar to compact discs but store more data are known as

- A. pen drives
- B. hard disks
- C. floppy disks
- D. digital versatile discs.

15. To boot a computer system, the user needs

- A. printer attached
- B. operating system
- C. virus checking program
- D. word processing software



16. The number of command buttons on the control menu are

- A. 2.
- B. 3.
- C. 4.
- D. 5.

17. The location where a file is stored is called

- A. folder
- B. icon
- C. page
- D. website

18. Viewing television for long periods can damage an individual's

- A. eye
- B. head
- C. mouth

D. nose

19. Which of the following is an effect of loud ringing tone of mobile phone?

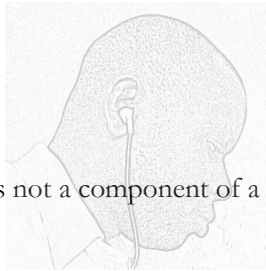
- A. Headache
- B. Wrist pain
- C. Bleeding nose
- D. Damage to hearing

20. Which of the following cannot cause computer virus infection?

- A. Internet
- B. Input devices
- C. Computer network
- D. Removable storage devices

21. The following are features of a word processing application window except

- A. desktop
- B. font
- C. print
- D. zoom



22. Which of the following is not a component of a uniform resource locator (URL)?

- A. Web protocol
- B. Name of browser
- C. Name of web server
- D. Name of the file with the directory

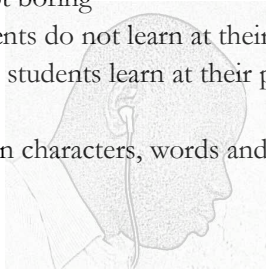
23. The speed of modem is measured in

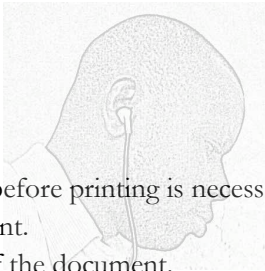
- A. baud
- B. bit
- C. byte
- D. hertz

24. A special software that is used to access the internet is called

- A. address bar
- B. search engine
- C. web browser
- D. windows XP.

25. One billion bytes is approximately one
- A. gigabyte
  - B. kilobyte
  - C. megabyte
  - D. terabyte
26. Changing the desktop wall paper of a computer is termed
- A. background change
  - B. editing the desktop
  - C. customizing the desktop
  - D. formatting the desktop
27. The use of ICT in learning and teaching is to make it
- A. interesting and boring
  - B. uninteresting but not boring
  - C. interesting but students do not learn at their pace
  - D. easy and interesting, students learn at their pace.
28. To create a space between characters, words and sentences, use the
- A. backspace key
  - B. enter key
  - C. shift key
  - D. spacebar key
29. Which computer keyboard key allows users to erase characters to the left of the cursor?
- A. Backspace key
  - B. Delete key
  - C. Insert key
  - D. Tab key
30. The process that is used to recall a document previously saved is termed
- A. Copy
  - B. Enter
  - C. Open
  - D. Save as



31. Double-clicking on a program icon on a computer desktop
- A. cuts the program's window
  - B. copies the program's window
  - C. closes the program's window
  - D. opens the program's window
32. Which of the following steps will open, check and correct errors, and submit the file for safe keeping under a word processing application?
- A. File, Open, Edit and Save
  - B. Open, File, Edit and Save
  - C. Open, File, Close and Save
  - D. Start, Open, Edit and Save
33. The process of a user placing the cursor at one end of a text, holds down the left mouse button and drag to the other end of the text is referred to as
- A. copying
  - B. cutting
  - C. moving
  - D. selecting
- 
34. Previewing a document before printing is necessary because it
- A. formats the document.
  - B. displays the name of the document.
  - C. displays copy and paste of documents.
  - D. displays how the document will look after printing.
35. Which of the following options is used to access a message from an Inbox in an electronic mailing?
- A. Mail
  - B. Send/ Receive
  - C. Import / Export
  - D. Create New Account
36. Which of the following should a user bypass before accessing an email?
- A. Gmail and password
  - B. Yahoo and username
  - C. Password and username
  - D. Computer name and password.

37. Which of the following command buttons in the browser enables a user to fetch the latest copy of the webpage?

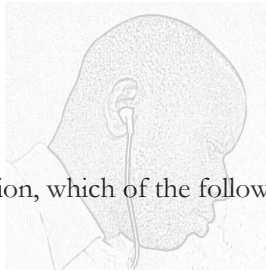
- A. Backward
- B. Forward
- C. Refresh
- D. Stop

38. A spreadsheet cell name is referenced by a

- A. letter
- B. number
- C. letter and number
- D. number and letter.

39. Mathematical calculations in a spreadsheet application are called

- A. labels
- B. formulae
- C. numbers
- D. values



40. In a spreadsheet application, which of the following can be identified by a letter?

- A. Cell
- B. Column
- C. Range
- D. Row

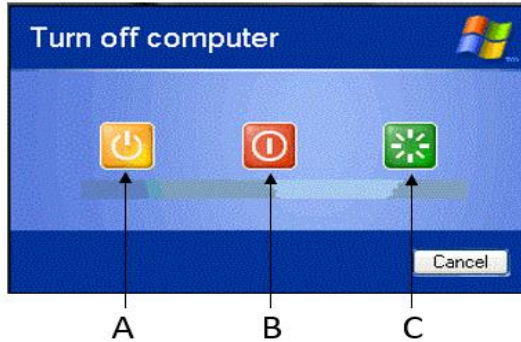
## PAPER ONE ANSWERS

## Paper Two

### Q1

- a) Identify the diagram below:

.....



- b) Identify the parts labeled A, B and C in 1(a)

A .....

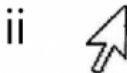
B .....

C .....

- c) Provide the names and functions of each of the following mouse pointer shapes:



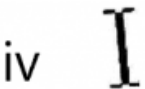
.....



.....



.....



.....

V

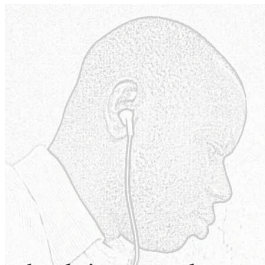


.....

- d) Outline the steps used to rename a folder on the desktop of a computer.

## Q2

- a) Explain the term Word processing.
- b) Give the default extension for the following file format: Notepad  
.....
- c) Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:
- (i) Cut
  - (ii) Copy
  - (iii) Paste
  - (iv) Print



## Q3

- a) List two examples of:
- (i) input devices
  - (ii) output devices
  - (iii) storage media
  - (iv) devices which serve both input and output purposes
- b) Outline two differences between storage media and storage devices.

## Q4

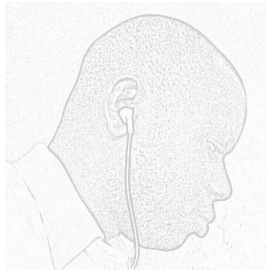
- a) Explain the following terms:
- (i) Internet
  - (ii) Search engine
- b) What do the following Top Level Domains (TLDs) represent in a website address?
- (i) .com
  - (ii) .edu
  - (iii) .gov
  - (iv) .net
  - (v) .mil
  - (vi) .org



**Q5**

- a) What is copyright?
- b) State two reasons for copyright protection.
- c) Give three ICT devices that can produce output on paper.
- d) State one difference between softcopy output and hardcopy output.

**PAPER TWO ANSWERS**

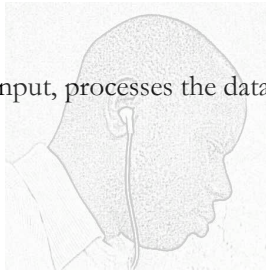


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## June 2015 Questions

### Paper One

1. Which of the following computer keyboard keys is used to type upper case letters when the caps lock light is off?
  - A. Control key
  - B. Enter key
  - C. Insert key
  - D. Shift key
2. Which of the following devices are used to feed a computer system with data?
  - A. Keyboard and monitor
  - B. Keyboard and mouse
  - C. Mouse and monitor
  - D. Mouse and printer
3. A computer accepts data input, processes the data and produces
  - A. byte
  - B. data
  - C. output
  - D. storage
4. The component of the computer that houses the motherboard and the power supply unit is called
  - A. central processing unit
  - B. monitor
  - C. printer
  - D. system unit
5. Which component of the computer resembles the typewriter?
  - A. Keyboard
  - B. Monitor
  - C. Mouse
  - D. Webcam
6. The optical storage media among the following is



- A. compact disc
- B. floppy disk
- C. hard disk
- D. magnetic disk

7. Which of the following media stores data temporarily?

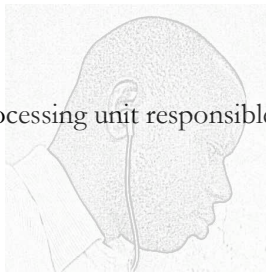
- A. Floppy disk
- B. Hard disk
- C. Random Access Memory
- D. Read Only Memory

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

- A. Central Processing Unit
- B. Monitor
- C. Printer
- D. System Unit

9. The part of the central processing unit responsible for performing all logical operations is

- A. ALU
- B. CU
- C. RAM
- D. ROM



10. When files and folders are deleted from the computer, they go into the

- A. Briefcase
- B. Desktop
- C. Delete bin
- D. Recycle bin

11. Which of the following gives the user a log of all opened programs?

- A. Start button
- B. Start menu
- C. Taskbar
- D. Title bar

12. Which of the following would happen when a user double clicks on a folder?

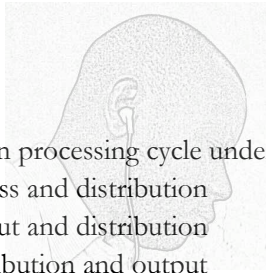
- A. A sub-folder would be created
- B. The folder would be closed
- C. The folder would be deleted
- D. The folder would be opened

13. Dragging a folder from one drive to a window on the same drive is equivalent to a

- A. copy operation
- B. cut operation
- C. delete operation
- D. move operation

14. The process whereby the computer manipulates data to produce information is known as

- A. capturing
- B. processing
- C. recording
- D. retrieving



15. The stages of information processing cycle under ICT are

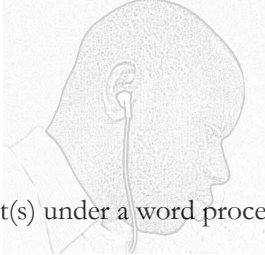
- A. input, output, process and distribution
- B. input, process, output and distribution
- C. input, process, distribution and output
- D. input, distribution, output and process.

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

- A. Body pains
- B. Dizziness
- C. Eye irritation
- D. Loss of grip strength

17. Which of the following is a reason for copyrighting ICT tools or technologies?

- A. To avoid distribution of viruses
- B. To encourage people to make illegal copies
- C. To protect the intellectual works of the inventors
- D. To ensure poorer people do not have access to ICT tools

18. Which of the following is a bad practice in the usage of ICT tools?
- A. Making or receiving phone calls whilst driving
  - B. Not receiving phone calls when charging it
  - C. Use of air conditioning to improve dry atmosphere
  - D. Use of footstools to adjust leg positioning when working on computers
19. To search for information on various topics, which of the following packages is used?
- A. Database
  - B. Encarta
  - C. Presentation
  - D. Spreadsheet
20. If a user places the mouse cursor at one end of a text, holds down the left button and drags to the other end of the text, the effect will be
- A. copying the text
  - B. cutting the text
  - C. moving the text
  - D. selecting the text
- 
21. To underline selected text(s) under a word processing environment, use the shortcut keys
- A. Ctrl + U
  - B. Shift + U
  - C. Alt + U
  - D. Insert + U
22. A collection of separate windows applications sold as a group is called
- A. command
  - B. communication
  - C. integrated
  - D. suite
23. Adding 3-D effect to an object is done through the
- A. Auto Formatting dialogue box
  - B. Drawing Toolbar
  - C. Formatting Toolbar

D. Graphic Styles menu

24. Which of the following options is required to save a document with a different name?

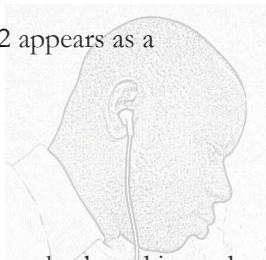
- A. File, New
- B. File, Close
- C. File, Save
- D. File, Save As

25. The process of automatically moving an entire word to start the next line in a word processing program is called

- A. text wrap
- B. text movement
- C. word wrap
- D. word movement

26. In the symbol  $H_2O$ , the 2 appears as a

- A. number
- B. positive integer
- C. subscript
- D. superscript



27. The shift key on a computer keyboard is used to

- A. erase characters
- B. toggle cases of letters
- C. insert a space into a word document
- D. type a word rather than a character

28. Which of the following document views will enable a user to view a document as it will appear on a printed page?

- A. Normal view
- B. Outline view
- C. Print layout view
- D. Web layout view

29. The print preview button is located on which of the following toolbars?

- A. Drawing toolbar
- B. Formatting toolbar

- C. Header/Footer toolbar
- D. Standard toolbar

30. Which of the following is an icon on the drawing toolbar?

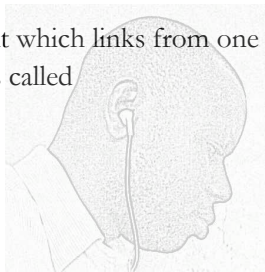
- A. Arrows
- B. Change Case
- C. Drop Cap
- D. Text Direction

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

- A. downlinking
- B. downloading
- C. uplinking
- D. uploading

32. In computing, an element which links from one document to another or within the same document is called

- A. hyperlink
- B. pointer
- C. web browser
- D. web page



33. Information printed on paper is referred to as

- A. carbon copy
- B. hard copy
- C. print copy
- D. soft copy

34. The button that opens a dialogue box for users to create an email message is

- A. Back
- B. Compose
- C. Create
- D. Refresh

35. 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

36. In an email environment, the acronym BCC refers to

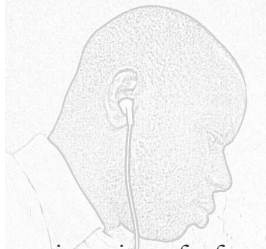
- A. Blank Carbon Copy
- B. Bulk Carbon Copy
- C. Blind Carbon Copy
- D. Backup Carbon Copy

37. A computer program that enables users to surf the internet is called

- A. internet surfer
- B. web browser
- C. web navigation
- D. web surfer

38. Specialized programs that assist a user to locate information on the internet is called

- A. electronic mail
- B. search engine
- C. web browser
- D. web portal



39. The sign which represents an insertion of a formula in a spreadsheet program is

- A. = or +
- B. = or –
- C. = or \*
- D. = or /

40. Which of the following terms in a spreadsheet is identified by a letter and a number?

- A. Column
- B. Cell
- C. Range
- D. Row

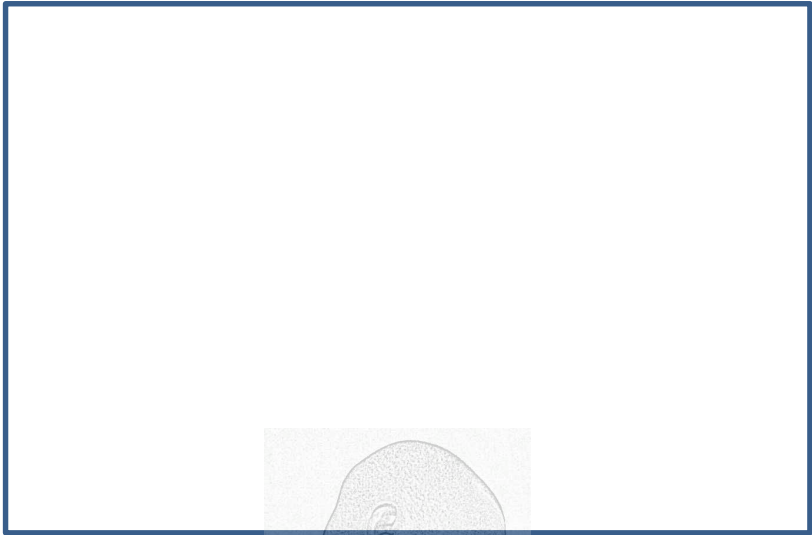
## **PAPER ONE ANSWERS**



## Paper Two

### Q1

- a) Draw a well labelled computer mouse.



- b) Outline of the steps involved in performing the following tasks:
- (i) Opening a document.
  - (ii) Saving a newly created document.
  - (iii) Changing the desktop background (wallpaper) of a personal computer.

### Q2

Identify the following ICT tools:

- (a)

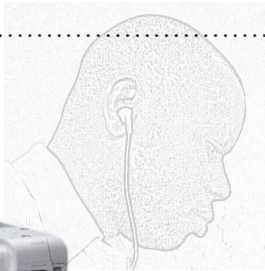


.....

(b)



(c)



(d)



(e)



(f)



.....

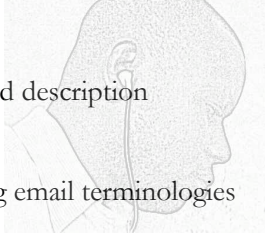
### Q3

State Two differences between

- a) Random Access Memory and Read Only Memory
- b) Hard Disk and Pen Drive
- c) File and Folder

### Q4

- a) Explain the term clicking as used in the computing environment
- b) Two command buttons that are found on the control menu in a typical application window
- c) A screen tip
- d) A computer mouse pad description



### Q5

State the use of the following email terminologies

- a) Carbon copy
- b) Blind Carbon Copy
- c) To
- d) Subject

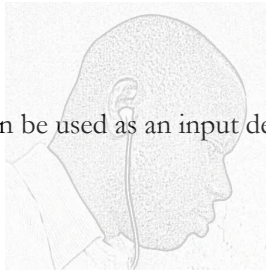
## PAPER TWO ANSWERS

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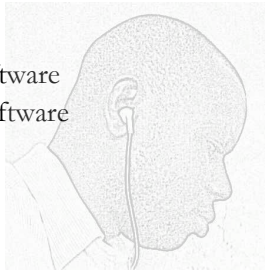
## June 2014 Questions

### Paper One

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. Units
3. Which of the following can be used as an input device and at the same time as an output device?
  - A. Microphone
  - B. Modem
  - C. Printer
  - D. Speaker
4. The device that uses the magnetic method to store data is
  - A. compact disk
  - B. digital versatile disk
  - C. hard disk
  - D. optical disk
5. Which of the following devices has the largest storage capacity?
  - A. Compact disk
  - B. Digital versatile disk
  - 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 icons of some programs such as the system clock is
- A. Programs area
  - B. Scroll bar
  - C. Start menu
  - D. System tray



12. Which of the following is a problem 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

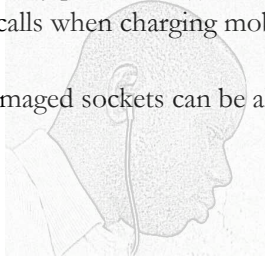
14. Which of the following safety precaution(s) is/are advisable to practice?

I. Do not answer or receive calls when charging mobile phones

II. Do not overload sockets

III. Plugging ICT tools in damaged sockets can be allowed sometimes.

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

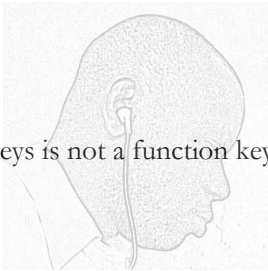


15. A computer program that can copy itself and infect the computer without the permission or knowledge of the user is

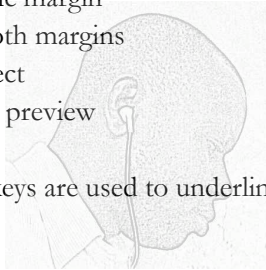
- A. Virus
- B. Anti-virus
- C. Window
- D. Word processor

16. The software that assists students in learning and can also be used to take online examinations is

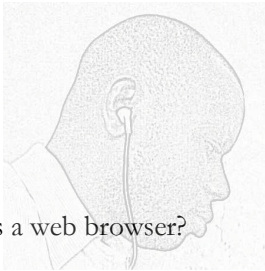
- A. Classroom software
- B. Education software
- C. Entertaining software
- D. Graphic software

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 to as
- A. Drop-and-drag
  - B. Drag-and-drop
  - C. Drop-and-move
  - D. Drag-and-paste
19. When pursuing typing lessons, computer users are expected to use
- A. 5 fingers
  - B. 6 fingers
  - C. 8 fingers
  - D. 10 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 point 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, 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 margins
  - 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 of a margin in a word processing program, it is referred to as
- 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 areas is mandatory to complete and send a message?
- A. Sender body
  - B. Sender name
  - C. Message header / subject
  - D. Message recipient email address
31. Which of the following domain name extensions is used by educational institutions?
- 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 browser enables 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

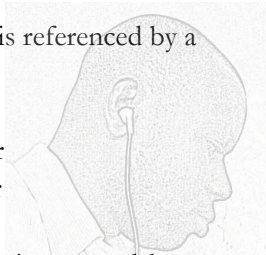
- A. Domain name
- B. Directory name
- C. File name
- D. Protocol

36. The command button that opens a dialog box for users to create an email message is

- A. Back button
- B. Compose button
- C. Create button
- D. Refresh button

37. A spreadsheet cell name is referenced 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?

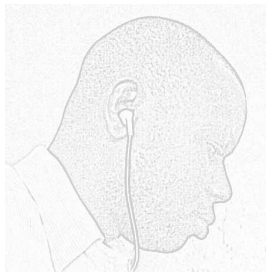
- A. Username and computer name
- B. Username and email name
- C. Username and password
- D. Username and yahoo

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

- A. = or \*
- B. = or +
- C. = or /

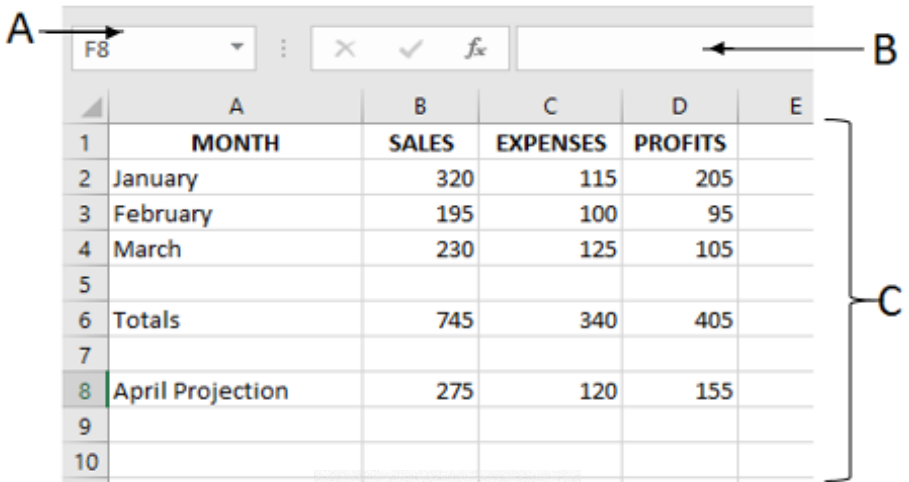
D. = or –

## PAPER ONE ANSWERS







## Paper Two

Q1



- a) Use the diagram above to answer questions (i) to (iv)
- Name the application program used for the above figure
  - Write the formula/ function used to calculate the profit for cell D7
  - Write the formula/function used to calculate the total expenses for cell C7.
  - Name the parts labelled A, B and C.
- b) Complete the table below:

Window button	Name of Window button	Function of Window button
		
		
		
		

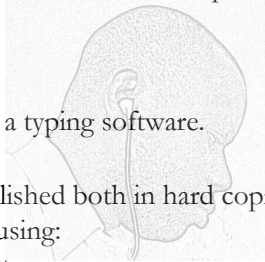
- c) What print preview is used for?

**Q2**

- a) State the data types for the following characters as used in a spreadsheet application:
- (i) 13.65
  - (ii) 24.04'
  - (iii) =SUM(A5:G5)
  - (iv) =A4 + C8 – G25
  - (v) +233244971100
- b) Formatting a disk refers to .....

**Q3**

- a) List two toggle keys on a standard computer keyboard.
- b) List three features of a web browser.
- c) List two components of the central processing unit.
- d) List two operating system software.
- e) List three health hazards associated with prolonged use of computers and ICT tools.

**Q4.**

- a) Give two examples of a typing software.
- b) Certain books are published both in hard copies and soft copies (e-books). Give two reasons for using:
  - (i) hard copies formats.
  - (ii) soft copies formats.
- c) Arrange the storage devices, compact disc, hard disk and pen drive in descending order of
  - (i) access speed.
  - (ii) storage capacity.

**Q5**

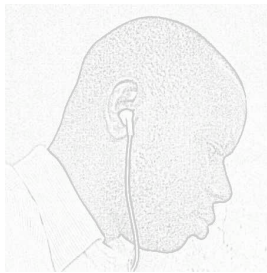
State the purpose of the following commands on an email application such as yahoo or gmail:

- a) My account
- b) Compose
- c) Attach
- d) Sign up

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**PAPER TWO ANSWERS**

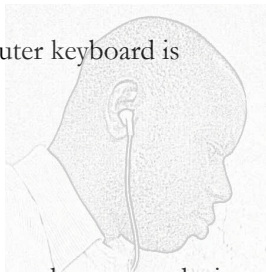
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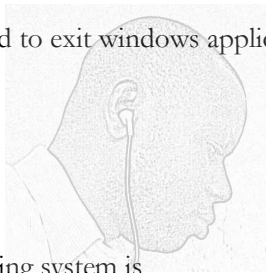
# June 2013 Questions

## Paper One

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 referred to as
- A. application software
  - B. computer software
  - C. operating software





D. system software

13. A group of files are stored in a

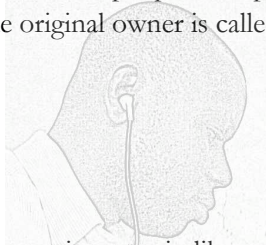
- A. folder
- B. graphic
- C. text
- D. word

14. The operation whereby the computer manipulates data to produce information is known as

- A. capturing
- B. processing
- C. recording
- D. retrieving

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 symbols 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?

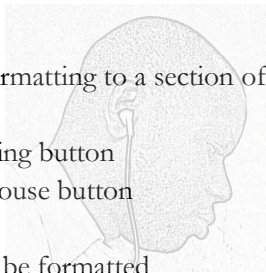
- A. Alternate
- B. Backspace
- C. Delete
- D. shift

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

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

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

30. A rectangle can be drawn in word processing application using the

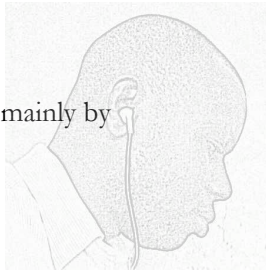
- A. Arrow
- B. Circle
- C. Oval
- D. Square

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

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 devices would enable users to get access to the internet?

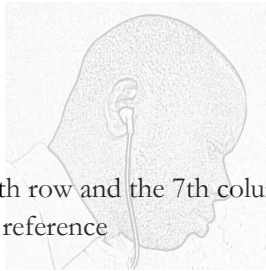
- A. Keyboard
- B. Modem
- C. Projector
- D. Scanner

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. 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

## **PAPER ONE ANSWERS**

## Paper Two

### Q1

- 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	I
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 AMUNT	121	

III ↑      II ↗

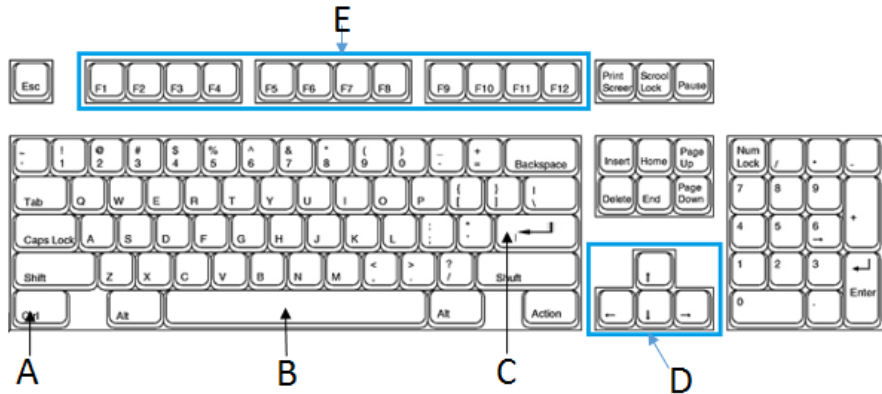
- Name the application program used in creating the above.
- Identify the parts labeled I, II and III.
- Provide the formula used in calculating the following cells:

D2.....

D5.....

D6.....

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



- (i) Identify the diagram above.
- (ii) Name the parts labeled A, B, C, D and E
- (iii) State one function each of the parts labeled B and C in the diagram in (b) above.

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

## Q2

- a) State two:
  - (i) positive uses of the internet;
  - (ii) negative uses of the internet.

b) List four storage media

## Q3.

- a) Explain communication as used in the computer industry.
- b) Video conferencing refers to: .....
- c) List two devices associated with video conferencing.
- d) State four media for sending and receiving information.

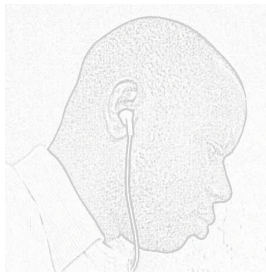
## Q4.

- 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.

**Q5**

- a) What is:
  - (i) Motherboard?
  - (ii) Ergonomics?
  - (iii) Menu bar?
- b) What is copyright used for?

**PAPER TWO ANSWERS**

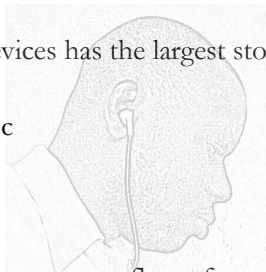


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## April 2012 Questions

### Paper One

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





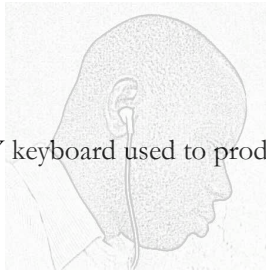
- A. data
- B. information
- C. input
- D. output

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

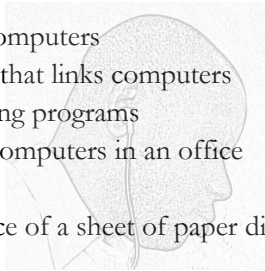
- A. clip art
- B. clipboard
- C. my document
- D. recycle bin

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

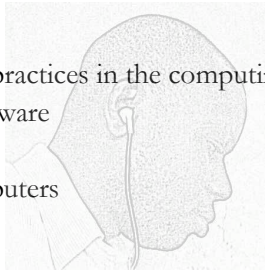
- A. scroll bar
- B. taskbar
- C. title bar
- D. toolbar

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

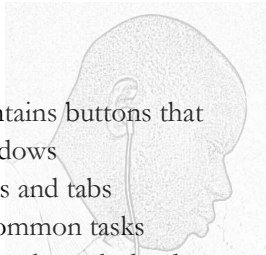
- A. browser
- B. spreadsheet
- C. utility
- D. word processor

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

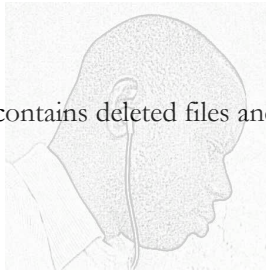
- A. cabinet
- B. container
- C. document
- D. folder

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

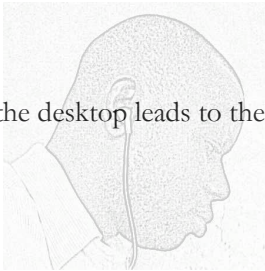
33. Keys on a computer keyboard which are used to move the cursor in a specified direction are called

- 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

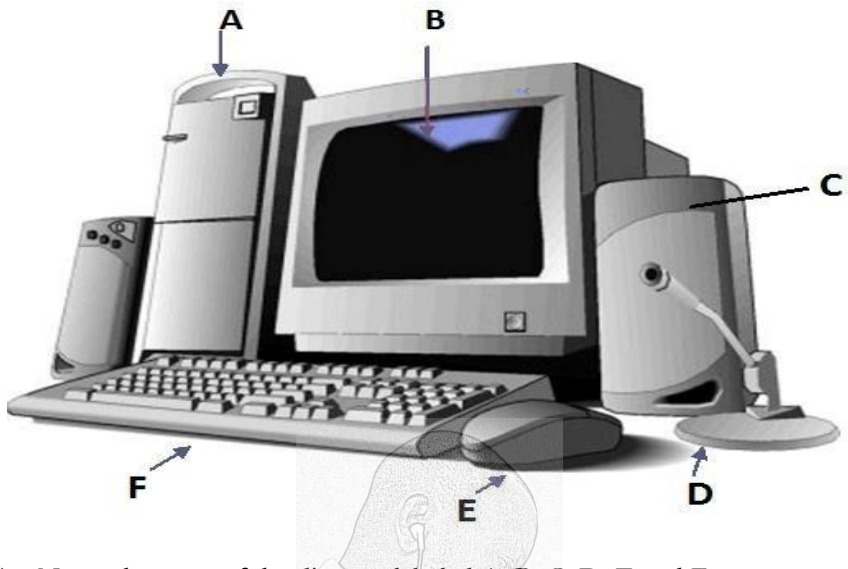
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**PAPER ONE ANSWERS**

## Paper Two

### Q1

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



- Name the parts of the diagram labeled A, B, C, D, E and F.
- List the five (5) main components of a computer keyboard.
- Give the stages involved in the information processing cycle.
- List, in the right order, the steps involved in turning off a personal computer.

### Q2

- State the function of each of the following devices:
  - Floppy disk
  - Printer
  - Scanner
  - Uninterruptible Power Supply
- Write the following acronyms in full:
  - ALU
  - CPU

### Q3

- Explain the following types of software:
  - System software

(ii) Application software

- b) State the function of each of the following buttons as used in application software
- (i) Minimize
  - (ii) Maximize
  - (iii) Close

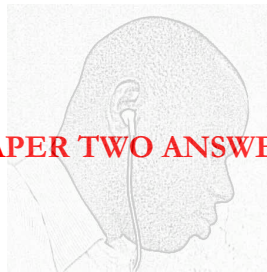
#### Q4

- a) Explain internet fraud.
- b) State three ways in which ICT can be used in basic education in Ghana.
- c) List three devices that may be used when connecting to the internet.

#### Q5

Explain the following terms as used in a spreadsheet:

- a) Worksheet
- b) Active cell
- c) Range
- d) Workbook



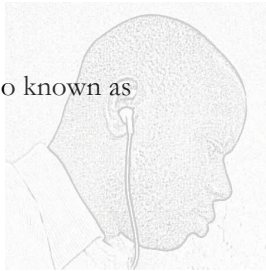
**PAPER TWO ANSWERS**



# April 2011 Questions

## Paper One

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



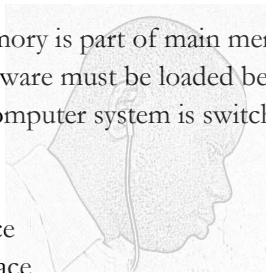
- B. Compact disc
- C. Floppy disk
- D. Hard disk

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

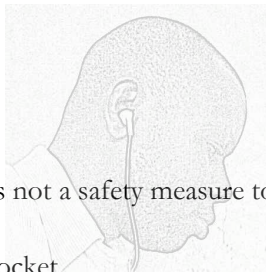
I. Processing

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?

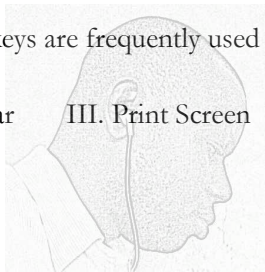
I. Education      II. Farming      III. Medicine

- 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?

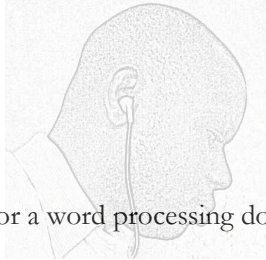
- A. Arc
- B. Oval
- C. Drop cap
- D. Lines

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?

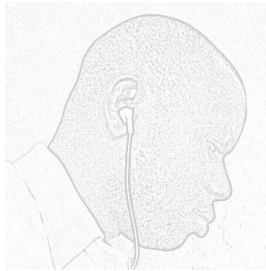
A. Refresh

B. Forward

C. Backward

D. Stop

### **PAPER ONE ANSWERS**

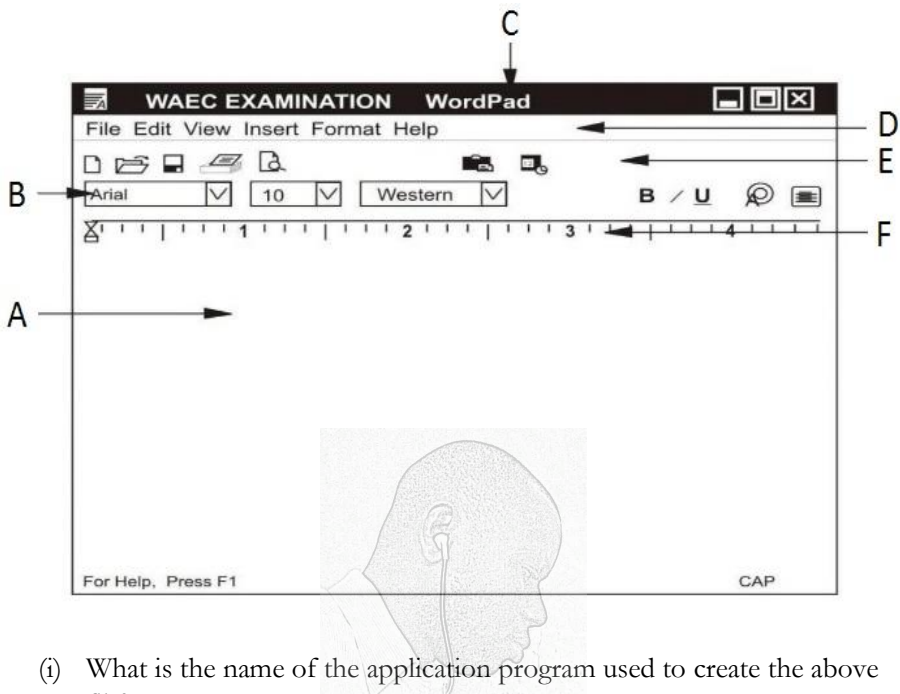




## Paper Two

### Q1

- 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?
- (ii) Give the file name of the application program above.
- (iii) Name the parts labeled 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.

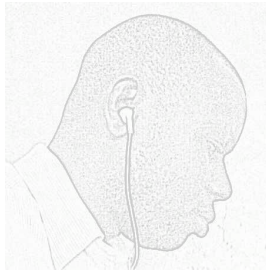
- b) List the steps (in the right order involved in switching on a personal computer system.
- c) Identify the following ICT tools:

I



.....

II



.....

III



.....

Q2

- a) What is:
  - (i) Input device?
  - (ii) Output device?

- b) Classify the following into either input or output device in the table below:  
Microphone, Joystick, Webcam, Plotter, Scanner and Mouse.

Input Devices	Output Devices

### Q3

- Explain the term desktop as used in the personal computer environment.
- List three areas of learning where information and communication technology tools can be integrated.
- List two tools on the formatting toolbar of a word processing application.
- State two benefits associated with the use of information and communication tools in teaching and learning.

### Q4

- What is internet?
  - List four uses of the internet.
- What is a web browser?
  - Give two examples of a web browser.

### Q5

Explain the following terminologies:

- Cell
- Column
- Row
- Graph

## PAPER TWO ANSWERS

## June 2019 Answers

### Paper One

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

### PAPER TWO QUESTIONS

## Paper Two

### A1

- a) Word Processing Software / Word Processor
- b) Microsoft Word, WordPad and. OpenOffice
- c) Center / Middle **OR** (Heading / Title)?
- d) Font styles applied are:
  - (i) potentially deadly – Bold
  - (ii) harmful organisms – Italic
  - (iii) Medical researchers – Bold

- e) Alignment applied are:
 

B – Justify

C – left Align

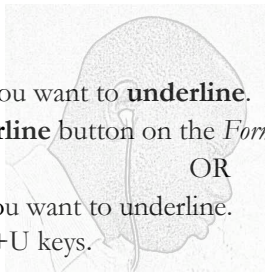
D- Right Align

#### f) To Underline

1. Select the text you want to **underline**.
2. Click the **Underline** button on the *Formatting toolbar*.

OR

1. Select the text you want to underline.
2. Then Press Ctrl+U keys.



- g) Formatting

### A2

- a) Components can be seen:

BACK VIEW	FRONT VIEW	INSIDE VIEW
VGA Port	CD/DVD Slot	CPU
Power supply	Floppy Disk slot	Memory
PS/2 Port	Power button	Motherboard

- b) **Copyright** is the legal right given to inventors of original works on the use, production, reproduction, rental and sale of their works.

It is the legal right to control the production and selling of a book, play, film, or software.

It is a legal right given to an author that prevents unauthorized copying and distribution of a person's intellectual property.




### A3

- a) **Hardware** is the physical and tangible components of a computer. It is the part of the computer that can be seen and touched.
- b) **Network** is the collection of two or more computers and hardware components that are linked together such that they can communicate using wire or wireless technology.
- c) **Software** is the logical set of instructions that enable the user to interact with a computer, its hardware or perform tasks. It is the set of instructions that tells the computer how to respond to the users of computers and control the hardware.
- d) **Compute virus** is a program written to cause harm or damage to the computer and its files. It is a malware when executed, replicates by producing itself or infecting other programs by modifying them.





### A4

- a) Functions of:



#### (i) Floppy disk:

-  For storing data or information for future use.
-  For making back up.
-  For sharing or transmission of information.

#### (ii) Keyboard:

-  To write (type) documents.
-  To navigate user interfaces in lieu of a mouse.
-  To send commands/instructions to computer.
-  To play games.

#### (iii) **Uninterruptible Power Supply** is a gadget or device that provides:

-  stable/constant voltage and
-  Emergency (temporary) power to the computer when electric power fails.

- b) Explaining:

- (i) **Clicking** is the pressing and releasing of a mouse button without moving the mouse.
- (ii) **Dragging** is the pressing and holding down the left mouse button while moving the mouse.

## A5

a) Uses of computers on education:

- 🔥 **Researching:** The internet is store house for all source of information and to search for the information, you need a computer.
- 🔥 **Teaching and Learning:** Computer-aided teaching and learning helps students select subjects they want and also learn at their own pace.
- 🔥 School authorities can use computers to keep and assess records and information of teachers and students.
- 🔥 Communication between students, parents, and teachers.
- 🔥 Online distance education helps students to attend classes and submit assignments at the comfort of their own home through computer.
- 🔥 To develop the interest of students in using ICT in learning other subjects.

b) Uses of computers on everyday life:

- 🔥 **Healthcare:** Diseases can be easily diagnosed with the help of computers and can also know about its cure.
- 🔥 **Business and Banking:** Almost all banks and businesses are using computers to keep the record of all the money transaction and other calculations. Also, for advertisement.
- 🔥 **Communication:** For sharing ideas through the internet and email.
- 🔥 **Weather Predictions:** Weather predictions are also possible by the experts using supercomputers.
- 🔥 **Daily Life:** We operate washing machines, microwave oven and many other products using software.
- 🔥 For performing **complex calculation** quickly.
- 🔥 For **entertainment:** E.g. playing games and watching movies.
- 🔥 Computer is used for **keeping records**.

JUNE 2018 PASCO

# June 2018 Answers

## Paper One









1. A. 1	21. D. portrait
2. A. Keyboard	22. A. Address bar
3. B. Hard disk	23. D. transmitter
4. D. running	24. D. network
5. B. notification area	25. C. 1.4 MB
6. C. My Document	26. D. wallpaper
7. C. II & III only	27. C. MS Excel
8. D. A. Computer	28. D. space bar key
9. B. CD-ROM	29. A. Left button
10. C. 4	30. C. editing
11. A. Formula bar	31. A. Backspace
12. D. VDU	32. C. Enter key
13. A. application software	33. D. Title bar
14. B. monitor	34. D. Standard
15. C. Hard disk	35. C. Recipient's E-mail Address
16. A. desktop	36. B. search engine
17. B. Icon	37. D. <a href="http://www.waecgh.org">http://www.waecgh.org</a>
18. D. subfolder	38. B. *
19. B. Hearing impairment	39. D. PRODUCT
20. A. anti-virus	40. B. MIN

## PAPER TWO QUESTIONS



## Paper Two

### A1

- a)
- (i) Internet Explorer Window / Internet Browser Window / Web Browser Window.
  - (ii) The names of the areas represented are:
    - A – Back button
    - B – Forward button
    - C – Title bar
    - D – Address bar/Location bar/ URL bar
    - E – Refresh button / Reload button
    - F – Stop button
- b) Functions of:
- A – **Back Button** allows a user to visit/go back/navigate to the previously attended or viewed webpage.
  - B – **Address Bar** is the location where website address or URL is typed before the webpages of the website are displayed by the web browser. It displays the website address of the current webpage.
- c) Uses of the internet:
-  It is used in search of information.
  -  It is used for communicating with one another.
  -  It is used for teaching and learning.
  -  It is used for online shopping.
  -  It is used for watching movies.
  -  It is used for playing games.
  -  It is used for customer support services.
  -  It is used for social networking.
- d) The names of the computer keyboard key characters are:
- (i) & – Ampersand / And
  - (ii) ^ – Caret / Exponentiation / Circum Flex / Exponential / Exponent
  - (iii) {} – Curly brackets / brackets / Braces
  - (iv) / – Forward slash / Division/ Division sign

### A2

























- a) The functions of the keyboard keys are:

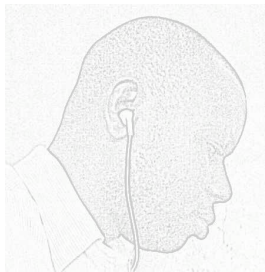
- (i) **Backspace** is used to delete/erase characters to the left of the cursor / insertion point.
- (ii) **Space bar** is used to create / inserts a space / gap between words or characters.




b) The differences between selecting and highlighting text in a Word:

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



















c) Word Processing Software / Program / Application:

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



-  WriteMonkey
-  FocusWriter
-  Judoom

**A3**

- a) Types of storage media:
  - (i) Magnetic media
  - (ii) Optical media
- b)
  - (i) Important features of storage media:
    -  Some of them have tracks.
    -  They have sectors.
    -  They have data area.
    -  They have silver coated surfaces.
    -  They are non-volatile or store data permanently.
    -  Capacity is reckoned in terms of bytes.
    -  It has addressable unit.
    -  It is accessed sequentially or randomly.
    -  Made of plastic material.
    -  Data are recorded on sectors within tracks.
    -  Each track is subdivided into sectors
  - (ii) Ways to protect storage media:
    -  Keep storage media in a protective jacket.
    -  Keep storage media away from magnetic field.
    -  Write-protect storage media.
    -  Keep storage media away from moisture.
    -  Keep storage media away from dirt.
    -  Keep storage media in a protective case.
    -  Keep storage media from hot environment.

**A4**

- a) Explaining:
  - (i) **Application software** is the software/ application/program/ set of instructions used to perform a specific task by the user.
  - (ii) **System software** is the software/ application/program/ set of instructions used to control the operations of a computer.
  - (iii) **Folder** is a virtual place/location on the computer where programs, files and other folders can be located/ kept/placed/stored/organized.

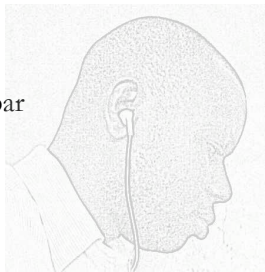
## b) Examples of Operating System:

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

**A5**

## a) Toolbars or bars in a spreadsheet application:

- 🔥 Title bar
- 🔥 Menu bar
- 🔥 Standard toolbar
- 🔥 Formatting toolbar
- 🔥 Drawing toolbar
- 🔥 Status bar
- 🔥 Formula bar
- 🔥 Scroll bar



## b) Definitions of:

- (i) **Cell** is the intersection of a row and a column in a worksheet and which is identified by the column letter and row number.
- (ii) **Active Cell** is the current cell ready to accept data entry from the user. It is the selected cell in the worksheet.
- (iii) **Name Box** is the part of a worksheet that displays the name of the active cell.

**JUNE 2017 PASCO**

# June 2017 Answers

## Paper One

1. C. program	21. A. .doc
2. C. peripherals	22. C. World Wide Web
3. B. secondary storage	23. B. protocols
4. C. running	24. C. E-mail
5. B. multitasking	25. C. II and III only
6. D. copying	26. D. scrolling
7. C. information processing cycle	27. D. ICT tools force students to learn at others' pace.
8. A. QWERTY	28. D. Function
9. B. Spreadsheet	29. B. Right button
10. B. application software	30. B. modifying
11. B. read only memory	31. D. insertion point
12. A. BIOS	32. C. Select/Format/Font Type/Ok
13. B. Touch pad	33. B. perform the most common tasks
14. D. operating system	34. B. Print Preview
15. A. command line	35. D. game
16. C. deleting	36. D. III only
17. B. eye	37. B. Search Engine
18. C. elbows on the table	38. C. row
19. A. accuracy	39. C. formulae
20. B. copyright	40. B. = or –

## PAPER TWO QUESTIONS

## Paper Two

### A1

a)

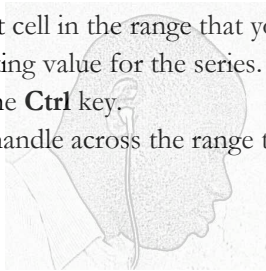
- (i) Steps to create the Serial Number (1, 2, ...,7) without typing them:

#### Method 1

1. Select the first cell in the range that you want to fill (e.g. A3).
2. Type the starting value for the series (e.g. 1 in A3).
3. Type a value in the next cell to establish a pattern (e.g. 2 in A4).
4. Select the cells that contain the values (e.g. A3 and A4)
5. Drag the fill handle across the range that you want to fill (e.g. A3:A9)

#### Method 2

1. Select the first cell in the range that you want to fill. (e.g. A3)
2. Type the starting value for the series. (e.g. type 1 in A3)
3. Hold down the **Ctrl** key.
4. Drag the fill handle across the range that you want to fill. (e.g. A3:A10)














#### Method 3

1. Select the first cell in the range that you want to fill. (e.g. A3)
  2. Type the starting value for the series. (e.g. type 1 in A3)
  3. Select the range. (e.g. A1 to A9)
  4. Click on **Edit** on the **Menu Bar**.
  5. Point to **fill**.
  6. Click on **series**.
  7. Enter the step value (e.g. 1).
  8. Enter the stop (end) value (e.g. 7).
  9. Click OK.
- (ii) "MATHS" was entered in the cell address **D2**
- (iii) The cell range in which "BECE CLASS 3 RESULTS" was typed is **A1:G1**.
- (iv) The spreadsheet formula that was used in computing the total value "202" in cell G5 is **=D5+E5+F5** or **=SUM(D5:F5)**

- (v) The spreadsheet function used in computing the total “417” in cell E9 is  
**=SUM(E3:E8)**
- (vi) the cell range C3:E6 had **12 cells**
- b) The proper way of shutting down a computer is:
1. Close all programs / applications.
  2. Press the Windows key on the keyboard, or click Start. The Start menu opens.
  3. In the Start menu, click Power, then click Shut down/Click on the “Turn Off Computer” button.
  4. Click on the “Shut Down” button.
  5. Turn off the monitor.
  6. Unplug the main power supply / source.
- c) Identifying web browsers:
- I. Internet Explorer
  - II. Mozilla Firefox Browser
  - III. Opera Browser

## A2

- a) Uses of the shift key:
-  To type capital letters when caps lock is off.
  -  To type lowercase letters when caps lock is on.
  -  Used with arrow keys or mouse to select text.
  -  To select / type the upper characters on some keys on the keyboard.
  -  To play some games, etc.
  -  To activate sticky keys (when pressed 5 times)
  -  In some web browsers, holding shift while scrolling will scan through previously viewed web pages.
  -  The shift key can also be used to modify the mouse behavior on a computer.
- b) The acronyms in full are:
-  HDD: Hard Disk Drive
  -  VDU: Visual/Video Display Unit
  -  BIOS: Basic Input / Output System

## A3

- a) The functions:
- (i) Of input device

- 🔥 Presenting the computer with data / information
  - 🔥 Giving the computer commands and instructions
  - 🔥 Converts human language to the computer language.
- (ii) Performed by an output device;
- 🔥 Provides processed / stored data to user.
  - 🔥 Indicates what the computer needs from user
  - 🔥 Changes the processed data from the computer language to the human language.

b) Matching items:

Speedometer	—————→	Vehicle
Electric stove	—————→	Home, School
Money Counting Machine	—————→	Bank
X-ray Machine	—————→	Hospital

**A4**




a) Ways through which computers may be damaged:

- 🔥 Exposure to dusty environment.
- 🔥 Exposure to excessive heat.
- 🔥 Lack of proper maintenance.
- 🔥 Accessing a disk or network that has been infected with a virus.
- 🔥 Erratic power fluctuations.
- 🔥 Attempting to correct a problem on your computer without having full knowledge of the actual problem/ cause.
- 🔥 Exposure to high humidity environment, etc.
- 🔥 Blocking the Computer's Vents.
- 🔥 Deleting System Files.
- 🔥 Opening the computer case when it's still plugged in.
- 🔥 Putting magnets on or near your computer.







b) Specific areas of learning where ICT tools can be integrated

- 🔥 Mathematics
- 🔥 Science
- 🔥 English Language
- 🔥 French
- 🔥 Research



-  Governance
-  Health
-  Education

c) Devices for transmission of messages on the internet:

-  Computer
-  Modem
-  Telephone line / Radio Network
-  Router
-  Telephone
-  Mobile Phone

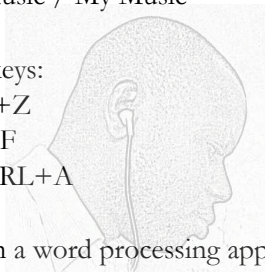
## A5

a) Default folder or storage area for the following files:









- (i) Text files - Documents / My Documents
- (ii) Image files - Pictures / My Pictures
- (iii) Music files - Music / My Music

b) Shortcut keyboard keys:

- (i) Undo - CTRL+Z
- (ii) Find - CTRL+F
- (iii) Select All - CTRL+A



c) Toolbars available in a word processing application:

-  Standard toolbar
-  Formatting toolbar
-  Drawing toolbar
-  Picture
-  WordArt
-  Forms
-  Frames
-  Ribbon

**JUNE 2016 PASCO**

# June 2016 Answers

## Paper One

1. D. central processing unit	21. A. desktop
2. C. printer	22. B. Name of browser
3. B. eight bits	23. D. hertz
4. B. put it on	24. C. web browser
5. A. taskbar	25. A. gigabyte
6. B. subfolder	26. A. background change
7. C. information	27. D. easy and interesting, students learn at their pace.
8. D. 70 years after his death	28. D. spacebar key
9. A. F1	29. A. Backspace key
10. A. input	30. C. Open
11. D. windows	31. D. opens the program's window
12. D. scroll wheel	32. A. File, Open, Edit and Save
13. A. copying	33. D. selecting
14. D. digital versatile discs	34. D. displays how the document will look after printing
15. B. operating system	35. A. Mail
16. C. 4	36. C. Password and username
17. A. folder	37. C. Refresh
18. A. eye	38. C. letter and number
19. D. Damage to hearing	39. B. formulae
20. B. Input devices	40. B. Column

## PAPER TWO QUESTIONS

## Paper Two

### A1

- a) Shutdown Dialog Box
- b) Identify the parts of a labeled Shutdown Dialog Box:
  - A. Standby / Hibernate
  - B. Turn off
  - C. Restart
- c) Names and functions of the following mouse pointer shapes:
  - (i) **Normal Select Pointer** – Used to select OR Used to indicate a pending menu action.  

OR

To select graphical objects or an entire line from the extreme left-hand side.
  - (ii) **Busy / Processing** – indicates that the system is currently busy executing a process.
  - (iii) **Text select pointer / I beam pointer** – indicates that the selected area has editable text.
  - (iv) **Link Select Pointer** – Used to select text and graphic links/hyperlinks.
- d) Renaming a folder on the desktop of a computer:

#### To rename using the right mouse button:

1. Locate the folder you want to *rename*.
2. Right click on the folder.
3. Select **Rename** from the *Pop-Up Menu*.
4. Type the new name.
5. Press **Enter** key or click on any free space.

#### To rename using the right mouse button (Properties):

1. Locate the folder you want to *rename*.
2. Right click on the folder.
3. Select **Properties** from the *Pop-Up Menu*.
4. Select General.
5. Type the new name.
6. Press **Enter** key or click on **Ok**.

**To rename using the left mouse button:**

1. Locate the folder you want to *rename*.
2. Select the folder.
3. Left click on the name of the folder.
4. Type the new name. [
5. Press **Enter** key or click on any free space.

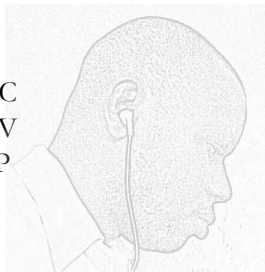
**A2**

- a) It is the production, storage and manipulation of text on a computer using word processor software, such as Microsoft Word.
- 🎨 Examples of Word processing processes include composing, editing, formatting and printing text.

- b) Notepad – .txt

- c) Shortcuts:

- (i) Cut - CTRL + X
- (ii) Copy - CTRL + C
- (iii) Paste - CTRL + V
- (iv) Print - CTRL + P

**A3**

- a) Examples of:

- (i) **Input Devices** – Keyboard, mouse, microphone, scanner, camera
- (ii) **Output Devices** – Screen, printer, Monitor, speaker plotter.
- (iii) **Storage Media:**

🎨 **Magnetic storage media** such as hard disk, floppy disk and magnetic tape

🎨 **Optical Storage media** such as CD-ROM, DVD-ROM, CD-R, DVD-RAM, CD-RW and DVD-RW

🎨 **Solid state storage media** such as solid-state hard disc, memory stick and flash memory

- (iv) **Devices which serve both input and output purposes:** Touch screen, Modem, Digital Camera, disk drives, facsimile (fax).

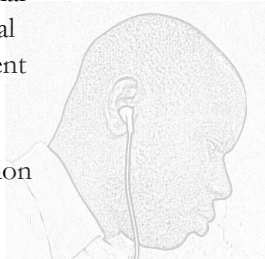
- b) Differences between storage media and storage devices:

🎨 Storage media are the materials that actually hold the data/information whereas

- 🔥 Storage devices are the devices that save and / or read data from the storage media (i.e., the device is what uses the media)
- 🔥 The storage media are usually placed on/in storage devices.

**A4**

- a) Explain the terms:
- (i) **Internet** is a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
  - (ii) **Search Engine** is a program that searches for and identifies items in a database that correspond to keywords or characters specified by the user, used especially for finding particular sites on the World Wide Web. Examples of search engines are Google, Yahoo, Bing, etc.
- b) The Top Level Domains (TLDs) represent:
- (i) .com - Commercial
  - (ii) .edu - Educational
  - (iii) .gov - Government
  - (iv) .net - Network
  - (v) .mil - Military
  - (vi) .org - Organization

**A5**

- a) The legal right to control the production and selling of a book, play, film, or software

OR

It is the legal right that prevents people from copying intellectual property without the permission of the original owner.

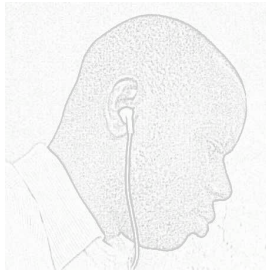
- b) Reasons for copyright protection:
- 🔥 To promote the progress of science, technology, and the arts.
  - 🔥 To encourage the creation of new and improved intellectual works.
  - 🔥 To prevent the unlawful/unauthorized use and/or duplication of creative works.
  - 🔥 To protect the interests of the authors/creators of intellectual property.
- c) ICT devices that can produce output on paper:
- 🔥 Printer

-  plotter
-  facsimile (fax)
-  photocopier

d) Difference between softcopy output and hardcopy output:

<b>SOFTCOPY OUTPUT</b>	<b>HARDCOPY OUTPUT</b>
It is digital / electronic in form	It is physical / tangible in form
It is produced on an electronic screen	It is produced on paper / other physical support
Can be transferred / sent electronically	Can be transferred / transported physically

## JUNE 2015 PASCO



## June 2015 Answers

### Paper One

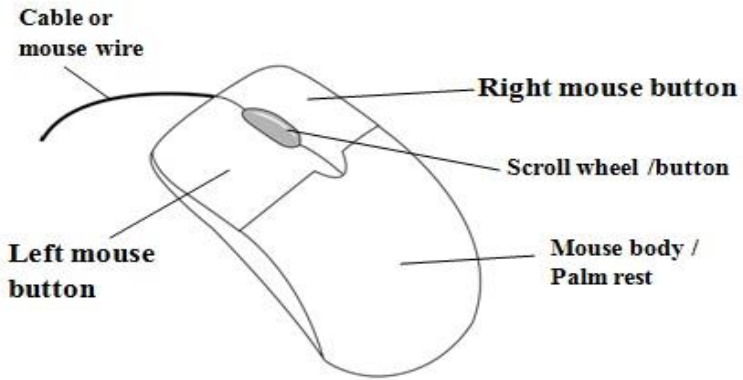
1. D. Shift key	21. A. Ctrl + U
2. B. Keyboard and mouse	22. D. suite
3. C. output	23. B. Drawing Toolbar
4. D. system unit	24. D. File, Save As
5. A. Keyboard	25. C. word wrap
6. A. compact disc	26. C. subscript
7. C. Random Access Memory	27. B. toggle cases of letters
8. D. System Unit	28. C. Print layout view
9. A. ALU	29. D. Standard toolbar
10. D. Recycle bin	30. A. Arrows
11. C. Taskbar	31. D. uploading
12. D. The folder would be opened	32. A. hyperlink
13. D. move operation	33. B. hard copy
14. B. processing	34. B. Compose
15. B. input, process, output and distribution	35. D. slowing down the computer system performance
16. C. Eye irritation	36. C. Blind Carbon Copy
17. C. To protect the intellectual works of the inventors	37. B. web browser
18. A. Making or receiving phone calls whilst driving	38. B. search engine
19. B. Encarta	39. B. = or –
20. D. selecting the text	40. B. Cell

### PAPER TWO QUESTIONS

## Paper Two

A1

a) Labelled mouse



b)

(i) Opening a document:

### Menu Bar Method

1. Launch **MS- Word**.
2. Click **File** from the *Menu Bar or Office Button*.
3. In the left column, click on **Open** [A dialog box will be displayed].
4. Locate the document to be opened.
5. Click on the document (**file icon**) to select it, then

### Standard Toolbar Method

1. Launch **MS- Word**.
2. Click on **Open** on the *Standard Toolbar* [A dialog box will be displayed].
3. Locate the document to be opened.
4. Single-click on the document (**file icon**), then
5. Click the **Open** button

### Shortcut Method (Ctrl + O)

1. Launch **MS- Word**.
2. Press on **Ctrl + O** [A dialog box will be displayed].
3. Locate the document to be opened.



4. Single-click on the document (**file icon**), then
5. Click the **Open** button.

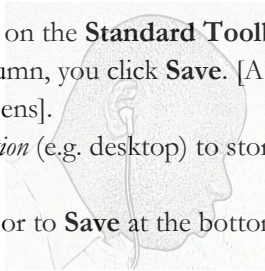
(ii) Saving a new created document:

### **Save (Menu Bar Method)**

1. Click **File** from the *Menu Bar* or *Office Button*.
2. In the left column, you click **Save**. [A smaller window, called a dialog box, opens].
3. Select the *location* (e.g. desktop) to store the document on your computer.
4. Move the cursor to **Save** at the bottom and click it or press **Enter** Key.

### **Save (Standard Toolbar Method)**

1. Click on **Save** on the **Standard Toolbar**.
2. In the left column, you click **Save**. [A smaller window, called a dialog box, opens].
3. Select the *location* (e.g. desktop) to store the document on your computer.
4. Move the cursor to **Save** at the bottom and click it or press **Enter** Key.



### **Shortcut Method (Ctrl + S)**

1. Depress and hold **Ctrl**, press and release '**S**' key.
2. In the left column, you click **Save**. [A smaller window, called a dialog box, opens].
3. Select the *location* (e.g. desktop) to store the document on your computer.
4. Move the cursor to **Save** at the bottom and click it or press **Enter** Key.

(iii) Changing the desktop background (wallpaper) of a personal computer.

### **Approach 1 (Through Control Panel)**

1. Click on the **Start Button**

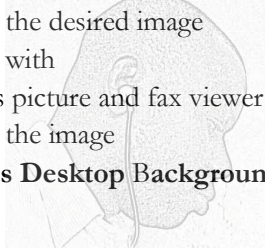
2. Click on **Control Panel**
3. Click on **Appearances and Themes**
4. Click on **Display**
5. Click the **Desktop tab**
6. Click your preferred background
7. Click **OK**

### Approach 2 (Through the Desktop)

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

### Approach 3 (Directly through an image)

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



### A2

- a) Computer keyboard
- b) Monitor
- c) Joystick
- d) Printer
- e) Hard disk
- f) Power Supply

### A3

- a) Differences between Random Access Memory and Read Only Memory:

<b>RAM</b>	<b>ROM</b>
They are volatile	They are not volatile
They are expensive	They are not expensive
They are small in capacity	They have large capacity

They hold data used by the computer	They hold data used by the user
These are semi-conductor memories	These are magnetic and optical memories
They are the main memories	They are used as backup memories
They are working memory of the computer	They are used for storage of data in computers
Faster than secondary memories	Slower than primary memories
Computer can't run without primary memories	Computer may run without secondary memories

b) Differences between Hard Disk and Pen Drive:

<b>Hard Disk</b>	<b>Pen Drive</b>
Much greater storage capacity	Less storage capacity
Usually fixed	Removable
Heavy in weight	Lighter in weight
Faster	Slower
It is larger (less portable)	It is much smaller (more portable)

c) Differences between File and Folder:

<b>FILE</b>	<b>FOLDER</b>
A file stores data	A folder stores files and other folders
Takes up significant storage space	On its own, takes up virtually no storage space at all
A collection of data or information that can be organized	Also known as directory, is used to organize files

#### A4

a) **Clicking** is the act of pressing a computer mouse button without moving the mouse. There are three types of clicking: left clicking, right clicking and double clicking.


b) Command buttons on the control box in a window:



Close



Minimize

 Restore Down Maximize

- c) **A screen/tool tip** is a small informational text box / pop-up that appears when a mouse pointer is moved over an icon / button / link. It provides further information on the item or control being pointed to.
- d) **A computer mouse pad** is a special surface, usually made of rubber, plastic or fabric for placing and moving a computer mouse. The mouse pad enhances speed, precision and comfort for the user. It also reduces the collection of dust or dirt under the mouse.

**A5**

- a) **Carbon Copy** is the location to enter the email address(es) of secondary recipients of an email message, such that the copy will also be visible to another recipient(s).
- b) **Blind Carbon Copy** is the location to enter the email address(es) of secondary recipients of an email message, such that the copy will not be visible to the main recipient(s).
- c) **To** is the location to enter the email address(es) of the main recipient(s) of an email message.
- d) **Subject** is the location to enter the main theme, title or heading of an email message.



JUNE 2014 PASCO

# June 2014 Answers

## Paper One

1. A. monitor	21. C. Ctrl + Home
2. C. pixels	22. B. Save
3. B. Modem	23. D. word processing application
4. C. hard disk	24. D. select the section to be formatted
5. D. hard disk	25. B. adjusted to meet both margins
6. C. C	26. D. Ctrl + U
7. D. system unit	27. B. word wrap
8. B. operating system	28. D. portrait
9. D. make a duplicate of the file	29. C. print command button
10. A. folder	30. D. Message recipient email address
11. D. system tray	31. B. .edu
12. C. eye irritation	32. B. Opera
13. B. copy operation	33. C. Refresh
14. A. I and II only	34. D. uploading
15. A. virus	35. D. protocol
16. B. education software	36. B. compose button
17. B. starting cabinetry	37. C. letter and a number
18. B. drag-and-drop	38. A. formulas
19. D. 10 finger	39. C. Username and password
20. D. F13	40. D. = or –

## PAPER TWO QUESTIONS

## Paper Two

A1

a)





- (i) Application program used for the above figure is **Microsoft Excel**.
- (ii) The formula/ function used to calculate the profit for cell D7 is **=B7–C7** or **=D3+D4+D5** or **=SUM(D3:D5)**
- (iii) The formula/function used to calculate the total expenses for cell C7 is **=C3+C4+C5** or **=SUM(C3:C5)**
- (iv) Naming the labelled parts:

A – Name box

B – Formula bar

C – Worksheet

b) Completed table:

Window button	Name of Window button	Function of Window button
	Close	<ul style="list-style-type: none"> <li>Ends/ closes an application/ program/ window</li> <li>OR</li> <li>Ends/ closes an open/ active file</li> </ul>
	Minimize	<ul style="list-style-type: none"> <li>Hides a window but keep the program running in the background.</li> <li>OR</li> <li>Drops window onto the taskbar.</li> </ul>
	Maximize	<ul style="list-style-type: none"> <li>Enlarges a window to occupy the entire screen.</li> <li>OR</li> <li>Increases the size of a window to fill the whole screen.</li> </ul>
	Restore down	<ul style="list-style-type: none"> <li>Returns the size of a window to a previous custom size.</li> <li>OR</li> <li>Returns a maximize window to its previous size.</li> </ul>

- c) **Print Preview** is a feature that allows you to view what a printed version of a document would look like on the screen before printing a hardcopy.

A2

- a) Data types for the following characters as used in a spreadsheet application:
- (i) 13.65 - **Value**
  - (ii) 24.04' - **Label**
  - (iii) =SUM(A5:G5) - **Function**
  - (iv) =A4 + C8 – G25 - **Formula**
  - (v) +233244971100 – **Value**

- b) Disk formatting is the configuring process of a data storage media such as a hard disk drive, floppy disk or flash drive for initial usage. Any existing files on the drive would be erased with disk formatting.

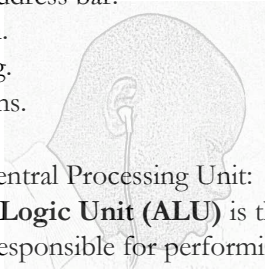
### A3

- a) Examples of Toggle Keys:

🔥 CAPS LOCK,  
🔥 NUM LOCK,  
🔥 SCROLL LOCK

- b) Basic features of internet browser:

🔥 Navigation buttons.  
🔥 Refresh button.  
🔥 Stop button.  
🔥 Home button.  
🔥 Web browser's address bar.  
🔥 Integrated search.  
🔥 Tabbed browsing.  
🔥 Bookmark buttons.



- c) Components of the Central Processing Unit:

🔥 The **Arithmetic Logic Unit (ALU)** is the part of the central processing unit responsible for performing all logical operations.  
🔥 The **Control Unit (CU)** is the part of the central processing unit which extracts instructions from memory and decodes and executes them, calling on the ALU when necessary.

- d) Examples of Operating System software:

🔥 **Microsoft Windows** (e.g. Windows 10, Windows 8, Windows 7, Windows Vista and Windows XP)  
🔥 **Mac OS**  
🔥 **Linux**  
🔥 **Chrome OS**  
🔥 **Ubuntu**  
🔥 **Unix**  
🔥 **Android**

- e) Health hazards associated with prolonged use of computers and ICT tools:

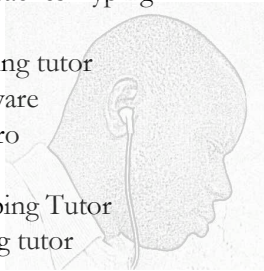
🔥 Eye problems

- 🔥 Back ache
- 🔥 Neck ache
- 🔥 Wrist pain
- 🔥 Ear problems / Hearing impairment
- 🔥 Cancer due to Radiation

#### A4

a) Examples of typing software:

- 🔥 Mavis Beacon Teaches Typing
- 🔥 Life typing tutor
- 🔥 Touch typist typing tutor
- 🔥 Mac typing software
- 🔥 Typing Master pro
- 🔥 Rapid Typing
- 🔥 Letter Chase Typing Tutor
- 🔥 Type Smart typing tutor
- 🔥 Mavis Beacon Teaches Typing
- 🔥 Life typing tutor
- 🔥 Touch typist typing tutor
- 🔥 Mac typing software
- 🔥 Typing Master pro
- 🔥 Rapid Typing
- 🔥 Letter Chase Typing Tutor
- 🔥 TypeSmart typing tutor
- 🔥 KeyBlaze
- 🔥 Klavaro Touch Typing Tutor
- 🔥 Typing Trainer
- 🔥 Rapid Typing Tutor
- 🔥 Max Type Pro
- 🔥 Type Faster
- 🔥 Bruce's Unusual Typing Wizard
- 🔥 Stamina Typing Tutor






b) Reasons for books in:








i) Hard Copies Formats:

- 🔥 Can be used without an electronic device
- 🔥 Actual notes can be written and highlights made on its pages for easy reference.
- 🔥 Can be accessed and used without electricity
- 🔥 Can be used in areas where there is no electricity




-  Information can be shared without using an electronic device
-  Could be more portable than some computers
-  hard copies formats

ii) Soft copies formats

-  Searching for a particular information is easier and faster – using the search feature
-  Sharing information across long distances is faster and easier – using the internet or intranet or removable storage media such as pendrives, compact discs, etc.
-  Saves space – Several e-books can be loaded onto a computer or other portable device
-  Cheaper – due to its electronic format it costs less than equivalent books in hard copy formats
-  Versatile – It is possible to change the font size, convert to audio, etc. to suit the preference of the user.
-  Can be read even in the dark without light
-  Maintains its state, no matter how old – does not get old or dirty or torn, etc.

c) Arrange the storage devices, compact disc, hard disk and pen drive in descending order of

 **Speed:** Hard disk, Pendrive, compact disc.

 **Storage Capacity:** Hard disk, Pendrive, compact disc.

**A5**

- a) **My account:** To keep a private record of all mails/ messages sent, received and drafted
- b) **Compose:** To create a new email to be sent.
- c) **Attach:** To add or affix existing document or media to a message email to be sent.
- d) **Sign up:** To create an account or to register for the first time on an email application.

**JUNE 2013 PASCO**

# June 2013 Answers

## Paper One

1. B. LCD	21. C. Caps Lock key
2. D. storage device	22. B. Ctrl
3. D. Esc	23. B. moved
4. C. Floppy Disk, CD, DVD and Hard Disk	24. C. Format menu
5. D. stores information	25. D. select the section to be formatted
6. C. HDD	26. B. File
7. C. start the computer	27. C. Redo (or D. Undo)
8. C. Task bar	28. B. word wrap
9. A. close button	29. A. Arrows
10. C. DOS	30. D. Square
11. C. make a duplicate of the file	31. C. printer
12. A. application software	32. C. web browser
13. A. folder	33. D. secretaries
14. B. processing	34. B. Modem
15. C. Mobile phone	35. A. download
16. A. copyright	36. C. search engines
17. B. multimedia	37. C. Spam
18. B. formatting toolbar	38. C. operating system
19. B. opens a file menu	39. D. Standard
20. C. Delete	40. B. G8

## PAPER TWO QUESTIONS

## Paper Two

A1

a)

(i) Application program used is a **Spreadsheet application** e.g. Microsoft Excel

(ii) Parts Labeled are:

I – Column

II – Cell

III – Row

(iii) Formulae used in the cells are:

D2 is **=B2\*C2**

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

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

b)

(i) The diagram is a computer **keyboard**.

(ii) Parts labelled are:

A – SHIFT Key

B – Space bar

C – Arrow keys / Directional Keys / Movement Keys

D – Enter key / Return Key

E – Function keys

(iii) Functions of the Keys are:

B – To create spaces in a text.

C – To control the movement of cursor or in the navigation (scrolling) of documents.

c) The function of diagram in b (i) (i.e. **keyboard**) are:



It is used to write (type) documents.



It is used to navigate user interfaces in lieu of a mouse.










It is used to send commands/instructions to computer.

 It is used to play games.








## A2

a)







(i) Positive uses of the internet:

-  Advertisement – One can promote their business online
-  Education – through distance learning, e-books, e-learning centers, etc.
-  Entertainment – through music, sports, movies, and games
-  Information – Easy dissemination of and access to information – through search engines, blogs, news websites, etc.
-  Communication – through emails, chats, social networks, etc.
-  Trading (buying and selling) – through credit or debit cards, money transfer services, etc.
-  Payment of bills – through credit or debit cards, money transfer services, etc. • Advertising of products and services.

(ii) Negative uses of the internet:

-  Stealing / Theft – through hacking, impersonation, deception or other means.
-  Creation of malicious software (malware), such as viruses, worms or Trojan horses, to damage or disrupt a computer system
-  Copyright infringement – Violating the rights of others by unauthorized use or copying of their creative works.
-  Hacking / Cracking – Tapping into confidential data in the computer systems of others without permission for various reasons.
-  Pornography – publishing or viewing pornographic pictures or movies.
-  Infringement of privacy – Accessing other people's private information without their permission.
-  Fraud – For fraudulent activities or Sakawa or 419.

b) Examples Of Storage media

-  Hard disc
-  DVD
-  CD
-  Flash drive (pen drive)
-  Memory (Secured Digital) Card
-  Magnetic tape

-  Zip disk
-  Floppy disk









**A3**

- a) **Communication** as used in the computer industry is the 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 as telephone or the internet.

- b) **Video Conferencing** is a meeting in which the participants are in different places but are connected by video and audio links. It is a real-time voice and video conversation between two or more persons on the internet.
- c) Devices associated with video conferencing:

Input Devices such as:	Output Devices such as:
 Video camera	 Computer monitor
 Webcam	 Television (TV)
 Microphones	 Projector
	 Loudspeakers
	 Headphones

- d) Media for sending and receiving information





-  Computer
-  Mobile phones
-  Landline telephones
-  Radio
-  Television
-  Internet
-  Local Area Network (LAN)
-  Newspapers
-  Magazines

**A4**

- a) When it is appropriate to:
- (i) **Copy-and-Paste** – When data is being duplicated from one place to another.

- (ii) **Cut-and-Paste** – When data is to be moved/transferred from one place to another.

b)






- (i) A **font** is 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:
-  Regular
  -  Italic
  -  Bold
  -  Bold Italic

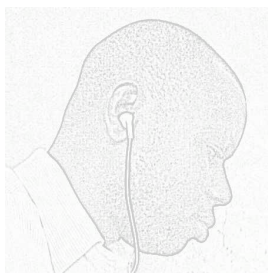
## A5

a)

- (i) **Motherboard** is the main circuit board in the computer that connects the parts of the computer. It's a sheet of plastic that holds the **circuitry** to connect the various components of a computer system.
- (ii) **Ergonomics** is a science that deals with designing and arranging things so that people can use them easily and safely. It is a design of workplace or equipment for comfort, efficiency, safety and productivity.
- (iii) **Menu bar** is horizontal bar that appears below the *title bar* with menu options such as File, Edit, View, Insert, Format, Tools, Table, Window or Help. It is a collection of menus (options) for commonly used commands.

b) What copyright is used for:

-  To encourage people to be innovative and invent new things.
-  To ensure that inventors gain financial benefits from their hard work.
-  To increase the revenue of the Nation as it is easy to tax copyrighted materials.
-  To protect the works of inventors/authors/creators of intellectual property.
-  To promote development because new things will always be produced.



## April 2012 Answers

### Paper One

1. B. monitor	21. A. Multimedia software
2. B. 2	22. A. 96
3. D. Hard disk	23. B. Black Stars
4. D. uninterruptible power supply	24. D. word processor
5. B. 3	25. D. save as
6. B. information	26. C. perform the most common tasks
7. C. tuberculosis	27. C. print preview command
8. A. Backspace	28. C. search engine
9. A. Caps Lock	29. D. folder
10. C. font	30. A. data backup
11. D. Oval	31. A. A
12. B. clipboard	32. C. hard disk
13. C. Right index finger	33. A. arrow keys
14. A. global network of computers	34. A. Ctrl + U
15. C. spreadsheet	35. D. word
16. C. random access memory	36. A. forcing students to learn at others' pace
17. C. operating system	37. A. Drawing
18. B. taskbar	38. B. My Computer
19. A. double clicking	39. C. Spam
20. D. pirating of software	40. D. slowing down the computer system performance

### PAPER TWO QUESTIONS








## Paper Two

A1

a) The labeled parts of the diagram are:

- A – System Unit
- B – Screen / Monitor
- C – Speaker
- D – Microphone
- E – Mouse
- F – Keyboard

b) Main components of a computer keyboard:

-  Alphanumeric keys
-  Function keys
-  Manipulative / Modifier keys
-  Numeric keys
-  Navigation (arrow) keys

c) Stages involved in the Information Processing Cycle:

1. **Input** is the stage where data or instruction are entered into the computer.
2. **Process** is the stage where the computer performs some operations on the data entered to make the data usable.
3. **Output** is the stage where the processed information is transmitted to the user.
4. **Storage** is the stage where data and information are stored for future use.
5. **Distribution (Communication)** is the stage where information stored can be distributed or sent to another place or someone through email messaging, fax messaging, post office mailing, etc.








d) Steps to turning off a personal computer

1. Close all Application windows.
2. Click start menu.
3. Click turn off / shut down.
4. Select turn off on the dialogue box and click ok (if asked).
5. Wait for the screen to go off.
6. Turn off the monitor.
7. Switch off main power supply.

**A2**

- a) Function of the following devices are:
- (i) **Floppy disk** is a material on which data or information is read and written by the floppy drive (device). The floppy disk is used to store data/information/files permanently for future use.
  - (ii) **Printer** is an output device that puts text and images onto a paper. It's a device that is used to produce a hardcopy from a softcopy on a computer.
  - (iii) **Scanner** is a device that captures and converts documents on paper (text, pictures, graphs, diagrams, etc.) into a digital form (image) for storage or processing on a computer. It converts hardcopy to softcopy.
  - (iv) **Uninterruptible Power Supply** is a gadget or device that provides stable/constant voltage and emergency (temporary) power to the computer when electric power fails.
- b) The full meaning of the following acronyms are:
- (i) **ALU** – Arithmetic Logic Unit
  - (ii) **CPU** – Central Processing Unit

**A3**

- a) Explaining types of software:
- (i) System software
    -  System software is the logical set of instructions that is used to boot, control and coordinate the operations of the computer.
    -  System software is a type of computer program that runs a computer's hardware and application programs.
    -  The system software is the interface between the computer hardware and user application programs.
    -  Examples of system software are the Operating System, BIOS (Basic Input / Output System) and Device Driver Software.
  - (ii) Application software
    -  Application software is the software, program or set of instructions that is used by the user to perform specific tasks or operations on the computer.
    -  Application software is a type of computer program designed to perform a particular task or set of related tasks.
    -  Application software must be supported by the operating system in order to function properly.

- 🔥 Examples of application software include Microsoft Word, Excel and Windows Media Player.

b)

- (i) **Minimize:** Reduces an open window to an icon or button on the taskbar
- (ii) **Maximize:** Increases the size of a window to occupy the entire screen
- (iii) **Close:** Used to exit / shut down an open application program.

#### A4

- a) **Internet Fraud** is the use of internet to cheat or steal from other users.

- 🔥 A crime in which someone (a fraudster) uses the Internet to deprive another person/ entity (the victim) of his/her property, interest, estate, or right.
- 🔥 The fraudster does this by using a false identity and/or providing false information.
- 🔥 Some elements of the internet that may be used by the fraudster are chat features of social networks, emails and blogs.

Some examples of internet fraud are:

- 🔥 Internet dating fraud – Using a false identity on the internet to date and defraud a victim.
- 🔥 Internet charity fraud – Appealing for donations for a fake charitable cause through the internet.
- 🔥 Internet ticket fraud – Selling fake internet tickets for a social/public event.
- 🔥 Phishing – Sending messages to request personal information to be used for scams.
- 🔥 Pharming – directing internet traffic to a fraudulent website in order to obtain personal information to be used for scams.

- b) Ways in which ICT can be used in basic education in Ghana

- 🔥 **TLMs** – ICT tools such as computers and projectors can be used as teaching and learning materials (TLMs) in the classroom
- 🔥 **Printing of materials** – ICT tools such as computers, printers and photocopiers can be used to prepare and reproduce printed educational materials such as textbooks, examination papers, etc.

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

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

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

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

c) Devices that may be used when connecting to the internet.

🔥 Router

🔥 Modulator-demodulator (modem),

🔥 HUB,

🔥 Switch

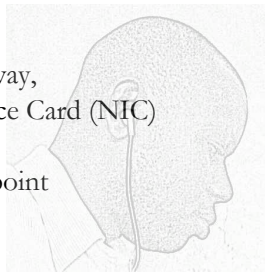
🔥 Bridge

🔥 Proxy and Gateway,

🔥 Network Interface Card (NIC)

🔥 Repeater

🔥 Wireless access point



## A5

a) Worksheet

🔥 A **worksheet** is a single electronic sheet / page that contains cells arranged in rows and columns.

🔥 The columns are identified by letters and the rows by numbers.

🔥 The worksheet is used to collect and organize data, perform calculations, draw charts, etc.

🔥 Each cell of a worksheet can contain a number, text or formula.

🔥 A worksheet can be named / renamed to identify it from other worksheets.

b) Active cell

🔥 The **active cell** is the selected cell of a worksheet that is affected by changes to the worksheet, such as data entry, editing or formatting.

🔥 It is identified by its column letter and row number, for example, B4

🔥 The active cell is that cell whose name appears in the name box just above the sheet.

🔥 The boundary lines of the active cell are thicker than the other cells.

c) Range

🔥 A **range** is a group of highlighted cells of a worksheet.

🔥 The range is referenced by the cell from which the highlighting started.

🔥 Apart from data entry, editing and few exceptions, any changes made to the worksheet apply to all the cells within the range.

🔥 The range has a thicker outline/ border around it.

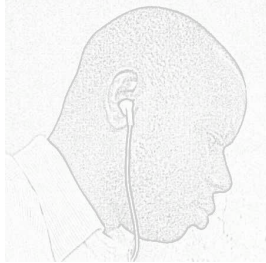
d) Workbook

🔥 A workbook is a file containing a collection of worksheets that you can use to organize various kinds of information.

🔥 It usually contains related information on its different worksheets.

🔥 It can be named/renamed to identify it from other workbooks.

## APRIL 2011 PASCO



## April 2011 Answers

### Paper One

1. B. keyboard	21. C. left index finger
2. B. Pointing devices	22. C. Keyboard
3. A. LCD	23. B. Word processing program
4. D. Flash memory	24. A. Hold down the Shift key and press the identified key
5. B. RAM and ROM	25. D. save as command
6. D. Hard disk	26. A. Ctrl + B
7. C. booting	27. C. formatting toolbar
8. D. The application software must be loaded before an operating system can be loaded when a computer system is switched on	28. C. Drop cap
9. C. Graphic User Interface	29. D. Word Wrap toolbar
10. C. operating system	30. A. drawing toolbar
11. A. directory	31. B. portrait
12. C. III and IV only	32. B. it displays how the document will look like after printing
13. C. II, I and III	33. B. internet browser
14. C. Allowing the battery of a laptop to run-down before charging	34. C. E-mail address
15. B. copyright	35. C. Blind carbon copy
16. B. Multimedia software	36. B. web
17. D. Hearing impairment	37. A. downloading
18. D. I, II and III	38. C. search engine
19. C. I, II and IV only	39. B. formula
20. D. 10 fingers	40. A. Refresh

### PAPER TWO QUESTIONS

## Paper Two









**A1**

a)







- (i) The application program is **WordPad**.
- (ii) The name of the file opened is **WAECE EXAMINATION**.
- (iii) The parts labeled are:

- 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):

-  To change the font style
-  To change the font size
-  To change the font colour
-  To bold font (or reverse it)
-  To change font to italics (or reverse it)
-  To underline font
-  To insert bullets
-  To align text to the right / left / center

Functions of C. (Title Bar):

-  It shows / displays the title of the document
-  It shows / displays the icon of the application program
-  It shows / displays the name of the application program
-  It shows / displays the minimize, maximize and close command buttons
-  It can be used to resize the window
-  It can be used to move / drag the window around

- (b) The steps involved in switching on a personal computer system:

1. Check the power cables connected to the system unit and monitor

2. Check the main socket connection.
3. Make sure there is no floppy disk in the floppy drive
4. Press the power button on the system unit.
5. Press the power button on the monitor.

b) Identified ICT tools are:

- (i) Headphone or earphone
- (ii) Digital watch
- (iii) Pen drive or Flash memory/drive

## A2

a)

- (i) **Input device** is 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** is 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) Classifying into input and output devices:

INPUT	OUTPUT
Microphone	Plotter
Joystick	
Scanner	
Webcam	
Mouse	

## A3



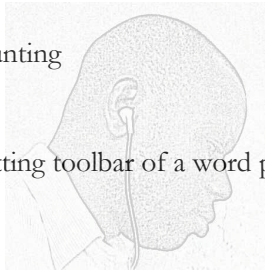
- a) **Desktop** is the background image of a display screen, on which windows, icons, and other graphical items appear.

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 include: Start button, Taskbar, Wallpaper, 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

-  Font type
-  Font size
-  Bold
-  Italic
-  Underline
-  Font colour
-  Highlighting colour
-  Bullets
-  Numbering
-  Alignment (Right, Centre, Left, Justify)

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

-  They enable us to perform complex calculations.
-  Lectures can be conducted using LCD projectors to beam lecture notes onto large screens
-  They enable us to share knowledge thus using mobile phones, radio, and the internet.

- 🔥 They enable us to access information using the internet or educational CDs like Microsoft Encarta
- 🔥 They enable us to store large amounts of information on a portable medium, such flash memory, compact disk, digital versatile disc (DVD), etc.

#### A4

- a) 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

- 🔥 To search for information on various topics, such as news, weather, sports, etc. (ii) to communicate with others through email, chatting services, phone calls, etc.
- 🔥 Countries use it for internal relations.
- 🔥 For business / commercial activities, such as online banking, job search, buying and selling, advertising etc.
- 🔥 For research / studies or surveys
- 🔥 For educational purposes, such as long-distance education (online programs), project writing, etc.
- 🔥 For entertainment, such as watching movies, sports, etc.
- 🔥 For social networking through websites such as Facebook, Twitter, hi5, Myspace, etc.
- 🔥 It provides access to services such as online banking, job seeking, and purchasing tickets for your favorite movies, etc.




- c)

- (i) A **web browser** is an application program used to browse the Internet or view web pages.
- (ii) Examples of web browser
  - 🔥 Netscape Navigator,
  - 🔥 Opera, Safari,
  - 🔥 Internet Explorer,
  - 🔥 Mozilla Firefox,
  - 🔥 Slim,




**A5****a) Cell**

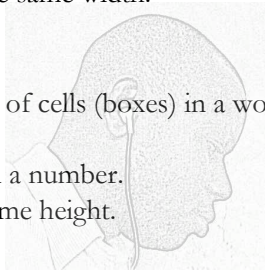
-  A rectangular box in a worksheet of a spreadsheet program, such as Excel.
-  It is a box in which one can enter a single piece of data.
-  It is the intersection of a row and column in a worksheet.
-  It is identified by the letter of the column and the number of the row.
-  The cell can hold 3 types of data – text, a number (or numeric value) or a formula.




**b) Column:**

-  A vertical line of cells (boxes) in a worksheet of a spreadsheet program.
-  It is labelled with a letter.
-  A column has the same width.

**c) Row:**

-  A horizontal line of cells (boxes) in a worksheet of a spreadsheet program.
-  It is labelled with a number.
-  A row has the same height.

**d) Graph:**

-  A visual representation of worksheet data.
-  Graphs / charts make it easier to understand the data in a worksheet.
-  Some examples of graphs are o Pie graphs, bar graphs, line graphs, scatter graphs, column graphs, etc.

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