

**2021 BASIC EDUCATION CERTIFICATE EXAMINATION
FOR SCHOOL CANDIDATES**

INFORMATION AND COMMUNICATIONS TECHNOLOGY 2

FINAL MARKING SCHEME

QUESTION 1

(a) Browser/Browser Window/Search Engine/Web browser/Yahoo Home Page/Yahoo Page [2 marks]

(b) Types of application similar to figure 1 include:

- | | |
|-------------------------|------------------|
| (i) Google chrome | (x) Brave |
| (ii) Google | (xi) Opera |
| (iii) Bing | (xii) UC browser |
| (iv) Netscape Navigator | (xiii) WOW |
| (v) Internet explorer | |
| (vi) Microsoft edge | |
| (vii) Mozilla Firefox | |
| (viii) Safari | |
| (ix) Alta Vista | |

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

(c) Names of the parts are:

- A. Address bar/URL bar/URL
- B. Search area/Search Box/Web Search/Type Area
- C. Search using google/ Search - Bonus +2

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

(d) Skills/Techniques to be used to access information from the internet include:

- (i) Topics should not be too broad
- (ii) Topics should not be too lengthy
- (iii) Type the exact keywords
- (iv) Vary the keywords
- (v) Relevant information always appears at the top of the search results etc.

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

(e) Three (3) advantages of using internet in education include:

- (i) Access to more information for teaching and learning
- (ii) For communication
- (iii) For playing of educational games
- (iv) For the exchange of educational information
- (v) For educational friendships
- (vi) Easy access to educational materials and resources
- (vii) Opportunity of learning beyond the classroom
- (viii) Teachers access to online materials for lesson notes
- (ix) Students can extend/enlarge their scope/range of learning etc.

x To transfer Business [Any 3 x 2 marks each = 3 x 2 = 6 marks]

QUESTION 2

(a) **Download**

To copy a document or a file from the internet/website /network onto a medium or another device.

OR

It is the transfer of information from a remote computer/device to a local computer/device.

[3 marks]

(b) Types of information that may be downloaded from a website include:

- (i) Texts / Documents
- (ii) Images / Picture
- (iii) Audio/Sound / Music
- (iv) Video / Movie / Film
- (v) Animation

Software
[Any 3 x 2 mark each = 3 x 2 = 6 marks]

(c) Advantage of copying a file from a website into an open Word processing application include:

- (i) The user will get the entire content of the file into the Word document.
- (ii) The user has the option to change everything in the original information from the website.
- (iii) The file is stored locally and hence can be used offline.
- (iv) It reduces the ~~of~~ time of typing or creating a design.

[Any 1 x 3 marks each = 1 x 3 = 3 marks]

QUESTION 3

(a) Examples of Word processing application include:

- (i) Microsoft word
- (ii) AbiWord
- (iii) Apple TextEdit
- (iv) Corel WordPerfect
- (v) Dropbox Paper (Online)
- (vi) Google Docs (online)
- (vii) LibreOffice-Writer
- (viii) OpenOffice Writer
- (ix) WPS Writer
- (x) WordPad

Not included - Notepad

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

(b) Complete the table below.

Keyboard shortcut keys	Action performed
Ctrl + A	Select all
Ctrl + B	Bold selected text/ Bold
Ctrl + E	Centre selected text / Centre
Ctrl + I/Control + I	Italicise selected text
Ctrl + C/Control + C/Ctrl + Ins/Control + Ins	Copy selected text

[2 marks each for a correct answer = 2 x 5 = 10 marks]

QUESTION 4

(a) **E-mail account**

It is a user account used for sending and receiving messages on a network.

OR

It is a personal record/details that identifies a user in an e-mail.

OR

An email account is the destination to which electronic mail messages are delivered.

[3 marks]

(b) Any good e-mail address to be typed example:

info@waec.com

kofia@email.com

[3 marks]

(c) Why the password typed appeared in dots include:

- (i) To hide the password from viewers or other users
- (ii) To prevent access to the password by other users
- (iii) To protect the password from being stolen

[Any 1 x 3 marks each = 1 x 3 = 3 marks]

(d) Reason why the system asked for the password to be typed (again) include:

- (i) To ensure that the password typed is correct
- (ii) To confirm with the first password typed
- (iii) To avoid password mismatch
- (iv) To show that the passwords are the same

[Any 1 x 3 marks each = 1 x 3 = 3 marks]

QUESTION 5

(a) (i) **Cell**

A cell is the area defined by the intersection of a row and a column in a worksheet.

OR

It is the unit of the worksheet that can store data

[3 marks]

(ii) **Cell address**

It is a combination of a column letter and a row number describing where a cell is located on a spreadsheet.

[3 marks]

(b) Features of an active cell include:

- (i) Active cell has thickened borders
- (ii) Active cell has a Row and a Column Heading selected.
- (iii) Active cell has a name/address in the name box
- (iv) Active cell is the cell that is ready to accept data entry
- (v) Active cell can also be referred to as cell pointer or selected cell

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

(c) The data type is **Function** [2 marks]

Formula

ADDENDUM

1. (c) A - Search
B - Search
C - Search

2. (a) A file that has been transferred. 1 mark

OR

It is a default folder on the computer. 1 mark

3. Ctrl + A - Highlight All
Ctrl + B - Bold highlighted text
Ctrl + E - Centre highlighted text

5. (b) (ii) Active cell has a row and column heading highlighted