

GB ASSESSMENT TEST

FREE VIRTUAL MOCK EXAMINATION (3)

INFORMATION & COMMUNICATION TECHNOLOGY- APRIL 2020

MARKING SCHEME - OBJECTIVE TEST--

1. D	6 B	11 B	16 B	21 D	26 A	31 C	36 D
2. A	7 C	12 B	17 B	22 C	27 C	32 C	37 C
3. B	8 C	13 B	18 B	23 A	28 B	33 C	38 C
4. D	9 C	14 D	19 C	24 A	29 B	34 A	39 C
5. A	10 A	15 A	20 A	25 C	30 A	35 A	40 A

[40 marks]

PRACTICAL (24 MARKS)

1. (a) i. Bold, Underline, Center align [any 2x1mark=2 marks]
 ii. α . Justify β . Center align γ . Right align [3 marks]
 iii. Italics [1 mark]
 iv. Copy, Cut, Paste, Undo, Redo, Spelling and grammar checker [any 4 x 1/2 mark=2 marks]

(b) [8 marks @ 1 mark each for the highlighted part below]

Command	Shortcut	Function
Cut	Cntrl + X	To remove a selected text or graphic content from its original position to the clipboard
Copy	Cntrl + C	To make a duplicate of a selected text or graphic content to the clipboard.
Paste	Cntrl + V	To place a cut or copied text/graphic content from the clipboard to a desired location.

(c) i. Yahoo mail interface [1 mark]
 ii. II - It is where received messages are kept
 III - It is used to keep messages which are not ready to be sent
 IV - It contains messages sent by the account holder
 V - It contains unsolicited or irrelevant messages sent over the internet
 VI- It holds deleted mails from the inbox
 [5 points x 0.5 mark = 2.5 marks]

(iii) I-Compose button. It enables the user create and send a new message by:
 a. typing the recipient's address
 b. providing the subject/title of the message
 c. writing the main body of the message
 d. attaching relevant files to the message
 e. sending the message to the recipient
 [1 mark for identification of compose button]
 [3.5 marks for describing how it is used]

PART II (36 MARKS)

2.(a)-it makes the document legible for easy reading
 -gives the document a professional appearance
 -used to adjust the number of pages in a document
 [Any 2 x 1= 2 marks]

(b) i. **Text editing** is the act of preparing a document by checking spellings, punctuations, other grammatical problems and consistency in the document whiles **Text formatting** is the act of changing the layout and the appearance of text to make it presentable and professional. [2 marks]

ii. **Ignore all**- it is used to ignore an error which has occurred several times in a text.

Add to dictionary – used to add a new word to the word application's dictionary to avoid it being reported as an error next time you use it. [2 marks]

(c) i. α . Left align β . Right align γ . Justify [3 marks]

ii. -internet connectivity
 -opening an email account
 - transmission of data from one computer to another
 -transmission of data over the internet
 [Any 3 x 1= 3 marks]

3. (a) i. Double clicking is pressing and releasing the left mouse bottom twice in a quick succession whiles, Triple clicking is

pressing and releasing the left mouse bottom thrice in a quick succession. Double clicking is used to open application programs whiles, Triple clicking is used to select or highlight an entire paragraph. [1 mark]

ii. Virus is a malicious code of hiding instruction that affects the computer in a destructive way whiles a computer worms fills a computer system with information that makes duplications of itself all the time. [1 Mark]

(b) i. Input device is a device that is used to enter/send data or instruction into the memory of a computer. [1 Mark]

ii. Keyboard: i. QWERTY Keyboard

ii. DVORAK Keyboard. [1 Mark]

Pointing Device: i. Mouse ii. Joystick

iii. Touch pad iv. Track ball [1 Mark]

Source data entry: i. Bar code reader ii. Image Scanner

iii. Web Camera iv. Sensors [1 Mark]

(c) i. -It has a bigger space capacity than CD.

-Information stored on the CD cannot be deleted or edited

-Pendrives are portable for different purpose at

-Pendrives can be used different from

-It can be used to transfer information easily between the students.

-Easy to use because USB ports of most computers are not to be faulty as compared to CD rom. **[Any 4 x1 = 4marks]**

ii. - RAM stands for Random Access Memory. It is in the form of a chip that temporarily holds the program and data that the computer or the CPU is processing at any given time.

It works as a chalk or white board.

It records information for a period and the wipes off the expression and write newer ones. It is constantly written on, erased, and then written on again. **[2marks]**

4.(a) i. Internet Explorer- It is a type of web browser that allows users to view webpages on the website or search information on the internet.

ii. Uniform resource location – It identifies a particular internet resource, or it represents a standardized addressing scheme for internet resource. E.g. website, an image and a text file.

iii. Protocol--A protocol is a standard set of rules that determines how computers communicate with each other across networks. **[2mark each=6 marks]**

(b) . <http://www.google.com.gh/news/index.html> **[3 marks]**

↓ ↓ ↓ ↓
protocol Domain name path document

(c) i. Features of a desktop

- Icons
- Taskbar **[2x0.5 mark=1 mark]**

ii. Items that can be displayed when you open my computer are,

- CD ROMs
- Hard drive
- Folders
- Storage devices

- My picture
- My music
- My document

[4x0.5 mark=2 marks]

5. (a) i. A folder holds files in which you store your documents and other data while a file is a collection of data that exist in a computer's secondary storage **[2 marks]**

ii. Advantages of a folder

- It reduces the risk of losing your file when they are kept in a folder
- They are used to store files
- It serves as a container for software & documents
- It reduces difficulty in searching for a file
- It helps in the management of files and document

[Any 2x1 = 2 marks]

(b) i. Point and click

Point is when the mouse pointer is moved to an item on the desktop while click is when the left bottom of the mouse is pressed down and released quickly. **[2 marks]**

ii.- Copying information from an infected storage device like the pen drive

- Downloading an information from an unknown website
- Running an infected program
- Booting a computer with an infected floppy disk

[Any 3x1 = 3 marks]

(c) i. keyboard ii. Pointing device iii. Source data entry
[Any 3x1 = 3 marks]