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WordPub

BECE

**Information and
Communication Technology**

Past Questions & Answers

2014

**Junior High School
Years 1, 2 & 3**

Compiled by:



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DEDICATION

To the Lord **Jesus Christ**, our Saviour and soon-coming King

June 2014

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

45 minutes

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 -

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INFORMATION AND COMMUNICATION TECHNOLOGY 1

ANSWERS

OBJECTIVE TEST

1. A. monitor
2. C. pixels
3. B. Modem
4. C. hard disk
5. D. hard disk
6. C. C
7. D. system unit
8. B. operating system
9. D. make a duplicate of the file
10. A. folder
11. D. system tray
12. C. eye irritation
13. B. copy operation
14. A. I and II only
15. A. virus
16. B. education software
17. B. starting cabinetry
18. B. drag-and-drop
19. D. 10 finger
20. D. F13
21. C. Ctrl + Home
22. B. Save
23. D. word processing application
24. D. select the section to be formatted
25. B. adjusted to meet both margins
26. D. Ctrl + U
27. B. word wrap

- 28. D. portrait
- 29. C. print command button
- 30. D. Message recipient email address
- 31. B. .edu
- 32. B. Opera
- 33. C. Refresh
- 34. D. uploading
- 35. D. protocol
- 36. B. compose button
- 37. C. letter and a number
- 38. A. formulas
- 39. C. Username and password
- 40. D. = or -

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INFORMATION AND COMMUNICATION TECHNOLOGY 2

PAPER 2

ESSAY

1 ¼ hours

[60 marks]

SECTION A

[24 marks]

Answer Question 1 [Compulsory]

1. (a)

| | A | B | C | D | E |
|----|------------------|--------------|-----------------|----------------|---|
| 1 | | | | | |
| 2 | Month | Sales | Expenses | Profits | |
| 3 | January | 320 | 115 | 205 | |
| 4 | February | 195 | 100 | 95 | |
| 5 | March | 230 | 125 | 105 | |
| 6 | | | | | |
| 7 | Totals | 745 | 340 | 405 | |
| 8 | | | | | |
| 9 | April Projection | 275 | 120 | 155 | |
| 10 | | | | | |
| 11 | | | | | |

Use the diagram above to answer questions (i) to (iv)

(i) Name the application program used for the above figure [2 marks]

.....

(ii) Write the formula/ function used to calculate the profit for cell D7 [2 marks]

.....
.....

(iii) Write the formula/function used to calculate the total expenses for cell C7.[2 marks]

.....
.....





(iv) Name the parts labelled **A, B** and **C** [3 marks]

A

B

C

(b) Complete the table below

| <i>Windows button</i> | <i>Name of Windows button</i> | <i>Function of Windows button</i> |
|---|-------------------------------|-----------------------------------|
|  | | |
|  | | |
|  | | |
|  | | |

[12 marks]

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

[3 marks]

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

SECTION B

[36 marks]

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

2. (a) State the data types for the following characters as used in a spreadsheet application:
- (i) 13.65 [2 marks]
 - (ii) 24.04' [2 marks]
 - (iii) =SUM(A5:G5)[2 marks]
 - (iv) =A4 + C8 – G25[2 marks]
 - (v) +233244971100[2 marks]

(b) Formatting a disk refers to

.....

.....

.....

[2 marks]

3. List

(a) **two** toggle keys on a standard computer keyboard [2 marks]

.....

.....

(b) **three** features of a web browser [3 marks]

.....

.....

.....

(c) **two** components of the central processing unit. [2 marks]

.....

.....

(d) **two** operating system software [2 marks]

.....

.....

(e) **three** health hazards associated with prolonged use of computers and ICT tools [3 marks]

.....

.....

.....

4. (a) Give **two** examples of a typing software. [2 marks]

.....

.....

(b) Certain books are published both in hard copies and soft copies (*e-books*). Give **two** reasons for using

(i) hard copies formats; [4 marks]

.....

.....

.....

.....

(ii) soft copies formats [4 marks]

.....

.....

.....

.....

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

(i) access speed; [1 mark]

.....
.....

(ii) storage capacity. [1 mark]

.....
.....

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

(a) My account; [3 marks]

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

(b) Compose; [3 marks]

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

(c) Attach; [3 marks]

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

(d) Sign up; [3 marks]

.....
.....

END OF ESSAY

ANSWERS

ESSAY

1. (a) (i) The application program used for the above figure

Microsoft Excel

(ii) The formula / function used to calculate the profit for cell D7

=B7-C7 or =D3+D4+D5 or =SUM(D3:D5)

(iii) The formula / function used to calculate the total expenses for cell C7

=C3+C4+C5 or =SUM(C3:C5)





(iv) Names of the parts

A - Name box

B - Formula bar

C - worksheet/ worksheet window

(b)

| Windows button | Name of Windows button | Function of Windows button |
|---|------------------------|---|
|  | Close | <ul style="list-style-type: none">Ends an application ORShuts down an open/ active file or program ORDeactivates and stores an open/ active file or program |
|  | Minimize | <ul style="list-style-type: none">Drops window onto the taskbar ORReduces the size of the window to the taskbar |
|  | Maximize | <ul style="list-style-type: none">Enlarges a window to occupy the entire screen ORIncreases the size of a window to occupy the entire screen |
|  | Restore down | <ul style="list-style-type: none">Returns the size of a window to a previous custom size. |

(c) **What *print preview* is used for**

It shows exactly what a printed copy of the document will look like.

OR

It shows exactly what will be printed if the print command is given.

2 (a) **Data types for the following 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) **Formatting a disk refers to**

Organizing a disk / storage device in such a way that data can be stored on it

Formatting a disk would delete all data which was previously stored on it.

3. (a) **Toggle keys on a standard computer keyboard**

CAPS LOCK, NUM LOCK, SCROLL LOCK

(b) **Features of a web browser**

- Navigation buttons (forward and back buttons)
- Address bar
- Search bar
- Stop button
- Refresh/ Reload button
- Print button

(c) **Components of the central processing unit**

- The Arithmetic and Logic Unit (ALU), which performs all calculations.
- The Control Unit (CU), which controls the flow of data around the computer.
- *Modern central processing units may also have a **Memory** component, which is used to store data

(d) **Operating system software (examples of)**

- Linux,
- Windows (95/ 98/ ME/ 2000/ XP/ Vista/ 7/ 8)
- Macintosh System (Mac OS)

- Micro-soft Disk Operating System (MS-DOS)
- OS/2 Warp,
- Unix,
- Android
- etc

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

- Eye problems [radiation from computer monitor, television, other such devices]
- Back ache, [Sitting behind a computer or other ICT tool for long periods]
- Neck ache [Sitting behind a computer or other ICT tool for long periods]
- Wrist pain [Using a keyboard or a mouse for long periods]
- Ear problems / Hearing impairment [High sound volume from speakers / headset/ headphones]
- *Cancer [radiation from mobile phones / devices]

4 (a) Examples of typing software

- Mavis Beacon Teaches Typing
- Life typing tutor
- Touch typist typing tutor
- Mac typing software
- TypingMaster pro
- Rapid Typing
- Letter Chase Typing Tutor
- TypeSmart 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

(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) **Arranging Compact disc, hard disk and pen drive in descending order of**

(i) **access speed**

Hard disk, pendrive, compact disc

(ii) **storage capacity**

Hard disk, pendrive, compact disc

5. **Purpose of the following commands on email applications such as yahoo or gmail**

(a) **My account**

To keep a private record of all mails/ messages sent, received and drafted

(b) **compose**

To create a new message/ document / mail to be sent

(c) **Attach**

To add/ fix an already existing document on a storage media to a current message to be sent

(d) **sign up**

To register for the first time on an email application OR

To create a new email account