THE WEST AFRICAN EXAMINATIONS COUNCIL

GHANA

Basic Education Certificate Examination

June 2018

INFORMATION AND COMMUNICATION TECHNOLOGY 2 & 1 2 hours

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

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

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

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

For Examiner’s Use Only

<table>
<thead>
<tr>
<th>Question Number</th>
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TOTAL
This paper is in two sections: A and B. Answer Question 1 in Section A and any other three questions in Section B.

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

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

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

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

SECTION A
[24 marks]

Answer Question 1.
[Compulsory]

1. (a) Study the image carefully and use it to answer questions (a) (i – ii) and (b).

   (i) What is the name of the image shown above? ................................................................. [2 marks]

   (ii) Name the parts of the image represented by A, B, C, D, E, and F in 1(a):

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

   B ........................................................................................................................................

   C ........................................................................................................................................

   D ........................................................................................................................................

   E ........................................................................................................................................

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

(i) A: ...................................................................................
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(ii) D: ...................................................................................
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[4 marks]

c) List four uses of the internet.
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[4 marks]

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

(i) & ...................................................................................

(ii) ^ ...................................................................................

(iii) {} ...................................................................................

(iv) / ...................................................................................

[8 marks]
Answer three questions only from this section.

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

(i) Backspace.......................................................... [2 marks]

(ii) Space bar.......................................................... [2 marks]

(b) (i) Outline three differences between selecting and highlighting text in a Word Processing application.

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

(ii) Name two word processors.

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.............................................................................................................. [2 marks]

3. (a) State the two types of storage media.

.............................................................................................................. [2 marks]
(b) (i) Give three important features of storage media.

(ii) State two ways to protect storage media.

4. (a) What is:
   (i) application software:
   (ii) system software:
   (iii) a folder

[6 marks]

[4 marks]

[9 marks]
(b) Give **three** examples of an operating system.

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[3 marks]

5. (a) List **three** toolbars or bars in a spreadsheet application.

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[3 marks]

(b) Define the following terms as used in a spreadsheet application:

(i) **cell**: .................................................................
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(ii) **active cell**: .................................................................
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(iii) **name box**: .................................................................
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[9 marks]

END OF ESSAY TEST
Answer all the questions.

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

Which of the following is an input device?
A. Monitor
B. Stylus
C. Projector
D. Speaker

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

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

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

1. 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 Documents.
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 a 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 infestation.
   D. virus protector.
21. The default orientation for a 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 3½ inches floppy disk is
A. 80 KB.
B. 1.2 MB.
C. 1.44 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, word 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 computer 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. http://www.waecghana.org
   B. hhttp://www.waecghana.org
   C. http://www.waecghana.org
   D. http://www.waecghana.org

38. In 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

END OF PAPER