

**THE WEST AFRICAN EXAMINATIONS COUNCIL,
ACCRA**

**BASIC EDUCATION CERTIFICATE EXAMINATION
FOR SCHOOL CANDIDATES, 2020**

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PAPER 2**

FINAL MARKING SCHEME

QUESTION 1

- (a) Paint / Paint application / Paint software / Paint window / Paint Brush
MS Paint
XPaint
Deluxe Paint

Accept "Paint" and ignore other additions
[2 marks]

(b) Two (2) things that the application could be used to create include:

- Cards (Invitation, Birthday, Success, Public day, Farmer's day, Mother's day, Father's day, etc.)
- Fliers / Flyers
- Logo
- Brochures
- Banners
- Posters
- Image / Pictures etc

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

(c) The name of the parts are:

- A:** Tools / Tools box / Tools Panel
- B:** Brush/Brushes
- C:** Shapes / Basic shapes / Auto shapes
- D:** Canvas/Drawing area / Drawing space
- E:** Colours/colour box / color / pick color / Colour Palette
- F:** Status bar

[2 marks for each correct name 2 x 6 = 12 marks]

(d) Two (2) items found in the part labelled **A** include:

- (i) Pencil
- (ii) Fill with colour / Fill
- (iii) Text
- (iv) Eraser
- (v) Colour picker / Pick colour
- (vi) Magnifier

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

(f) The area intended to be used for:

- Sketching
- Drawing
- Painting
- OR
- It is the platform/stand/base/area on which the design/drawing is made.
- It is a space for the design.

[2 marks]

QUESTION 2

(a) Two (2) reasons for copyright protection include:

- (i) promotes new intellectual works
- (ii) promotes healthy competition
- (iii) promotes development
- (iv) prevents illegal copying and selling
- (v) promotes economic right to the author
- (vi) prevents unlawful / unauthorised use or copy
- (vii) protects licensing to the author
- (viii) protects the authors of their intellectual work
- (ix) prevents people from taking credit for other people's work
- (x) prevents people from profiting from other people's work
- (xi) motivates people to produce their own original works

[Any 2 x 2 mark each = 2 x 2 = 4 marks]

(b) Four (4) products that normally requires copyright protection include:

- (i) Books
- (ii) Software / Application / Program
- (iii) Music
- (iv) Film
- (v) Fine arts
- (vi) Poetry
- (vii) Movie
- (viii) Album
- (ix) Video etc.

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

- steps to restoring a deleted file include:
- Double click on the recycle bin to open/Open the recycle bin
 - Locate and select the file to be restored
 - Right click on the file
 - Click on restore from the pop-up menu/dialogue box

OR

- Go to folder where deleted file is
- Right click on it
- Choose Restore Previous Version
- Select file
- Click Restore

case the first step is wrong every thing after step 3 wrong

OR

- Open the Recycle Bin
- Double click on file to restore
- Dialogue box appears
- Click on Restore

[1 mark each for correct step = $1 \times 4 = 4$ marks]

QUESTION 3

(a) Full meaning of the abbreviations are:

- CD - Compact Disc
- CPU - Central Processing Unit
- DVD - Digital Versatile Disc/Digital Video Disc

[2 marks for each correct meaning $2 \times 3 = 6$ marks]

(b) (i) **Data:** It is the raw facts and figures of objects which may not be meaningful to the user.

[3 marks]

(ii) **Computer:** It is an electronic device/machine that accepts data inputs, processes them according to instructions and produces an output.

[3 marks]

QUESTION 4

Steps involved in performing the following operations are:

(a) Saving a newly created document in Word processing application include:

- (i) Click on the File menu from the menu bar or click on office button
- (ii) From the drop-down menu, click on the Save As / Save
- (iii) Locate the file name field
- (iv) Type/enter the name to be given to the document at the file name field
- (v) Choose a location where the document will be saved to
- (vi) Click on the **Save** button or press **Enter** on the keyboard

[6 marks for all correct steps]

- (b) (i) Open the folder which contains document
- (ii) Right click the file to be Cut
 - (iii) Choose **Cut** from the pop-up menu
 - (iv) Open the folder where user was to paste the file
 - (v) Right click on an empty space with the folder
 - (vi) Click on paste from the pop-up menu

[6 marks]

- (i) Open the folder which contains document
- (ii) Select the file to be cut
- (iii) Press **Ctrl + X** on the keyboard
- (iv) Open the folder where the user want to paste the new file
- (v) Press **Ctrl + V** on the keyboard

[6 marks]

QUESTION 5

- (a) It is the location where the original recipient (s) email address is/are inserted before sending a message
- (b) It is the location where the title/heading /caption /topic of the email message is inserted before sending a message.
- (c) It is used to send the same message/information to other recipients who will know that others have received the same message.
- (d) It is used Secretly Send the Same message/information to other recipients

(12 marks)