

**THE WEST AFRICAN EXAMINATIONS COUNCIL,  
ACCRA**

**BASIC EDUCATION CERTIFICATE EXAMINATION  
FOR SCHOOL CANDIDATES**

**JUNE, 2018**

**INFORMATION AND COMMUNICATIONS TECHNOLOGY  
PAPER 2**

**FINAL MARKING SCHEME**

**2018 BASIC EDUCATION CERTIFICATE EXAMINATION  
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**INFORMATION AND COMMUNICATIONS TECHNOLOGY 2**

**FINAL MARKING SCHEME**

**QUESTION 1**

(a) (i) Internet Explorer Window/Internet Browser Window/Web Browser Window *interface*

[2 marks]

(ii)

**A** - Back button *back / previous*

**B** - Forward button *forward*

**C** - Title bar

**D** - Address bar/Location bar/URL bar

**E** - Refresh button / Reload button

**F** - Stop button

[1 mark each = 1 x 6 = 6 marks]

(b)

(i) **A - Back button:** It allows a user to visit/go back/navigate to the previously attended/viewed webpage.

[2 marks]

(ii) **D - Address bar:** It allows a user to input the address of a website. It displays the website address of the current webpage.

[2 marks]

(c) Uses of the internet include:

- 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 etc

[Any 4 points x 1 mark = 4 x 1 = 4 marks]

(d)

(i) **&** - Ampersand/And

(ii) **^** - Caret

(iii) **{ }** - Curly brackets

(iv) **/** - Forward slash

[2 marks each = 2 x 4 = 8 marks]

**QUESTION 2**

(a)

(i) **Backspace:** It is used to delete/erase characters to the left of the cursor/insertion point. [2 marks]

(ii) **Space bar:** It is used to create/insert a space/gap between words or characters. *give space to shift characters or text* [2 marks]

(b) (i)

SELECTING	HIGHLIGHTING
1. Meant for formatting purpose	1. Laying emphasis on a point.
2. Background vanishes after formatting	2. Background stays after highlighting.
3. Temporary action	3. Permanent /Long-lasting action.
4. Not dependent on colour	4. Dependent on colour.
5. Involves one step to accomplish	5. Involves multiple steps to accomplish.

[Any 3 differences x 2 marks = 3 x 2marks = 6 marks]

(ii) Word processors include:

- 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
- KWord
- LyX
- Ted
- WordGraph
- AbleWord
- RoughDraft
- WriteMonkey
- FocusWriter
- Judoom
- AEdit
- etc

[Any 2 1 mark = 2 x 1mark = 2 marks]

**QUESTION 3**

- (a) The 2 types of storage media are:  
(i) Magnetic media / *magnetic*  
(ii) Optical media / *Optical*

[2 marks]

- (b) (i) Important features of storage media include:

- Some of them have tracks
- They have sectors
- They have data area
- They have silver coated surfaces
- They are non-volatile/store data permanently
- Capacity reckoned in terms of bytes/megabytes/terabytes
- It has addressable units
- It is accessed sequentially or randomly
- Made of plastic material
- Data are recorded on sectors within tracks
- Each track is subdivided into sectors

[Any 3 x 2 marks = 3 x 2marks = 6 marks]

- (ii) Ways to protect storage media include:

- Keeping storage media in a protective jacket
- Keeping storage media away from magnetic fields
- Write-protect storage media
- Keeping storage media away from moisture
- Keeping storage media away from dirt
- Keeping storage media in a protective case
- Keeping storage media from hot environment

[Any 2 x 2marks = 4 marks]

**QUESTION 4**

- (a) (i) **Application software:** It is the software/application/program/set of instructions used to perform a specific task by the user.

[3 marks]

- (ii) **System software:** It is the software/application/program/set of instructions that is used to control the operation of a computer.

[3 marks]

- (iii) **A folder:** This is a virtual place/location on the computer where programs, files and other folders can be located/kept/placed/stored/organised.

[3 marks]

(b) Examples of operating system include:

- Windows (XP, ME, 2000, Vista, Windows 7, Windows 8, Windows 10) etc
- DOS
- Mac OS
- Solaris
- Unix
- Linux
- Novell NetWare etc

[Any 3 x 1mark = 3 marks]

**QUESTION 5**

(a) Toolbars or bars in spreadsheet application include:

- Title bar
- Status bar
- Menu bar
- Formatting toolbar
- Standard toolbar
- Formula bar
- Scroll bar etc

[Any 3 x 1mark = 3 marks]

(b)

(i) **Cell:** It is the intersection of a row and a column in a worksheet and which is identified by the column letter and row number.

[3 marks]

(ii) **Active cell:** It is the current cell ready to accept data entry from the user. It is the selected cell in the worksheet.

[3 marks]

(iii) **Name box:** It is the part of a worksheet (the box to the left of the formula bar) that displays the name of the active cell (the cell that is currently selected).

[3 marks]

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INFORMATION AND COMMUNICATIONS TECHNOLOGY 2

ADDENDUM

1. (a)
- (i) Accept  
"Interface" for "window"  
Browser window (omitting the word web)
  
  - (ii) Accept  
**A** - Back/Previous/Backward  
**B** - Forward/Next  
**E** - Refresh  
**F** - Stop
  
  - (d) Accept
    - (ii) ^ - Exponentiation/Circum Flex/Exponential/Exponent
    - (iii) { } - Brackets/Braces
    - (iv) / - Slash/Division/Division sign/Division symbol
3. (a)
- (i) Magnetic
  - (ii) Optical
5. (a) Do not accept name if it is not complete with "**bar**" or "**toolbar**"