

Grade1 PUBLISHERS
FEBRUARY, 2020
INFORMATION COMMUNICATION TECHNOLOGY
2 & 1
ESSAY & OBJECTIVES

NAME:

INDEX NUMBER:.....

SIGNATURE:.....

Grade1 PUBLISHERS
Ghana's Leading Educational Consult & Publishers

BASIC EDUCATION CERTIFICATE EXAMINATION MOCK

FEB, 2020 INFORMATION COMMUNICATION TECHNOLOGY 2HOURS

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

This booklet consists of two papers. Paper 2 is in Parts: I and II. Answer three questions only. Questions 1 in Part I and two questions in Part II using the spaces provided in this question paper. Paper 2 will last for 1hr 15minutes

At the end of the examination, you should submit the entire question paper to the invigilator.

Any candidate who tear off any part of the question paper will be severely penalized. Whether you answered all 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 facts and materials

FOR EXAMINER'S USE ONLY	
QUESTION NUMBER	MARK
TOTAL	

PAPER 2 1¼ hour ESSAY [60 marks]

SECTION A (24 MARKS)

1. **Grade 1 Publishers** has acquired an application to generate cash receipt for books purchased by its customers as shown in the diagram below. The amount for each book is obtained by multiplying the unit price and quantity of books purchased. The sub total is a summation of the amounts obtained for all books purchased. Discount is computed at the rate of 10% of the sub total.

a. Study the worksheet carefully and use it to answer the questions below

	A	B	C	D	E
1					
2		BOOKS	QUANTITY	PRICE (GH¢)	AMOUNT (GH¢)
3		GRADE 1 ICT	11	10	110
4		KINGLION JHS ICT	9	10	90
5		GRADE 1 RME	8	10	80
6		KINGLION SONGS BOOK	40	5	200
7		GRADE 1 MATHS	32	10	320
8				Sub Total	800
9				Discount	80
10				Total Amount	720
11					

i. Name the program used in creating the above **2 marks**

ii. List four features of the above program that is not common with Word Processing application **4 marks**

b. i. Write down the formula that was used to enter 110 in cell E3 **1mark**

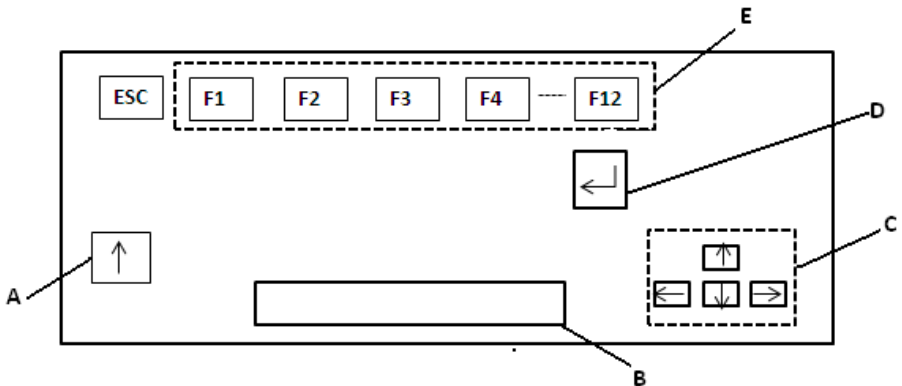
.....
ii. Write down the formula that was used to enter 320 in cell E7 **1mark**

.....
ii. Write down the function that was used to enter 800 in cell E8 **1mark**

.....
iii. Write down the function that was used to enter 80 in cell E9 **1mark**

.....
iv. Write down the function that was used to enter 720 in cell E10 **1mark**

c. Use the diagram below to answer questions



i. Identify the above diagram **2marks**

.....
ii. State two(2) functions of the above diagram **2 marks**

.....
iii. Name the part labelled A, B, C, D and E

5 marks

A.....B.....

C.....D.....

E.....

iv. State the function each of the parts labelled A, B, C and D in the diagram in above.

4 marks

A.....

B.....

C.....

D.....

SECTION B (36 MARKS)

*Answer only **three (3)** questions from this section*

2. a. Using the table below, indicate where the following components can be seen on the computer system unit

CD/DVD slot, CPU, Floppy disk slot, Memory, Motherboard, Power button, Power supply port, PS/2 port, VGA port

BACK VIEW	FRONT VIEW	INSIDE VIEW

9 marks






b. What is copyright?

3 marks

.....

.....

3. a. Study the items in the table carefully. Column A has icons and Column C has functions. In Column B, write the letter from Column C that represents the function of the icon in Column A **5 marks**

Column A (Icons)	Column B	Column C (Functions)
		A. opens new blank document
		B. check spelling mistakes
		C. save document using same file name
		D. open an existing document
		E. changes the text colour

b. i. List five (5) examples of storage media

5 marks

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.....

ii. State 2 reasons for performing warm booting

2 marks

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4. a. List in correct order how to create a new folder on the computer desktop
5 marks

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.....

b. List three specific areas of learning where ICT tools can be integrated
3 marks

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.....

c. State two (2) ways through which computers may be damaged. **2marks**

.....

.....

(c) Identify the following web browsers **2 marks**



.....



.....

5. Explain the following as used in spreadsheet environment **6 marks**

a. Cell

.....

.....

b. Row

.....

.....

c. Column

.....

.....

d. Explain each of the following terms as used in computing environment **6 marks**

i. Clicking

.....

.....

ii. Dragging

.....

.....

.....

END OF ESSAY

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.

OBJECTIVES – SECTION A

(40 MARKS)

1. A group of instructions that directs a computer is called A. logic B. memory C. Program D. Storage
2. Working with more than one application at the same time is known as A. double tasking B. Multitasking C. running D. launching
3. The system tray is also called? A. Clock B. Notification area C. Quick launch D. Taskbar
4. Which computer keyboard key allows users to erase characters to the left of the cursor? A. Backspace key B. Delete key C. Insert Key D. Tab key
5. 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. Windows D. Word processing
6. A collection of linked documents or pages stored on millions of computers and distributed across the world is called A. Internet B. Hyperlink C. World Wide Web D. Browser
7. How many characters make a byte? A. 1 B. 2 C. 3 D. 4
8. The physical material on which the computer keeps data, instructions and information is called A. Primary Storage B. Secondary storage C. tertiary storage D. Cache storage
9. The capacity of 3½ inches floppy disk is A. 80 KB B. 1.2 MB C. 1.44 MB D. 2.88 MB
10. Which of the following would happen when a user double clicks on a folder? A. A sub-folder would be created B. The folder would be closed C. The folder would be deleted

D. The folder would be opened

11. A folder inside another folder is called? A. Attached folder B. Main folder C. Parent folder D. Subfolder
12. The print preview button is located on which of the following toolbars? A. Drawing toolbar B. Formatting toolbar C. Header/Footer toolbar D. Standard toolbar
13. A word document created with a word processing program will have the extension A. .doc B. .txt C. .ppt D. .xls
14. The standard toolbar contains buttons that A. control page margins and tabs B. perform the most common tasks C. help users navigate through the document D. close and resize windows
15. The default orientation for a Word document is A. A4 B. Landscape C. Letter D. Portrait
16. The button that opens a dialogue box for users to create an email message is A. Back B. Compose C. Create D. Refresh
17. A spreadsheet cell name is referred by a A. Letter B. Number C. Letter and a number D. Number and a letter
18. The sign which represents an insertion of a formula in a spreadsheet program is A. = or + B. = or – C. = or * D. = or /
19. Which of the following is used to find the minimum number among a set of numbers in a spreadsheet function? A. MAX B. MIN C. MAXIMUM D. MINIMUM
20. Which of the following should a user by pass before accessing an email? A. Gmail and Password B. Yahoo and Username C. Password and Username D. Computer name and Password

21. Which of the following refers to unsolicited emails in the form of advertising and chain letters? A. Flaming B. Inbox C. Spam
D. Trash
22. Which computer keyboard key should be pressed to start a new paragraph in a Word Processing program? A. Control + Enter key
B. Down cursor key C. Enter key D. Shift + Enter key
23. The process of a user placing the cursor at the end of a text, hold down the left mouse button and drag to the other end of the text is referred to as A. Copying B. Cutting C. Moving D. selecting
24. 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. Text movement d. Word environment
25. The command that enables the user to save previously saved document under a new name is A. New B. Rename C. Save D. Save As
26. 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
27. An entity in file system which contains a group of files is called a A. Cabinet B. Container C. Document D. Folder
28. Which of the following is a keyboard layout format? A. QWERTY B. QWRETY C. QWRTEY D. QWREYT
29. Devices that extend their services to enhance the function of the computer are called A. Hardware B. Software C. Peripherals D. Firmware
30. The optical storage media among the following is A. compact disc B. floppy disk C. hard disk D. magnetic disk

31. 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
32. In which of the following are the storage devices arranged on the basis of the lowest to the highest capacity? A. CD, DVD, Floppy Disk and Hard Disk B. Floppy Disk, Hard Disk, DVD, and CD C. Floppy Disk, CD, DVD, Hard Disk D. Floppy Disk, DVD, CD and Hard Disk
33. The flat panel screen is also known as A. CRT B. LCD C. OCR D. VCD
34. Specialized programs that assist a user to locate information on the internet is called A. electronic mail B. search engine C. web browser D. web portal
35. Which of the following features in a browser enables users to fetch the latest copy of a web page? A. Refresh B. Forward C. Backward D. Stop
36. The computer program designed to prevent viruses from damaging the computer and its files is called? A. Anti-virus B. Virus C. Virus infestation D. Virus protector
37. The shift key on a computer keyboard is used to A. erase characters B. toggle cases of letters C. insert a space into a word document D. type a word rather than a character
38. During typing lesson computer users are supposed to use? A. 5 fingers B. 6 fingers C. 8 fingers D. 10 fingers
39. The name given to the background area of a computer when turned on is A. Desktop B. Folder C. Icon D. Window

40. To boot a computer system the user needs A. Printing attached B. Operating system C. Virus checking system D. Word processing document

END OF OBJECTIVE TEST