

**FREE VIRTUAL MOCK EXAMINATION (3)**  
**APRIL 2020**  
**INFORMATION AND**  
**COMMUNICATION TECHNOLOGY**  
**ESSAY and OBJECTIVE**  
2 hours

**2&1**

Name: .....

Index Number.....

## **GB ASSESSMENT TEST (GBAT)**

**FREE VIRTUAL MOCK EXAMINATION (3)**

**April 2020**

**INFORMATION & COMMUNICATION TECHNOLOGY**

**2 Hours**

[60 marks]

*All answers must be provided on clean sheet of papers (Answer booklet).*

Write your name and index number on the sheets.

This booklet consists of two papers. Paper 2 is in two sections; I and II. Answer four questions only; Question 1 in part I and three questions from part II. Paper 2 will last for 1 hour 15 minutes.

Answer Paper 1 on your Objective Test answer sheet.

Credit will be given for clarity of expression and orderly presentation of materials.

***DESIST FROM REFERING TO BOOKS BEFORE PROVIDING ANSWERS***

***COVID-19. STAY HOME. STAY SAFE.***

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PRACTICAL SKILLS [24 marks]

PART 1

Answer **all** Questions in this part

1. (a) Study the text below carefully and use it to answer the questions that follow.

**THE PRESIDENT OF THE REPUBLIC OF GHANA**

Nana Addo Dankwa Akufo-Addo born William Addo Dankwa Akufo-Addo; 29 March 1944 is currently the President of Ghana. He has been in office since 7<sup>th</sup> January 2017. He previously served as Attorney General from 2001 to 2003 and as Minister for Foreign Affairs from 2003 to 2007 under the Kufuor led administration.

Nana Addo first ran for president in 2008 and again in 2012, both times as the candidate of the New Patriotic Party (NPP), but was defeated on both occasions by National Democratic Congress' candidates: John Evans Atta Mills in 2008 and John Dramani Mahama in 2012 after the former's death. He refused to concede and went to court, the Supreme Court of Ghana affirmed John Dramani Mahama's victory.

He was chosen as the presidential candidate of the New Patriotic Party for a third time for the 2016 general elections and this time, he defeated John Dramani Mahama in the first round (*winning with 53.85% of the votes*), which marked the first time in a Ghanaian presidential election that an opposition candidate won a majority outright in the first round.

- i. State two (2) formatting features that have been applied to the title of the text above. [2 marks]

- ii. Provide the alignment used in the following paragraphs: [3 marks]

α. first paragraph - .....




β. second paragraph - .....

γ. third paragraph - .....

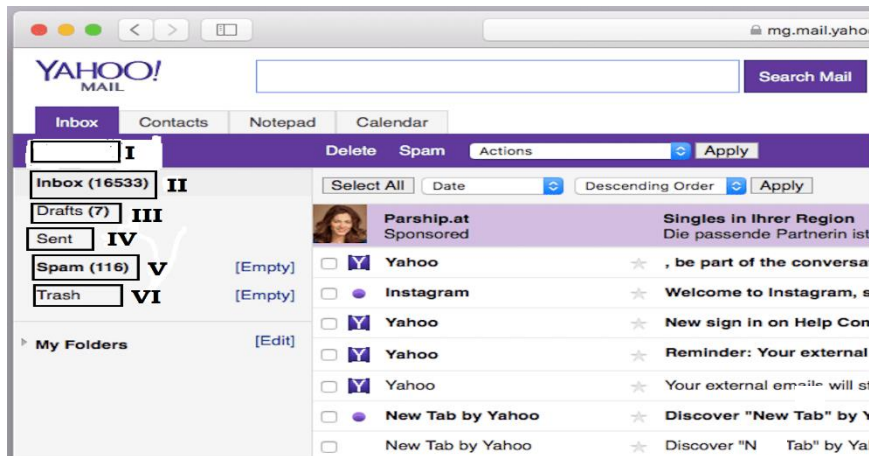
- iii. What feature is applied to the text '*(winning with 53.85% of the votes), which marked the first time in a Ghanaian presidential election that an opposition candidate won a majority outright in the first round*'. [1 mark]

- iv. List four (4) tools that can be used to edit the text above. [ 2 marks]

- (b) Complete the table below [8 marks]

Command	Shortcut	Icon	Function
			
			To make a duplicate of a selected text or graphic content to the clipboard.
			

(c) Use the diagram below to answer the questions that follow;



i. What is the name of the image above? [1 mark]

ii. What is the function of the parts labelled II – VI? [2.5 marks]

- II - .....
- III - .....
- IV - .....
- V - .....
- VI - .....

iii. Identify the part labelled I and describe how it is used in emailing. [4.5 marks]

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## PART II [36 marks]

Answer **three** questions **only** from this section. All questions carry equal marks

2. (a) Give two (2) reasons for spacing text in word document. [2 marks]

.....

.....

(b) i. What is the difference between *text editing* and *text formatting*? [2 marks]

.....

.....

.....

ii. State the function of the following in MS Word document. [2 marks]

- α. Ignore All.....
- β. Add to dictionary.....

(c) i. Which alignment will be suitable for the following when writing a formal letter in MS Word? [3 marks]

- α. Recipient's address.....
- β. Sender's address.....

γ. Body of the letter.....

ii. Mention **three (3)** categories of the e-mail concept. [3 marks]

3. (a) Differentiate between the following:

i. Double clicking and triple clicking [1 mark]

ii. Virus and Worm [1 mark]

(b) i. Define an input device. [1 mark]

ii. Give two (2) examples each of the following categories of input devices. [3 marks]

α. Keyboard:.....

β. Pointing devices:.....

γ. Source data entry:.....

(c) i. Students can use CDs or pen drives for storing their work. Give **four (4)** reasons why students may prefer to use pen drives. [4 marks]

ii. What is RAM, and how does it work? [2 marks]

4. (a) Explain the following terms

i. Internet explorer [2 marks]

ii. Uniform Resource Locator [2 marks]

iii. Protocol

[2 marks]

.....

.....

.....

(b) Write the URL for google and name the parts in the box below.

[3 marks]

(c) i. Name two (2) features of a desktop.

[1 mark]

.....

.....

ii. Name four (4) items that can be displayed when you open my computer.

[2 marks]

.....

.....

.....

.....

5. (a). i. Differentiate between folder and a file

[2 marks]

.....

.....

.....

ii. State two (2) advantages of a folder.

[2 marks]

.....

.....

.....

(b) i. Differentiate between point and click.

[2 marks]

.....

.....

ii. State three (3) reasons why a computer can be infected with a virus.

[3 marks]

.....

.....

.....

(c) State the three (3) categories of input device.

[3 marks]

.....

.....

.....

**END OF PAPER**

Answer all the questions.

Each question is followed by **four** options lettered A to D. Find the correct option for each question and shade in pencil on your answer sheet the space which bears the same letter as the option you have chosen. Give only **one** answer to each question.

1. The default alignment for text in MS Word is to the
  - A. right
  - B. centre
  - C. justify
  - D. left
2. Which of the following is not a factor to consider in avoiding eye damage?
  - A. Wear goggles
  - B. Distant yourself from the monitor
  - C. Use screen filter on monitor
  - D. Use lcd monitors
3. Ethical issues are important
  - A. because we should be nice to everyone
  - B. whenever our behavior affects other people
  - C. only when we are being observed
  - D. to academics
4. Thou shall not copy .....
  - A. Public-domain software.
  - B. Self-published software.
  - C. Self-created software.
  - D. Copyrighted software.
5. Which of the following is not attached to the edge of the word window, but displays in the middle of the word window?
  - A. Floating toolbar
  - B. Scroll bar
  - C. Status toolbar
  - D. Menu bar
6. To be able to send emails to others, you must know their
  - A. phone number
  - B. email address
  - C. password
  - D. username
7. Which of the following does not belong to the computer system?
  - A. Keyboard
  - B. Monitor
  - C. Printer
  - D. C.P.U
8. The long bar that contains the start button is known as
  - A. title bar
  - B. menu bar
  - C. task bar
  - D. scroll bar
9. What is the name given to a raw or unprocessed fact?
  - A. Info system
  - B. Software
  - C. Data
  - D. Information
10. The joystick, mouse and scanner are collectively known as
  - A. input devices
  - B. output devices
  - C. processing devices
  - D. storage devices
11. A small colourful picture or image which represents a program is known as
  - A. a menu
  - B. an icon
  - C. a start button
  - D. a title bar
12. Which function will you use to enter current time in a worksheet cell?
  - A. = today ()
  - B. = now ()
  - C. = time ()
  - D. = current Time ()
13. Which of the following keys changes lower case letters to upper case?
  - A. Enter
  - B. Shift
  - C. Insert
  - D. Tab
14. All the following are components of the desktop screen except
  - A. icons
  - B. taskbar
  - C. wallpaper
  - D. title bar

15. Which of the following control buttons helps you to take off a window without closing it?
- A. Minimize button
  - B. Restore button
  - C. Close button
  - D. Maximize button
16. The and (&) symbol is also called
- A. at
  - B. ampersand
  - C. caret
  - D. tilde
17. A program window minimized can be found on the
- A. title button.
  - B. taskbar
  - C. scroll bar
  - D. status bar
18. The control button that makes a window fill a computer screen is called
- A. minimize button
  - B. maximize button
  - C. restore button
  - D. close button
19. In e-mail context, sign up means
- A. open an account
  - B. close an account
  - C. create an account
  - D. send an e-mail
20. Which of the following file extension represents a graphic file?
- A. .bmp
  - B. .pdf
  - C. .doc
  - D. .mp3
21. Which of the following is likely to contain music and videos stored on a computer?
- A. VLC icon
  - B. Recycle bin
  - C. Icons
  - D. Folders
22. In computing, small letters are also called
- A. repetitive case.
  - B. upper case.
  - C. lower case.
  - D. sentence case.

23. Which of the following is an example of a boot sector virus?
- A. Signature virus
  - B. Trojan horse
  - C. Bomb virus
  - D. Worm
24. The SAVE AS command is located on the.....
- A. file menu
  - B. home menu
  - C. insert menu
  - D. view menu
25. Which of the following is not a source of information?
- A. Films
  - B. News papers
  - C. Interview
  - D. Text books
26. The first stage in the information processing is the
- A. Input stage
  - B. Storage stage
  - C. Output stage
  - D. Processing stage
27. Which of the following is not a hazard caused by using ICT tools?
- A. Back ache
  - B. Poor vision
  - C. Cerebral Spinal Meningitis
  - D. Wrist pain
28. The two major things required in assessing your email account is.....
- A. date of birth and passcode
  - B. user name and password
  - C. name and passcode
  - D. account and password
29. Which of the following device is used to connect computers to the internet?
- A. Internet explorer
  - B. Router
  - C. Flash drive
  - D. World Wide Web
30. The set of instructions empirically derived for communications through internet is
- A. netiquette
  - B. spam

- C. virus
  - D. copyright
31. Storage devices are important because .....
- A. they feed computer with data
  - B. they display information n
  - C. they store information
  - D. they corrupt information
32. Programs used to detect the presence of a virus and sometimes destroy them are termed as ...
- A. virus detector
  - B. virus destroyer
  - C. antivirus
  - D. virus program
33. All the following are ways of preventing virus infection except.....
- A. Install and use antivirus software
  - B. Constant update of antivirus software
  - C. Use infected diskette and pen drives
  - D. Scan all floppy disk before use.
34. Which one of the following is a feature of the website address?
- A. Slash (/)
  - B. Cedi sign (¢)
  - C. Copyright sign (©)
  - D. YEN sign (¥)
35. Which of the following is an ethical issue in computing?
- A. Virus
  - B. Copyright
  - C. Dust
  - D. Power fluctuation

36. All the following are examples of copyright issues except?
- A. Peer-to-peer file sharing over the internet.
  - B. Unauthorized copying of music and movies
  - C. Illegal duplication of copyrighted software.
  - D. Discovering new ideas.
37. The Standard toolbar does not include
- A. the save button
  - B. the 'more buttons' button
  - C. the bold buttons
  - D. the print button
38. The two classes of memory are ..... and .....
- A. RAM, POST
  - B. POST, ROM
  - C. ROM, RAM
  - D. ROM, BIOS
39. The two types of keyboard are ..... and ..... Keyboard.
- A. Standard, Advanced
  - B. Advanced, Operational
  - C. Standard, Enhanced
  - D. Enhanced, Operational
40. A person who has very high knowledge and experience in the technical aspect of using the computer to perform task in the computer industry is referred to as .....
- A. Computer professional
  - B. Computer User
  - C. Computer Programmer
  - D. Specialist