07003/2&1 BECE
June 2023
INFORMATION
AND COMMUNICATIONS
TECHNOLOGY 2 & 1
Essay and Objective
2 hours

2 & 1

Name..

Index Number...

Signature ....

Date of Examination ....

THE WEST AFRICAN EXAMINATIONS COUNCIL

GHANA

Basic Education Certificate Examination

June 2023   INFORMATION AND COMMUNICATIONS TECHNOLOGY 2 & 1   2 hours

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

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

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

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

For Examiner's Use Only	
Question Number	Mark
TOTAL	

PAPER 2
ESSAY
[60 marks]

1¼ hour

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

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

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

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

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

SECTION A
[24 marks]

*Answer Question **1**.*
[Compulsory]

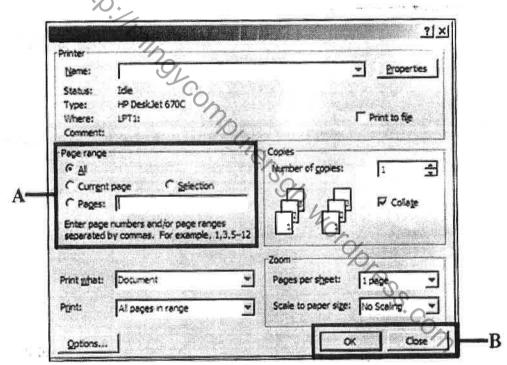1. *Study* Figure **1** *carefully and use it to answer questions* 1(*a*) *to* (*f*).

Figure **1**

(*a*) Write the name of the image shown. ....

....

[2 marks]

(*b*) State the function of **each** of the following commands on the part labelled **A**.

(i) All: ....

....

(ii)   Current page: ....

....

(iii)   Selection:..

....

(iv)   Pages: ....

....

[8 marks]

(c)   Write the keyboard keys combination that could be used to display the image shown.

....

[2 marks]

(d)   Outline the steps involved to display the image shown using the appropriate menu command.

....

....

....

....

....

[4 marks]

(e)   List **two** applications that can use the image shown.

(i)   ....

(ii)   ....

[4 marks]

(f)   State the function of **each** of the commands shown on the part labelled **B**.

(i)   Ok:..

....

(ii)   Close:..

....

[4 marks]

Turn over

SECTION B
[36 marks]

Answer **three** *questions* **only** *from this section.*

2. (a) What is *text formatting*?

....

....

....

....

[3 marks]

(b) List **three** ways by which **a character could** be formatted.

(i) ....

....

(ii) ....

....

(iii) ....

....

[6 marks]

(c) A user typed **forem** instead of **form**. Write the steps to be followed to delete **the letter (e)** using the keyboard only.

....

....

....

....

[3 marks]

3. Use the image shown **in Figure 2** to answer questions 3(a) to (c).

Figure 2

(a) Write the **name of the** image shown.

....

....

[2 marks]

(b) List **three ICT tools that** make use of the image shown.

(i) ....

(ii) ....

(iii) ....

[3 marks]

(c) State **two** actions a user could take when **the image shown** is pressed and the device did not respond.

(i) ....

....

(ii) ....

....

[4 marks]

(d) What is *launching* as used in computing environment?

....

....

....

....

[3 marks]

Turn over

4.   (a)   Write **three** desktop features of a computer.

        (i) ....

        ....

        (ii) ....

        ....

        (iii) ....

        ....

                                                                                      [6 marks]

      (b)   State **three** rules and regulations for the responsible use of the internet in the school's computer laboratory.

        (i) ....

        ....

        ....

        (ii) ....

        ....

        ....

        (iii) ....

        ....

                                                                                        [6 marks]

5. (a) Table **1** contains items. Complete the table by indicating against **each** item whether it is a *formula*, *function*, *text or value* in the appropriate **data** type column.

Table **1**

ITEM	DATA TYPE
Days of the week	
=Sum(A2 : G2)	
4020201010	
Days of the month	
BECE candidates	
=A2+G2+M2*P17	
233244042761	
We are writing ICT exams now	
201020112012	
=Product(A1 : Z100)	
=B4*C4*H25	
202120222023	

[12 marks]

END OF ESSAY TEST

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

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

PAPER 1   45 minutes
OBJECTIVE TEST

*Answer **all** the questions on your Objective Test answer sheet.*

1. Use **2B** pencil throughout.

2. On the pre-printed answer sheet, check that the following details are **correctly** printed:
    Your **surname** followed by your **other names**, the *Subject Name*, your *Index Number*,
    Centre Number and the *Paper Code*.

3. In the boxes marked *Candidate Number, Centre Number* and *Paper Code*, **reshade** each of the
    shaded spaces.

4. An example is given below. This is for a candidate whose name is Clare Naa ALI.
    Her *index number* is 772384188 and she is writing the examination at *Centre Number* 77234.
    She is offering *Information and Comm. Technology* 1 and the *Paper Code is 0701*.

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

CANDIDATE NAME:	SUBJECT: INFORMATION AND
ALI CLARE NAA	COMM. TECHNOLOGY 1

1. Use 2B pencil. Press firmly.
2. Answer each question by choosing one chosen like this   A   B   C   D   E
3. If you want to change an answer, erase your first mark completely.

4. If only four alternative answers are given
5. Your question paper may have fewer than 60 questions.

CANDIDATE NUMBER	CENTRE NUMBER	PAPER CODE
7 7 2 3 8 4 1 8 8	7 7 2 3 4	0 7 0 1

For Supervisors only. If candidate is absent shade this space.

BLANK SHEET

*Answer **all** the questions.*

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

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

The correct answer is stylus which is lettered B *and therefore answer space* B *would be shaded.*   ⊏A⊐   ⊏B⊐   ⊏C⊐   ⊏D⊐   ⊏E⊐

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

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

1. The start button is located on the
    A.   taskbar.
    B.   menu bar.
    C.   tool bar.
    D.   status bar.

2. An application window can be exited using an option on the
    A.   dialogue box.
    B.   status bar.
    C.   control box.
    D.   scroll bar.

3. In a spreadsheet application, when a user presses the tab key on the keyboard, the cursor moves
    A.   below the active cell.
    B.   above the active cell.
    C.   to the left of the active cell.
    D.   to the right of the active cell.

4. The type of alignment that positions the selected text for both left and right margins to be straight is termed
    A.   justify.
    B.   centre.
    C.   right align.
    D.   left align.

5. The use of someone's intellectual property and presenting it as yours is called
    A.   copyright infringement.
    B.   copyright law.
    C.   copyright ethics.
    D.   copyright protection.

6. Computer virus can also be classified as computer
    A.   firmware.
    B.   liveware.
    C.   software.
    D.   hardware.

7. Using two or more keys on the computer keyboard to perform an action is termed
    A.   keyboard skills.
    B.   keyboard technology.
    C.   keyboard shortcut.
    D.   keyboard selection.

8. A wrongly typed text in a word processing document will be prompted by the
    A.   Find and Replace.
    B.   Grammar checker.
    C.   AutoCorrect.
    D.   Spell checker.

9. Which of the following options is **not a** hardware component of a computer system?
   A. Input devices
   B. Processing devices
   C. Operating system
   D. Storage devices

10. A file that is cut is temporarily sent to the
    A. clipboard.
    B. scissors.
    C. folder.
    D. recycle bin.

11. Which of the following devices provides the function as a pointing object on the screen?
    A. Digitizer
    B. Bar code reader
    C. Microphone
    D. Touchpad

12. Numbering and bulleting tool in word processing application is located on the
    A. View menu.
    B. Edit menu.
    C. Insert menu.
    D. Format menu.

13. The information that a spreadsheet displays when a user inputs incorrect formula is called
    A. user message.
    B. error message.
    C. notification message.
    D. system message.

14. Which of the following is **not a** data storage unit in the field of computing?
    A. DB
    B. GB
    C. MB
    D. KB

15. In word processing environment, text selection can also be referred to as text
    A. highlighting.
    B. copying.
    C. formatting.
    D. editing.

16. The platform provided by the operating system for user's interaction is called
    A. data interface.
    B. computer interface.
    C. image user interface.
    D. graphical user interface.

17. Digital data can be transferred over the telephone lines with the help of
    A. an adaptor.
    B. a wi-fi device.
    C. a transformer.
    D. a modem.

18. The various forms of document view mode in word processing application is located on the
    A. title bar.
    B. taskbar.
    C. status bar.
    D. scroll bar.

19. Both the hard disc drive and the floppy disk drive are examples of
    A. input device.
    B. storage device.
    C. storage media.
    D. output device.

20. The importance of password in an e-mail is to
    A. be a security measure in accessing the e-mail account.
    B. verify the type of e-mail the user is sending.
    C. provide another way of signing into the e-mail account.
    D. hide the e-mail account from others.

21. To print different pages of a document, enter the page numbers and separate them with a
    A. comma.
    B. full stop.
    C. question mark.
    D. dash.

22. One example of an input device is
    A. printer.
    B. monitor.
    C. stylus.
    D. projector.

Turn over

23. Which finger is usually placed on the spacebar during typing?
    A. Index
    B. Thumb
    C. Little
    D. Middle

24. When a user clicks on the start button, it displays
    A. deleted applications.
    B. opened applications.
    C. installed applications.
    D. running applications.

25. Working with the computer at the office makes a user more
    A. attentive.
    B. creative.
    C. active.
    D. productive.

26. The process where a user can save the address of a webpage so that it can be easily visited is called?
    A. History
    B. Download
    C. Bookmark
    D. Session

27. The step by step instructions that tell the computer what to do is
    A. a data.
    B. a software.
    C. an information.
    D. a hardware.

28. Personal images from a mobile phone or digital camera are **best** stored in
    A. My pictures.
    B. My downloads.
    C. My computer.
    D. My documents.

29. For a computer to be useful, the hardware must work together with the
    A. liveware components.
    B. application software.
    C. operating system.
    D. peripheral devices.

30. The process of gaining unauthorized access into a computer system is referred to as
    A. hacking.
    B. unauthorized entry.
    C. stealing.
    D. unlawful access.

31. To browse through webpages means to
    A. move through webpages for information.
    B. locate webpages for information.
    C. select webpages for information.
    D. save webpages for information.

32. Which of the following features will display the content of the active cell in a spread sheet?
    A. Formula bar
    B. Cell address
    C. Name box
    D. Column header

33. In a computing environment, joystick is generally used to control
    A. the screen.
    B. video games.
    C. audio games.
    D. the monitor.

34. Which of the following options is **not** part of a spreadsheet data type?
    A. Word
    B. Currency
    C. Number
    D. WordText

35. Which of the following applications makes teaching and learning easy and interesting?
    A. Word processor
    B. Facebook
    C. Spreadsheet
    D. Educational software

36. E-mail messages are sent through
    A. e-mail account.
    B. e-mail address.
    C. e-mail password.
    D. e-mail username.

37. Information in the computer is represented in
  A.   straight format.
  B.   analogue format.
  C.   digital format.
  D.   continuous format.

38. DVD **mostly** used in computing is a type of
  A.   magnetic disc.
  B.   optical disc.
  C.   optical drive.
  D.   magnetic drive.

39. Which of the following symbols is **not** part of a website address?
  A.   :
  B.   ''
  C.   =
  D.   /

40. The process of pressing and releasing the default mouse button once is **best** called
  A.   selecting.
  B.   clicking.
  C.   pointing.
  D.   dragging.

END OF PAPER