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>
<th>Mark</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 – iv).

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

A ..................................................................................................................

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

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

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

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

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

(iii) State the function of B in 1(a) above.

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

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

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

(iv) Using the area labelled C, state the steps required to exit the application.

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

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

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

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

(5) State two differences between the Menu bar and Toolbar in an application software.

Menu bar ................................................................. Toolbar

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

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

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

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

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

.................................................................................................................. [4 marks]
(c) Write the name of the following computer keyboard key characters:

(i) @

(ii) #

(iii) ( )

(iv) \ 

[8 marks]

SECTION B
[36 marks]

Answer three questions only from this section.

2. (a) What are the four basic operations performed by any computer system?

[b] [8 marks]

(b) List four hardware components of a computer system.

[c] [8 marks]

3. (a) What is a font?

[d] [4 marks]

[3 marks]
(b) List three font styles.

(c) List the steps required in bulletting a given list.

(d) List three word processing application software.

4. (a) State two sources of computer virus.

(b) Identify three measures to prevent virus from a school’s computer laboratory.
List four devices associated with video conferencing.

Give two features of an Active cell.

State the data type for the following data as used in spreadsheet:

(i) \[ A4 + C8 - G25 \]

(ii) \[ \text{PRODUCT (A5 : G5)} \]

Explain spreadsheet package and give one example.
DO NOT TURN OVER THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

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

PAPER 1
OBJECTIVE TEST

Answer all the questions on your Objective Test answer sheet.

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

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

CANDIDATE NAME: AMU JOAN ESI
SUBJECT NAME: INFORMATION AND COMMUNICATIONS TECHNOLOGY 1

<table>
<thead>
<tr>
<th>CANDIDATE NUMBER</th>
<th>CENTRER</th>
<th>PAPERCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>77 23 84 18 8</td>
<td>77 23 4</td>
<td>07 01</td>
</tr>
</tbody>
</table>

2. Answer each question by choosing one
   letter and then, shade through the letter
   chosen like this: A B C D E.
3. You may want to change an answer, erase
   your test most completely.
4. If only four alternative answers are given
   for each question, ignore the letter E.
5. Your question paper may have fewer than 60 questions.

pbec/P0702&1/dao/fbo/18
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. Desktop computers are examples of
   A. super computers.
   B. mainframe computers.
   C. minicomputers.
   D. microcomputers.

2. The monitor which displays output only in one colour is
   A. cathode ray tube.
   B. dichrome.
   C. liquid crystal display.
   D. monochrome.

3. The smallest unit of data stored on the computer is
   A. bit.
   B. byte.
   C. kilobit.
   D. kilobyte.

4. The process of restarting the computer which is already running is referred to as
   A. cold booting.
   B. fire booting.
   C. restart booting.
   D. warm booting.

5. The rectangular working area of an application is called a
   A. desktop.
   B. notepad.
   C. screen.
   D. window.

6. Items deleted on the computer are moved to the
   A. clipboard.
   B. computer box.
   C. dust bin.
   D. recycle bin.
7. The information processing cycle is divided into
   A. two stages.
   B. three stages.
   C. five stages.
   D. six stages.

8. Which of the following symbols shows that an information is copyright protected?
   A. @
   B. ©
   C. ®
   D. ™

9. An example of a function key on the computer keyboard is
   A. @
   B. F1.
   C. Q.
   D. 10.

10. The power of spreadsheet lies in its
    A. cells.
    B. formulae.
    C. labels.
    D. worksheets.

11. Which of the following is a feature of an operating system?
    A. Desktop Screen
    B. Mavis Beacon
    C. Microsoft Word
    D. Mozilla Firefox

12. The following are features of the random access memory except
    A. accessible to user.
    B. non-volatile.
    C. temporary storage.
    D. volatile.

13. Which of the following devices produces softcopies of documents?
    A. Monitor
    B. Photocopier
    C. Printer
    D. Speaker

14. The following are storage media except
    A. compact disc.
    B. diskette.
    C. flash disk.
    D. plotter.

15. When a computer is shut-down incorrectly, which of the following is likely to happen?
    A. The computer reboots
    B. The computer may be infected with virus
    C. The files may be damaged
    D. The files will be upgraded
16. Opening an application can also be termed
   A. deleting.
   B. dragging.
   C. installing.
   D. launching.

17. Clicking is usually associated with the
   A. left button.
   B. right button.
   C. scroll button.
   D. scroll ball.

18. Data that are copied from an application are temporarily stored in the
   A. clip art.
   B. clipboard.
   C. document.
   D. recycle bin.

19. The following are good posture positions when using a computer except
   A. back straight.
   B. elbows on the table.
   C. eyes on the monitor.
   D. feet on the floor.

20. The computer program written to cause harm or damage to the computer and its files is known as
   A. anti-virus.
   B. file.
   C. virus.
   D. window.

21. Computerised text editing can appropriately be applied to
   A. database application.
   B. desktop application.
   C. spreadsheet application.
   D. word processing application.

22. Which of the following buttons is used to reload a web page?
   A. Back
   B. Forward
   C. Go
   D. Refresh

23. All the following are unethical use of e-mails except
   A. deleting any message that you do not need.
   B. sending damaging information about people.
   C. sending of malicious software.
   D. sending spams.

24. In which of the following categories does the magnetic tape fall?
   A. Input
   B. Output
   C. Processing
   D. Storage
25. To connect a computer to the internet through the telephone line, one needs
   A. a blue tooth.
   B. a modem.
   C. a mobile phone.
   D. an infrared.

26. The scroll bar enables users to
   A. close an application.
   B. maximize a window.
   C. restore a window.
   D. view hidden information.

27. Which of the following programs is used to search for information on various topics?
   A. CorelDraw
   B. Encarta
   C. MS Excel
   D. Adobe PageMaker

28. An alternate means to save an existing document is
   A. Alt + S.
   B. Ctrl + S.
   C. F5.
   D. F12.

29. The computer keyboard key which is used to change alphabets to capital letters is the
   A. Caps Lock key.
   B. Enter key.
   C. Num Lock key.
   D. Space bar key

30. The command button used to recall existing documents in a Word Processing application is
   A. copy.
   B. open.
   C. Save.
   D. Save As.

31. A Word Processor is used to
   A. browse on the internet.
   B. change wallpaper.
   C. search for audio files.
   D. type letters.

32. Which of the following is not a language tool in a Word Processing application?
   A. Find and Replace
   B. Grammar Checker
   C. Spell Checker
   D. Thesaurus

33. The symbols B, I, U are commonly used buttons found on the
   A. Drawing toolbar.
   B. Formatting toolbar.
   C. Menu bar.
   D. Standard toolbar.

Turn over
34. Which of the following are types of scroll bars?
   A. Left and right bars
   B. Top and bottom bars
   C. Up and down bars
   D. Vertical and horizontal bars

35. Which of the following options is used to create an e-mail message?
   A. Attachment
   B. Compose
   C. Inbox
   D. Send

36. An element in an electronic document that links one place to another place in the same document or another document is called
   A. connect.
   B. hyperlink.
   C. link.
   D. search.

37. Unsolicited bulk electronic messages are generally referred to as
   A. communication.
   B. e-mail.
   C. spam.
   D. virus.

38. In Spreadsheet application, which of the following symbols represents division?
   A. +
   B. *
   C. #
   D. /

39. Which of the following is used for addition operation in Spreadsheet functions?
   A. ADD
   B. AVERAGE
   C. MULTIPLICATION
   D. SUM

40. Which of the following is used to find the maximum number among a set of numbers in Spreadsheet functions?
   A. MAX
   B. MIN
   C. MAXIMUM
   D. MINIMUM

END OF PAPER