# Grade 1

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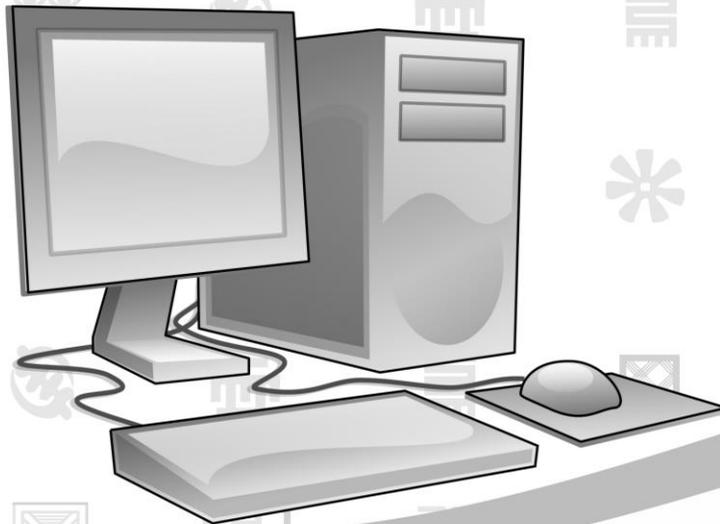### Beyond Excellence!

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## INFORMATION AND COMMUNICATIONS TECHNOLOGY (PAPERS 2 & 1)

### B.E.C.E. PAST QUESTIONS & ANSWERS (2011 - 2020)

#### Arranged Topic-by-Topic for Junior High Schools

# GRADE 1 PUBLISHERS

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**DEDICATION**

This special book is dedicated to all hardworking teachers in Ghana and their disciplined learners who are committed to nothing but excellence.

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## INTRODUCTION

This timely book is one of a series of topic – based past questions and answers put together by volunteer team members of **Grade 1 Publishers** to assist both students and teachers in their preparation and revision processes towards examinations. The compilation is based solely on the Basic Education Certificate Examinations (BECE) and the marking schemes provided by the West African Examinations Council (WAEC).

It is a proven fact that solving past questions is a way of practicing thereby mastering the art of answering questions perfectly. It is one thing to answer questions but another thing to answer them appropriately; therefore, students and teachers who use this book will have the competitive advantage of being abreast with what is required by examiners in answering examination questions.

The compilation is topic based, to ensure that revision and studies in general are done in an organized manner, and thus suitable for use right from Form 1. This particular layout also makes it easier for teachers to set questions for assignments and end of term examinations. Teachers will also find this as a resourceful guide to writing out evaluation exercises during their lesson notes preparations.

There is an addenda of *Likely Examinable Questions*; *Tips on Answering Examination Questions Like A Pro*; as well as *Common Keyboard Shortcuts* and *Computing Acronyms & Abbreviations*. All these rich features will go a long way to equip the candidate to write the final examinations and pass out with flying colours.

Thank you for making the **Grade 1® Pasco Series** your most preferred choice.
Cheers to an excellent grade 1 in all your examinations!

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## USER GUIDELINES FOR STUDENTS / LEARNERS:

✓ Make sure to use this book from the day you get it.
  Do not wait until it is time for examinations before you start using it.

✓ After treating every topic, make sure to solve the past questions under the topic over and over again until you can answer all the questions perfectly on one attempt.

✓ Avoid marking the answers with a pen in the book, so that you can use it to access yourself many times. Marking answers with a pen defeats this purpose.

✓ Get a separate book or jotter for working the answers and ensure that you do not cheat by scoring yourself wrongly after every work done.

✓ It is better to answer the questions in groups. Therefore, partner with one or two friends to solve the questions in this book. Your study group members will serve as accountability partners in keeping track of your performance.

# PAPER 2 (ESSAY)

## *Questions & Answers*

### OBJECTIVES
***By the end of this section, you should be able to:***
- ✓ Provide standard answers for all the BECE Past Questions on first attempt.
- ✓ Spot the style and trends used in setting of BECE Paper 2 (Essay) type questions, including patterns in repetition of questions.
- ✓ Access properly what you have learned under the various topics treated in ICT.
- ✓ Get adequately prepared to attempt all examinations with confidence.

### ORGANIZATION OF CONTENT:
- ✓ This section comprises the PAPER 2 (Essay) type questions and answers which have been put into 'topic groups' or sub-strands.
- ✓ Both Practical and Theory type questions have been mixed together in this section.
- ✓ The specific year for each of the questions have been indicated in bold-italicized text at the end of the question. E.g. ***2020 Q2(a)*** meaning the question was set as Question number 2 (a) in the 2020 Main BECE. '***Private***' is also indicated for the private BECE questions.
- ✓ Answers to repeated questions are quoted with reference to the answers of the original/initial question.

# INTRODUCTION TO COMPUTING

**QUESTIONS**

**1.** List the steps (in the right order) involved in switching on a personal computer system.

*[2011 Q1(b)]*

**2.** Identify the following *ICT* tools:

**(A)**                    **(B)**                    **(C)**



*[2011 Q1(c)]*

**3.** Classify the following into either input or output device in the table below:

**(i)** Microphone          **(ii)** Joystick          **(iii)** Webcam
**(iv)** Plotter            **(v)**  Scanner           **(v)** Mouse

*[2011 Q2(b)]*

| INPUT DEVICE | OUTPUT DEVICE |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**4. (a)** Explain the term *Desktop* as used in the personal computer environment.

    **(b)** List **three** areas of learning where information and communication technology tools can be integrated.

    **(c)** State **two** benefits associated with the use of information and communication tools in teaching and learning.     *[2011 Q3(a)( b)( d)]*

**5.** Use the diagram below to answer question *(a)* and *(b)*
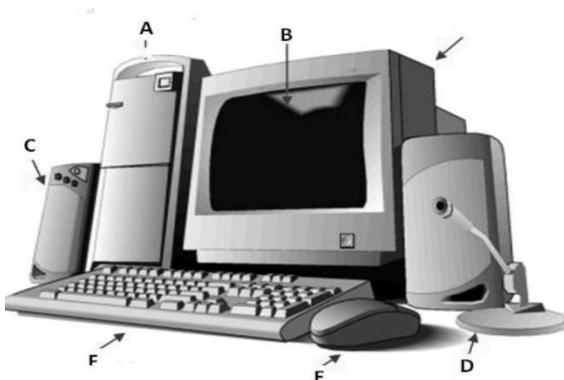


**(a)** Identify the diagram above.
**(b)** Name the parts labelled **A**, **B**, **C**, **D**, **E** and **F** of the diagram.
**(c)** List the five main component of the computer keyboard.
**(d)** Give the stages involved in the Information Processing Cycle.
**(e)** List, in the right order, the steps involved in Turning Off a personal computer.

*[2012 Q1]*

**6.** Write the following acronyms in full:
    **(i)** ALU                **(ii)** CPU                            *[2012 Q2(b)]*

**7. (a)** Explain the following types of software:
    **(i)** System software     **(ii)** Application software
  **(b)** State the function of the following buttons as used in application software:
    **(i)** Minimize          **(ii)** Maximize         **(iii)** Close     *[2012 Q3(a)(b)]*

**8.** State **three** ways *ICT* can be used in basic education in Ghana.     *[2012 Q4(b)]*

**9. (a)** Explain communication as used in computer Industry
  **(b)** Video conferencing refers to …………………..
  **(c)** List two devices associated with video conferencing.
  **(d)** State four media for sending and receiving Information.     *[2013 Q3]*

**10.** What is:
    **(i)** Motherboard         **(ii)** Ergonomics        **(iii)** Menu bar     *[2015 Q5(a)]*

**11.** Complete the table below

| Windows Buttons | Name of Window button | Function of window button |
|---|---|---|
|  | | |
|  | | |
|  | | |
|  | | |

    *[2014 Q1(b)]*

**12. (a)** List **two** components of the central processing unit.
  **(b)** List **two** operating system software.
  **(c)** List **three** health hazards associated with prolong use of computer and ICT tools.
    *[2014 Q3(c)(d)(e)]*

**13.** In the space provided below, draw a well labelled computer mouse.

    *[2015 Q1(a)]*

**14.** Outline the steps involved in performing the following task:
    **(i)** Changing the desktop of a personal computer     *[2015 Q1(b)]*

**15.** Identify the following ICT tools

**(a)**   **(b)**   **(c)** 

**(d)**   **(e)**   **(f)** 
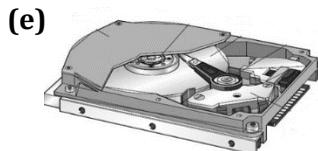
*[2015 Q2]*

**16.** In a typical application window, list **two** command buttons that are found on the control menu *[2015 Q4(b)]*

**17. (a)** Identify the diagram below:
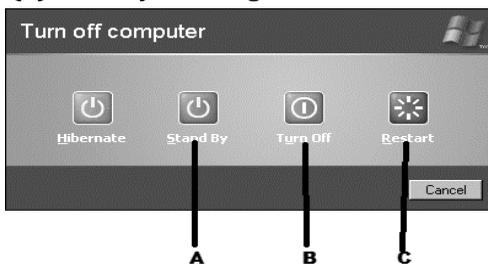


**(b)** Identify the part labeled **A**, **B**, and **C** in 1(a)

*[2016 Q1(a)(b)]*

**18.** Match the items in Group 1 to those in Group 2 with lines *[2017 Q2(b)]*

| Group 1 | Group 2 |
| --- | --- |
| Speedometer | Bank |
| Electric stove | Car |
| Money Counting Machine | Hospital |
| X-ray Machine | Home |

**19. (a)** State **three** ways through which computers may be damaged.
 **(b)** List **three** specific areas of learning where ICT tools can be integrated.

*[2017 Q4(a)(b)]*

**20. (a)** What is:  **(i)** Application software  **(ii)** System software
 **(b)** Give **three** examples of operating system

*[2018 Q4(a)(b)]*

**21. (a)** What are the **four** basic operations performed by any computer system?
 **(b)** List **four** hardware components of a computer system

*[2018 Private Q2(a)(b)]*

**22.** List **two** components of the central processing unit. *[2019 Private Q2(c)]*

**23.** 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*

*[2019 Q2(a)]*

| BACK VIEW | FRONT VIEW | INSIDE VIEW |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

**24.** Explain computer term *Hardware.*                                    *[2019 Q3a]*

**25. (a)** State the function of an *uninterruptible power supply*.          *[2019 Q4a(iii)]*

**26.** State **three** uses of computers in each of the following areas:
   **(a)** Education          **(b)** Everyday life          *[2019 Q5(a)(b)]*

**27.** List **two** operating system software          *[2019 Private Q2(b)]*

**28.** Explain the term *computer software*          *[2019 Q3(c)]*

**29.**  What is:
   **(a)** Desktop          **(b)** Title bar     **(c)** Toolbar        **(d)** Menu bar
                                                        *[2019 Private Q3]*

**30.** Identify and write the name of **each** of the following devices:
   **(i)**                **(ii)**                **(iii)**               **(iv)**              **(v)**
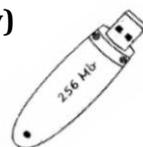
                                                        *[2020 Private Q1(c)]*

**31.** Explain the **four** basic operations by every computer.          *[2020 Private Q2]*

**32.** Write the acronym **DOS** in full          *[2020 Private Q4(c)]*

**33. (a)** State **three** positive uses of computers in the government sector.
   **(b)** What is:          **(i)** a software          **(ii)** an operating system
                                                        *[2020 Private Q5]*

**34.** Explain the following terminologies as used in computing:
   **(i)** Data          **(ii)** Computer          *[2020 Q3(b)]*

## ANSWERS

**1. The steps (*in the right order*) involved in switching on a personal computer system**

(i) Check the power cables connected to the system unit and monitor
(ii) Check the main socket connection
(iii) Make sure there is no floppy disk in the floppy drive
(iv) Press the power button on the system unit.
(v) Press the power button on the monitor

**2. Identification of the following ICT tools:**

**A)** Headphone or Earphone    **B)** Digital watch    **C)** Pen drive or Flash memory/drive

**3. Classification of Input and Output Devices**

| INPUT DEVICE | OUTPUT DEVICE |
|---|---|
| Microphone | Plotter |
| Joystick | |
| Webcam | |
| Scanner | |
| Mouse | |

**4.  (a) Explanation of Desktop as used in the personal computer environment**

- Desktop is the background image of a display screen, on which windows, icons, and other graphical items appear.    **OR**
- It is a display on a computer screen comprising background and icons representing equipment, programs and files.

  The windows desktop is the environment where all your work on the computer takes place. Some features of the desktop screen include: Start button, Taskbar, Wall paper, Notification area, mouse pointer etc.

**(b) Areas of learning where information and communication technology tools can be integrated**

(i) Agriculture          (ii) Medicine          (iii) Geology
(iv) Communications      (v) Education          (vi) Business accounting
(vii) Music

**(c) Benefits associated with the use of information and communication tools in teaching and learning**

(i) They enable us to perform complex calculations.

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## For Enquiry

**8. Ways ICT can be used in basic education in Ghana**
1. It makes teaching and learning more interesting and easier.
2. It also helps students to learn at the own pace without pressure.
3. It helps students to find out more information on specific topics.
4. It also makes teaching and learning more interactive.
5. It helps in distance learning without the need for formal classrooms.

**9. (a) Communication as used in the computer industry**
- Communication is the transfer or exchange of information between or among two or more persons via a media, such as the mobile phone or a communication network.          **OR**
- Communication is the process of sending and/ or receiving information through a given media, such telephone or the internet.

**(b) Video conferencing is:**
- Holding a meeting through video and audio signals. **OR**
- A meeting in which the participants are in different places but are connected by video and audio links.     **OR**
- Using video and audio signals to link participants at different and remote locations.     **OR**
- Live video and audio communication between three or more locations.

**(c) Devices associated with video conferencing**

| INPUT DEVICES: | 1. Video camera | 2. Webcam |
| --- | --- | --- |
| 3. Microphones | 4. CD/DVD Player | 5. Cassette Player |

| OUTPUT DEVICES: | 1. Computer  monitor | 2. Television |
| --- | --- | --- |
| 3. Projector | 4. Loud speakers | 5. Headphones |

DATA PROCESSING:     1. Computer

DATA TRANSFER:     1. A network, such as the internet.

**(d) Media for sending and receiving information**

| 1. Mobile phones | 2. Landline telephones | 3. Radio |
| --- | --- | --- |
| 4. Television | 5. Internet | 6. Newspapers |
| 7. Magazines | 8. Local Area Network | |

**10.  (i) Motherboard**
- The motherboard is the main circuit board of a computer.  **OR**
- It is the circuit board in a minicomputer or microcomputer through which all signals are directed.          **OR**
- Motherboard is a printed circuit board containing the principal components of a microcomputer or other device, with connectors into which other circuit boards can be slotted.

**(ii) Ergonomics**
- Ergonomics is the design of workplace or equipment for comfort, efficiency, safety and productivity.     **OR**
- Ergonomics refers to factors or qualities in the design of workplace or equipment that contribute to comfort, efficiency, safety and productivity.

**(iii) Menu bar**
- The menu bar is a horizontal bar usually displayed at the top of a computer screen or window, listing available menus for an application.     **OR**
- It is a horizontal strip at the top of a window that shows the menus available in a program.

**11**.

| Windows button | Name of windows button | Function of windows button |
|---|---|---|
|  | Minimize | ▪ Drops window onto the taskbar.   **OR** <br> ▪ Reduces the size of the window to the taskbar. |
|  | Maximize | ▪ Enlarges a window to occupy the entire screen. **OR** <br> ▪ Increases size of a window to occupy the entire screen. |
|  | Close | ▪ Ends an application.   **OR** <br> ▪ Shuts down an open/active file or program.   **OR** <br> ▪ Deactivates and stores an open file or program |
|  | Restore down | ▪ Returns the size of a window to a previous custom size. |

**12. (a) Components of the central processing unit**
1. The Arithmetic and Logic Unit (ALU), which performs all calculations.
2. The Control Unit (CU), which controls the flow of data around the computer.
3. *Modern central processing units may also have a **Memory** component, which is used to store data

**(b) Examples of Operating system software**

1. Linux,                          2. Windows (95/ 98/ ME/ 2000/ XP/ Vista/ 7/ 8)

3. Macintosh System (Mac OS)   4. Micro-soft Disk Operating System (MS-DOS)

5. OS/2 Warp                    6. Unix

**(b) Health hazards associated with prolonged use of ICT tools**
1. Eye problems [radiation from computer monitor, television, etc.]
2. Back ache, [Sitting behind a computer or other ICT tool for long periods]
3. Neck ache [Sitting behind a computer or other ICT tool for long periods]
4. Wrist pain [Using a keyboard or a mouse for long periods]
5. Ear problems / Hearing impairment [High sound volume from speakers / headset/ headphones]

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**17. (a)** Turn off computer dialogue box    **OR**    Shut down computer dialogue box

  **(b) A**- Standby/ Hibernate button
     **B**- Shut down/ Turn off button
     **C**- Restart button

**18.**       **Group 1**                        **Group 2**

| Group 1 | Group 2 |
|---|---|
| Speedometer | Bank |
| Electric stove | Car |
| Money Counting Machine | Hospital |
| X-ray Machine | Home |

(Speedometer → Car; Electric stove → Home; Money Counting Machine → Bank; X-ray Machine → Hospital)

**19. a) Ways by which computers may be damaged**
        1. Virus action leading to system crashes
        2. Power fluctuation
        3. Rodents action
  **b) Specific Areas of Learning Where ICT Can be Integrated**
        *(Please Find Answers in **4b** above)*

**20. (a)**  *(Please Find Answers in **7a** above)*

  **(b) Examples of operating system:** *(Please Find Answers in 12b above)*

**21. (a) Basic operations performed by the computer system:**
        1. Input       2. Processing         3. Output     4. Storage

  **(b) Hardware components:**
        1. Mouse       2. System Unit         3. Monitor     4. Keyboard

**22. Components of the Central Processing Unit:**
    1. Arithmetic Logic Unit         2. Control Unit

**23. Complete table for Components of the System Unit**

| BACK VIEW | FRONT VIEW | INSIDE VIEW |
|---|---|---|
| VGA Port | CD/DVD Slot | CPU |
| Power supply port | Floppy disk slot | Memory |
| PS/2 Port | Power button | Motherboard |

**24. Hardware**
- Hardware is the physical components that make up the computer system. Examples of main hardware are keyboard, mouse, monitor and system unit.

**25. Function of the Uninterruptible Power Supply**
- It provides power to the computer system when the input power source or main power fails.

**26. (a) Uses of computers in education:**
1. They are used to enhance teaching and learning.
2. They are used to search for information online.
3. They are used to help accomplish assignments.
4. They are used to bring lessons to reality.
5. They are used to keep students' records.
6. They are used for virtual learning.

**(b) Uses of computers in everyday life:**
1. They are used for playing games.
2. They are used for entertainment.
3. They are used for buying and selling online.
4. They are used for banking.
5. They are used for mobile communications.
6. They are used for controlling car alarms.

**27. List of Operating System Software**
1. Windows Operating System
2. Linux Operating System
3. Macintosh Operating System
4. UNIX Operating System
5. Disk Operating System (DOS)

**28. Software:**
- It is a program / set of instructions that tells the computer what to do/ how to perform a task. **OR**
- Software is a set of instructions that tells the computer what task to perform and how to perform them.

**29. (a) Desktop:** *Please refer to Answer **4(a)** above.*

**(b) Title bar:**
- It is a horizontal bar at the top of a window, bearing the name of the program and the name of the current active document. It also contains the window control buttons (close, maximize and minimize buttons)

**(c) Toolbar:**
- This is a collection of buttons that enables you to bypass the menu system.

**(d) Menu bar:** *Please refer to answer **10(iii)** above.*

**30. (i)** Light pen
**(ii)** Calculator
**(iii)** Remote control
**(iv)** Pen drive / flash drive/ USB drive
**(v)** Microphone

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**For Enquiry**

# TYPING, KEYBOARD AND MOUSE SKILLS

**QUESTIONS**

**1.** Use the diagram below to answer the questions that follow          *[2013 Q1(b)(c)]*
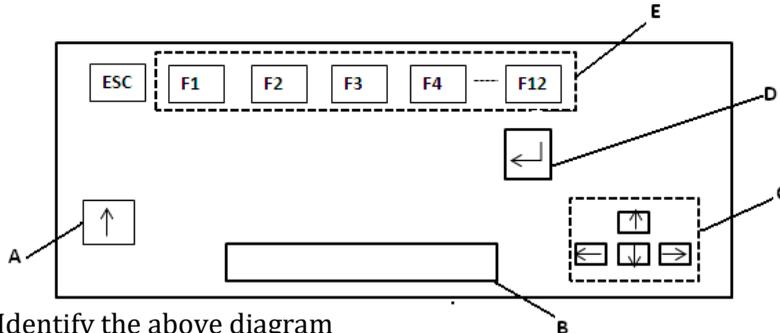


**a) (i)** Identify the above diagram
   **(ii)** Name the part labelled **A**, **B**, **C**, **D** and **E**
   **(iii)** State the function each of the parts labelled **B** and **C** in the diagram in above.

 **b)** State **one** function of the diagram identified in (a) (i)

**2.** List **two** toggle keys on the keys on the keyboard.          *[2014 Q3(a)]*

**3.** Give **two** examples of typing software.          *[2014 Q4(a)]*

**4.** Explain the term *clicking* as used in the computing environment.   *[2015 Q4(a)]*

**5.** What is a screen tip?          *[2015 Q4(c)]*

**6.** Describe a computer mouse pad.          *[2015 Q4(d)]*

**7.** Provide the name and function of **each** of the following mouse pointer shapes:

**i)**          **ii)**          **iii)**          **iv)**          **v)**          *[2016 Q1(c)]*

**8.** State **three** uses of the shift key on the computer keyboard.          *[2017 Q2(a)]*

**9.** Write the name of the following computer key characters:
        **(i)** &          **(ii)** ^          **(iii)** { }          **(iv)** /          *[2018Q1(d)]*

**10.** Give the functions of the following keyboard keys:
    **(i)** Backspace          **(ii)** Spacebar          *[2018Q2(a)]*

 **11.**  Write the name of the following computer keyboard key characters:
        @ ..........          # ..........          ( ) ..........          \ ..........          *[2018 Private Q1(b)]*

**12.** List **two** toggle keys on a standard computer keyboard.  *[2019 Private Q2(a)]*

**13.** List **four** actions that can be performed with the computer mouse.
*[2019 Private Q4(b)]*

**14.** **(a)** State the function of a keyboard.
**(b)** Explain each of the following terms:
  **(i)** Clicking    **(ii)** Dragging    *[2019 Q4(a)(b)]*

**15.** Give the function of the following keyboard keys
  **(i)** Esc    **(ii)** Caps Lock    *[2020 Private Q4(a)]*

## ANSWERS

1. **(a) (i) The diagram is:** A computer keyboard

  **(i) Names of the labelled parts**
  **A** - Shift Key                **B** - Space bar
  **C**. - Arrow keys or movement keys    **D** - Enter key or Return key
  **E** - Function keys

  **(ii) Functions of the parts labelled**
  **B** – The space bar is used to create a horizontal space in a text

  **C** – 1. The arrow keys are used to control the cursor
    2. They are used to move the cursor in a different direction
    3. They are used to scroll through documents

  **(b) Function of the Computer Keyboard**
    1. It is used to input data and/or commands into a computer
    2. To enter data characters (numbers, letters and/or symbols) and commands into a computer

**2. Toggle keys on a standard computer keyboard**
  1. Caps Lock    2. Num Lock    3. Scroll Lock

**3. Examples of typing software**
  1. Mavis Beacon Teaches Typing    2. Life typing tutor
  3. Touch typist typing tutor    4. Mac typing software
  5. TypingMaster pro    6. Rapid Typing
  7. Letter Chase Typing Tutor    8. TypeSmart typing tutor

**4. Explanation of the term *clicking* as used in the computing environment**
▪ Clicking is the act of rapidly pressing and releasing a button on a computer mouse to issue a given command or input data into a computer.

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**9. Names of the following computer key characters:**
      **(i)** & - Ampersand/ And          **(ii)** ^ - Caret
      **(iii)** { } - Parenthesis          **(iv)** / - Forward slash

**10. Functions of the following keyboard keys:**
      **(i) Backspace**
It is used to erase characters to the left of the insertion point.

      **(ii) Spacebar**
It is used to create a gap between words or characters.

**11.**   **@** - At sign
    **#** - Hash
    **( )** – Open and close bracket / bracket/ Parenthesis
    **\** - Backward slash

*12.*  *Please refer to* **Answer 2** *above*

**13.**  **Actions that can be performed by the computer mouse**
    1. Clicking         2. Double-click ing       3. Right-clicking
    4. Scrolling         5. Drag-and-drop       6. Dragging

**14.**  **(a) Function of a keyboard**
▪ It is used to enter/ input/ send data/ information into a computer / computer system

      **(b) Explanation of the following terms:**
**(i) Clicking**: It is the act of pressing and releasing the left mouse button with the index finger once without moving the mouse.

**(ii) Dragging**: It is the act of pressing and holding down the left mouse button usually with the index finger while moving the mouse.

**15.**  **Function of the following keyboard keys:**
    **(i)**       **Esc:** It is used to cancel/ stop a program application action

    **(ii)**      **Caps Lock:** It is used to toggle between upper and lower case letters when typing.

# COMPUTER ETHICS

## QUESTIONS

**1. (a)** State **two** sources of computer viruses
   **(b)** Identify **three** measures to prevent virus from a school's computer laboratory.
                                                                  *[2018 Private Q4(a)(b)]*

**2.** Explain the computer term 'virus'.                               *[2019 Q3(d)]*

**3.** What is copyright used for?                                       *[2013 Q5(b)]*

**4. (a)** What is *copyright*?
   **(b)** State **two** reasons for copyright protection.              *[2016 Q5(a)(b)]*

**5.** What is *copyright*?                                           *[2019 Q2(b)]*

**6. (a)** State **two** reasons for copyright protection
   **(b)** List **four** products that normally require copyright protection.
                                                     *[2020 Q2(a)(b)]*

## ANSWERS

**1. (a) Sources of computer viruses**
        1. Removable storage devices        2. Internet downloads
        3. Unexpected emails                4. Browsing unsafe websites

**(b) Measures to prevent computer viruses**
        1. Update installed software regularly
        2. Install an antivirus program on all the computers
        3. Regularly scan the computer for infected files
        4. Update your antivirus programs regularly
        5. Never open an unexpected email attachment unless it is from a trusted source.
        6. Never start a computer with removable media inserted in the drives or plugged in
        the ports, unless the media are infected.

**2. Explanation of the computer term 'Virus':**
   ▪ It is software capable of replicating itself and usually causes harm to files or
      programs on the same computer or another computer over a network.
            **OR**
   ▪ It is malicious software specifically designed to cause a computer system to be slow
      and malfunction.      **OR**
   ▪ A computer virus is a potentially damaging computer program that affects or infects

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**For Enquiry**

# INTERNET

**QUESTIONS**

**1. (i)** What is Internet?
  **(ii)** List **four** uses of the Internet.                                    *[2011 Q4(a)]*

**2. (i)** What is web browser?
  **(ii)** Give **two** examples of a web browser.                          *[2011 Q4(b)]*

*3.* Explain Internet fraud                                                        *[2012 Q4(a)]*

*4.* List **three** devices that may be used when connecting to the Internet.    *[2012 Q4(c)]*

**5.** State **two:**
*(i)* Positive uses of the Internet          (ii) Negative uses of the Internet    *[2013 Q2a]*

*6.* List *three* features of a web browser                                 *[2014 Q3(b)]*

**7.** Explain the following terms:
       **i)** Internet                  **ii)** Search engine              *[2016 Q4a]*

**8.** What does the following Top Level Domain (TLD) represent in website address?
       **i)**  .com               **ii)**  .edu               **iii)** .gov
       **iv)**  .mil               **v)**  .org               **vi)** .net        *[2016 Q4b]*

**9.** Identify the following web browsers
   **i)**                        **ii)**                        **iii)**
                                                                        *[2017 Q1(c)]*

**10.**   List **three** devices that may be used for transmission of messages on the internet.
                                                                        *[2017 Q4(c)]*

**11.** Study the image carefully and use it to answer questions (a)(i-ii) and (b)
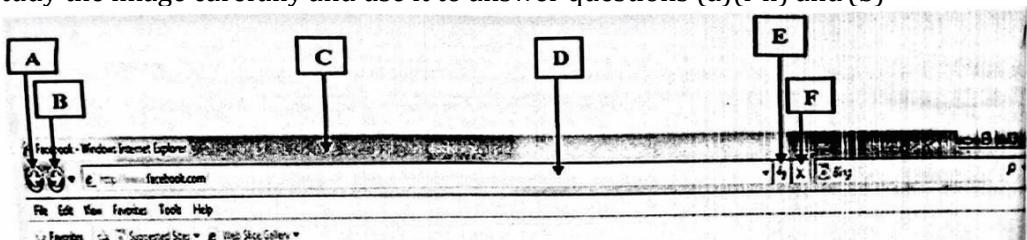


  **(a) i)** What is the name of the image shown?
     **ii)** Name the parts of the image represented by **A**, **B**, **C**, **D**, **E** and **F**

  *(b)* State the function of the parts labelled A and D in (a) above

*(c)* List **four** uses of the internet. *[2018 Q1(a)(b)(c)]*

**12.** List **four** devices associated with video conferencing. *[2018 Private Q4(c)]*

**13.** List *three* features of a web browser. *[2019 Private Q2(d)]*

**14.** Explain the computer term: *Network* *[2019 Q3(b)]*

**15.** State the function of **each** of the following features on a web browser window:
**(a)** Back button   **(b)** Forward button   **(c)** Home button
**(d)** Refresh button   **(e)** History   **(g)** Bookmark
*[2020 Private Q3]*

## ANSWERS

**1. (i) Internet**
- The Internet is a worldwide system of interconnected computer networks.
    **OR**
- The internet is an international computer network made up of thousands of networks linked together.
    **OR**
- It is a global (or giant) computer network linking smaller computer networks.

**(ii) Uses of the Internet**
1. To search for information on various topics, such as new, weather, sports, etc.
2. To communicate with others through email, chatting services, phone calls, etc.
3. Countries use it for internal relations.
4. For business / commercial activities, such as online banking, job search, buying and selling, advertising etc.
5. For research / studies or surveys
6. For educational purposes, such as long-distance education (online programmes), project writing, etc.
7. For entertainment, such as watching movies, sports, etc.
8. For social networking through websites such as facebook, twitter, hi5, etc.
9. It provides access to services such as such as online banking, job seeking, and purchasing tickets for your favorite movies etc

**2.     (i) A web browser**
- A web browser is an application program used to browse the Internet or view web pages.

**(ii) Examples of web browser**
1. Netscape Navigator     2. Opera          3. Safari
4. Internet Explorer      5. Mozilla Firefox    6. Google Chrome

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# COMPUTER PERIPHERALS

**QUESTIONS**

**1.** What is        **(i)** Input device?        **(ii)** Output device?                *[2011 Q2(a)]*

**2.** Classify the following into either input or output device in the table below:
i. Microphone                    ii. Joystick                    iii. Webcam
iv. Plotter                        v. Scanner                    vi. Mouse            *[2011 Q2(b)]*

| INPUT DEVICE | OUTPUT DEVICE |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**3.** State the function of each of the following devices:
        **(i)** Floppy disk                    **(ii)** Printer
        **(iii)** Scanner                    **(iv)** Uninterruptible power supply        *[2012 Q2(a)]*

**4.** List *four* storage media                                        *[2013 Q2(b)]*

**5.** What does *formatting* a disk refers to?                            *[2014 Q2]*

**6.** Certain books are published both in hard copies and soft copies (e - books). Give
two reasons for using:
        **(i)** Hard copies format.        **(ii)** Soft copies format.        *[2014 Q4(b)]*

**7.** Arrange the storage devices, **Compact disk, Hard disk**, and **Pen drive**
in descending order of:
        **(i)** Access speed                    **(ii)** Storage capacity        *[2014 Q4(c)]*

**8.** State **two** differences between
        **(a)**    random access memory **and** read only memory
        **(b)**    hard disk **and** pen drive;                        *[2015 Q3(a)(b)]*

**9.** List *two* examples of                                        *[2016 Q3(a)]*
        **i)** Input devices            **ii)** Output devices
        **iii)** Storage media        **iv)** Devices which serve both input and output purposes.

**10.** Outline the differences between *storage media* and *storage devices.*        *[2016 Q3(b)]*

**11.** Give *three* ICT devices that can produce output on paper.        *[2016 Q5(c)]*

**12.** State *one* difference between softcopy output and hardcopy output.        *[2016 Q5(d)]*

**13.** State two functions
   **i)** Of an input device   **ii)** Performed by an output device                *[2017 Q3]*

**14.** State the *two* types of storage media                                *[2018 Q3(a)]*

**15.**   **(i)** Give *three* important features of storage media
   **(ii)** State *two* ways to protect storage media                         *[2018 Q3(b)]*

**16. (a)** Arrange the storage media: *compact disc*, *hard disk* and *pen drive* in descending order of;
   **(i)** access speed        **(ii)** storage capacity             *[2019 Private Q4(a)]*

**17.**   Give **one** example of an input device                      *[2019 Private Q1(e)(ii)]*

**18.**   State the function of Floppy disk                              *[2019 Q4(a)]*

**19.**   List **three** examples each of an:
   **(i)** Input device                **(ii)** Output device         *[2020 Private Q4(b)]*

**20.**   Write the following acronyms in full:
   **(i)** CD                **(ii)** CPU                **(iii)** DVD         *[2020 Q3(a)]*

---

**ANSWERS**

**1.**   **(i) Input device**
- An input device is a device that allows the user to feed /put data into a computer
   **Or**:
- It is a peripheral device used to enter information into a computer
   **Or**:
- A hardware component that enables users to interact with a computer

   **Examples** are keyboard, mouse, joystick, scanner, microphone, etc

**(ii) Output device**
- An output device is any device that is capable of producing information from binary data that it receives from the CPU.
   **Or**:
   It is any device capable of displaying information from a computer

   **Examples** are printers, plotters, projectors, video displays, computer speakers, and synthesizers.

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**15. (i) Important features of storage media**
1. Some of them have tracks
2. They have sectors
3. They have data area
4. They have silver coated surfaces
5. They are non-volatile
6. Capacity reckoned in bytes/megabytes
7. They have addressable units
8. They are made of plastic material
9. They are accessed sequentially
10. Each track is subdivided into sectors

**(ii) Ways to protect storage media**
1. By keeping storage media in a protective case
2. Write – protect the storage media.
3. By keeping storage media away from hot environment
4. By protecting the storage media from moisture
5. By keeping storage media away from magnetic fields.
6. By keeping storage media away from dirt.

**16.** *Please refer to **Answer 7** above.*

**17. Examples of input device**: *Please refer to **Answer 9(i)** above.*

**18.** *Please refer to **Answer 3(i)** above.*

**19.** *Please refer to **Answers 9 (i) and (ii)** above.*

**20. (i) CD**: Compact disc

**(ii) CPU**: Central Processing Unit

**(iii) DVD**: Digital Versatile Disc          **OR**          Digital Video Display

# FILE AND FOLDER MANAGEMENT

## QUESTIONS

**1.** State **two** differences between file and folder                    *(2015 Q3c)*

**2.** Outline the steps on how to rename a folder on the desktop of a computer
                                                                    *[2016 Q1(d)]*

**3.** Give the file extension for the following file format: *Notepad*        *[2016 Q2(b)]*

**4.** The Operating System makes it easy to store files in places that make a lot of sense. Give the default folder or storage area for the following files:
**i)** Text files;              **ii)** Image files          **iii)** Music files          *[2017 Q5(a)]*

**5.** What is a folder?                                          *[2018 Q4(a)]*

**6.** Write down the keyboard keys combination for the following commands as used in application software:
  **(i)** Cut              **(ii)** Copy                        *[2020 Private Q1(b)]*

**7.** Outline the steps involved in restoring a deleted file.              *[2020 Q2(c)]*

## ANSWERS

### 1. Differences between file and folder

| FILE | FOLDER |
|---|---|
| 1. A file stores data | 1. A folder stores files and other folders |
| 2. Takes up significant storage space | 2. On its own, takes up virtually no storage space at all |
| 3. A collection of data or information that can be organized | 3. Also known as directory, is used to organize files |

### 2.  Steps on how to rename a folder on the desktop
  1. Click / Select the folder to be renamed
  2. Right click on the target folder
  3. Select Rename from the menu that appears
  4. Type the new name
  5. Press Enter on the keyboard to finish

### 3. File extension for Notepad:  .txt

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# E-MAIL AND SHARING OF INFORMATION

**QUESTIONS**

**1.** State the purpose of the following commands on an email application such as yahoo or gmail.
**(a)** My Account          **(b)** Compose   **(c)** Attach          **(d)** Sign Up                *[2014 Q5]*

*2.* State the **use** of the following email terminologies                              *[2015 Q5]*
**(a)** Carbon copy          **(b)** Blind Carbon Copy          **(c)** To          **(d)** Subject;

**3.** State the function of each of the following e-mail terminologies.
   **(a)** To      **(b)** Subject      **(c)** Carbon Copy (CC)   **(d)** Blind Carbon Copy (BCC)
                                                        *[2020 Q5]*

**ANSWERS**

## 1. Purpose of the following commands on email applications
   **(a)     My account**
   To keep a private record of all mails/ messages sent, received and drafted
   **(b)     Compose**
      To create a new message/ document / mail to be sent
   **(c)     Attach**
   To add/ fix an already existing document on a storage media to a
   current message to be sent
   **(d)     Sign up**
   To register for the first time on an email application
   **OR**
   To create a new email account

## 2. The use of the following email terminologies
   **(a) Carbon copy**
   To input the email address(es) of secondary recipients of an email message, such that the copy will also be visible to other recipient(s).

   **(b) Blind Carbon Copy;**
   To input the email address(es) of secondary recipients of an email message, such that the copy will **not** be visible to the main recipient(s)

   **(c) To;**
   To input the email address(es) of the main recipient(s) of an email message

   **(d) Subject;**
   To input the main theme / title / heading of an email message

**3.** *Please refer to **Answers 2(c), (d), (a)** and **(b)** accordingly.*

# WORD PROCESSING

**1.** (a) Study the diagram below carefully and answer the question that follows:
*[2011 Q1(a)]*
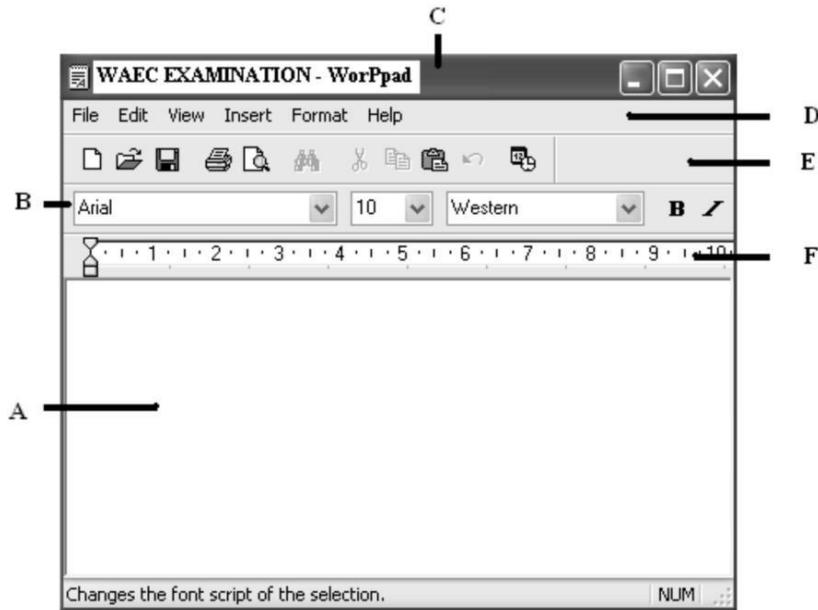


**(i)** What is the name of the application used to create the above file?
**(ii)** Give the file name of the application program above
**(iii)** Name the parts labelled **A**, **B**, **C**, **D**, **E**, and **F** in the diagram.
**(iv)** State the functions of **B** and **C** in (a) above

**2.** List *two* tools on the formatting toolbar of a word processing application.
*[2011 Q3(c)]*

**3. (a)** In word processing application, when is it appropriate to use:
      **(i)** Copy and Paste       **(ii)** Cut and Paste

  **(b) (i)** What is a font?
      **(ii)** List three font styles.              *[2013 Q4(a) (b)]*

*4.* In word processing application, what is the command button Print preview used for?
*[2014 Q1(c)]*

**5.** Certain books are published both in hard copies and soft copies (e -
books) Give two reasons for using:
      **(i)** Hard copies format.       **(ii)** Soft copies format.       *[2014 Q4(b)]*

**6.** Outline the steps involved in performing the following tasks:
      **(i)**    opening a document
      **(ii)**   saving a new created document;       *[2015Q1(b)]*

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**12.** Study the text below carefully and use it to answer question 12.

A ————— {**DISEASE: HOW TO REDUCE THE RISK**

Everyday our body wages war against enemies that are silent and unseen but **potentially deadly**. Foreign  invaders, such as **bacteria, viruses** and **parasites, threaten your health**. You are not likely to be aware of  those battles because your **immune system** repels or destroys  most of the invaders before the onset of the **symptoms.**  } **B**

For thousands of years, people knew virtually nothing about the dangers of *microscopic or other small harmful organisms*. However, when the 19th century scientists confirmed the link between *germ* and *disease,* we became better equipped to defend ourselves.  } **C**

*Medical researchers have since eliminated or greatly reduced the threat of some infectious diseases, including smallpox and polio. Recently, however, others, such as yellow fever and dengue, have made a comeback.*  } **D**

**(a)** Write down the application software that was used to create the above text.
**(b)** List two examples of the application software mentioned above.
**(c)** Give the name of the text area labelled **A**
**(d)** Write down the name of the font styles applied to the following words in the text.
   **(i)** potentially deadly
   **(ii)** harmful organisms
   **(iii)** Medical researches
**(e)** Write down the type of alignment applied to the paragraphs labelled **B**, **C** and **D** in the text.
**(f)** List the steps used in underlining the words in the text area labelled **A**, which was typed with the caps lock key on.
**(g)** Write down the name given to the process of applying the various styles and paragraphs to the text.

*[2019 Q1]*

**13.** State **two** conditions under which the *Save As* command can be used in a word processing application.                                        *[2019 Private Q 4(c)]*

**14. (a)** What is a font?
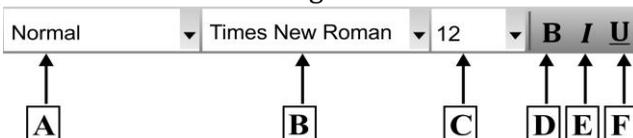   **(b)** List **three** font styles.
   **(c)** List the steps required in bulleting a given text.
   **(d)** List **three**, word processing application software.          *[2018 Private Q3]*

**15.** Use the image below to answer questions *(a)* to *(c).*
   **(a)** Write the name of the image below.

| Normal | Times New Roman | 12 | **B** | *I* | U |

   **A**              **B**              **C**        **D** **E** **F**

**(b)** Name the parts labelled **A, B, C**, **D**, **E** and **F** in *(a)* above
**(c)** State the function of **B**, **C,** and **D** in *(a).*
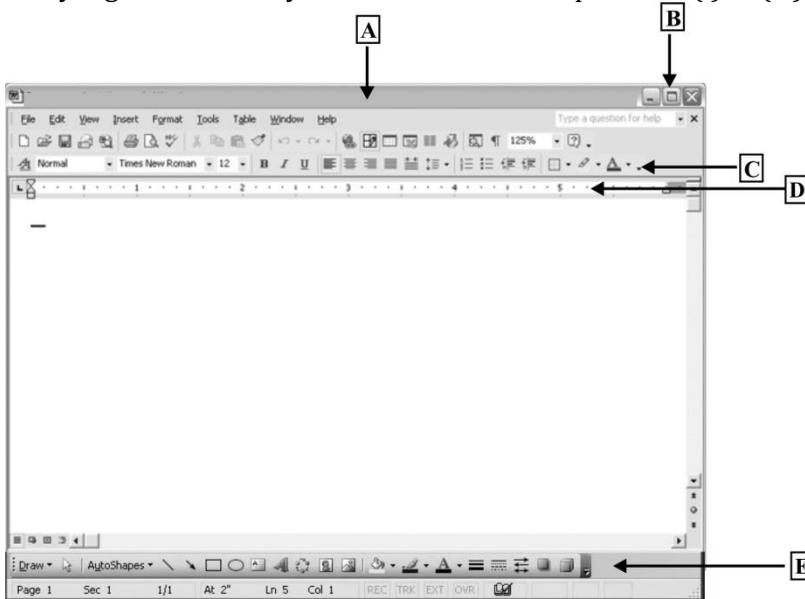**(d)** Write down the keyboard key combination for the following commands as used in application software:
     **(i)** Undo            **(ii)** Redo                        *[2019 Private Q1]*

*16.* **(a)** Study Figure **1** carefully and use it to answer questions *(i)* to *(iv)*



    **(i)** What is the name of the application software represented in Figure **1**?
    **(ii)** Give **one** example of the application software shown in Figure **1**
    **(iii)** Identify the parts represented by the letters **A**, **B**, **C**, **D** and **E** in Figure **1**
    **(iv)** State **one** function of the part represented by the letter **E**.
                                         *[2020 Private Q1(a)]*

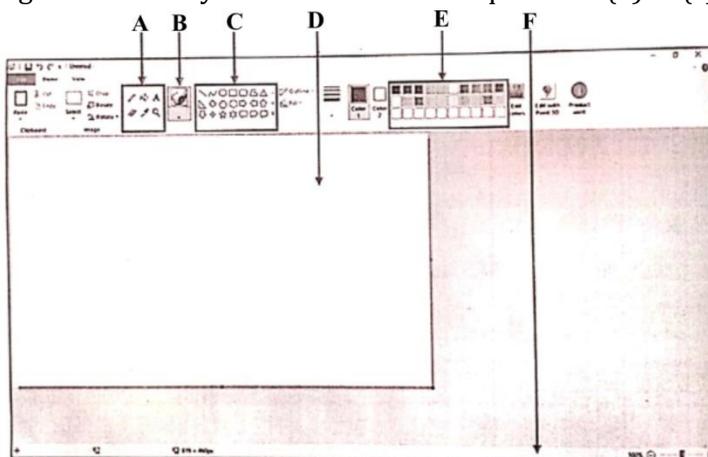**17.** Study Figure **1** carefully and use it to answer questions *(a)* to *(e)*



Figure 1

**(a)** Write the name of the application displayed in Figure **1**

**(b)** Mention **two** things that the application in Figure **1** can be used to create.

**(c)** Write the name of the parts labelled **A**, **B**, **C**, **D**, **E** and **F** in Figure **1**.

**(d)** List **two** of the items found in the part labelled **A**.

**(e)** What is the part labelled **D** used for?                    *[2020 Q1]*

**18.** State the steps involved in performing the following operations:

    **(a)** Saving a newly created document in word processing application using the appropriate menu command.

    **(b)** Cutting and pasting a word document from one folder into another folder all on the desktop.                    *[2020 Q4]*

## ANSWERS

**1.**      **(i) Name of the application:**      WordPad

    **(ii) File Name of the application:**     WAEC EXAMINATION

    **(iii) Names of the labelled parts**

| | |
|---|---|
| **A** - Document Area or Text Area | **B** – Formatting Toolbar |
| **C** - Title bar | **D** - Menu bar |
| **E** - Standard toolbar | **F** - Ruler |

    **(iv) Functions of B. (Formatting Toolbar) -**

| | |
|---|---|
| 1. To change the font style. | 2. To change the font size. |
| 3. To change the font colour. | 4. To bold font (or reverse it). |
| 5. To change font to italics (or reverse it) | 6. To underline font. |
| 7. To insert bullets. | 8. To align text to the right / left / centre. |

    **Functions of C. (Title Bar)**

1. It shows / displays the title of the document.
2. It shows / displays the icon of the application program.
3. It shows / displays the name of the application program.
4. It shows / displays the minimize, maximize and close command buttons.
5. It can be used to resize the window.
6. It can be used to move / drag the window around.

**2. Tools on the formatting toolbar of a word processing application**

| | | |
|---|---|---|
| 1. Bold | 2. Italic | 3. Underline |
| 4. Font size list | 5. Font type list | 6. Alignment (Right, Centre, Left, Justify) |

**3. (a) When it is appropriate to use in word processing,**

    **(i) copy-and-paste:**

- When data that has already been inputted has to be duplicated (copied) in another part of the same document or in another document.

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**11. (a) (i) File name for the image shown**
        Microsoft Word – Document 1

**(ii) Name for the following areas shown:**
        **A** – Minimize button
        **B** – Close button
        **C** – Menu bar
        **D** – Formatting toolbar
        **E** – Horizontal ruler
        **F** – Scroll bars

**(iii) Function of B (Close button):**
        It is used to exit or close down the application.

**(iv) Steps required to exit the application using the area labelled C (menu bar)**
    1. Click on the File menu to display the file menu list.
    2. Select and click on the Exit command in the list, to exit the application.

**(b) Differences between Menu bar and Toolbar**

| <u>Menu bar</u> | <u>Toolbar</u> |
|---|---|
| 1.It contains commands displayed in words | 1. The commands are displayed in images and icons. |
| 2. Clicking on an item opens up other options under it | 2. Clicking on an icon or item executes the command immediately. |

**12. (a)** Word processing application / Word processor

**(b)** *Please refer to **Answer 10(ii)** above*

**(c) Name of the text area labelled A**
    ▪  Heading / Caption / Title / Topic

**(d) Font applied:**
    **(i)** Bold                **(ii)** Italic            **(iii)** Bold Italic

**(e) Alignment applied:**
    **B** – Justify        **C** – Left align / Align left      **D** – Right align / Align right

**(f) Steps to underline the text area labelled A:**
    1. Select the text
    2. Press the keyboard combination Ctrl + U
        **OR**
    1. Select the text
    2. Click on the underline button/icon on the formatting toolbar

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# SPREADSHEET APPLICATION

**QUESTIONS**

**1.** Explain the following terminologies
**(a)** Cell          **(b)** Column      **(c)** Row          **(d)** Graph                              *[2011 Q5]*

*2.* Explain the following terms as used in spreadsheet:
   **(i)** Worksheet   **(ii)** Active cell   **(iii)** Range      **(iv)** Workbook          *[2012 Q5(a)]*

**3.** ABC supermarket has acquired an application to generate cash receipt for goods purchased by its customers as shown in the diagram below.
The amount for each item is obtained by multiplying the unit price and quantity of goods purchased. The sub total is a summation of the amounts obtained for all purchased items. The tax payable is computed at the role of 10% of the sub total. The total amount to be paid is the summation of the sub total and the tax payable on purchased items.

Using the diagram below, answer the questions that follows:

|   | A | B | C | D |
|---|---|---|---|---|
| 1 | Item | Quantity | Unit Price | Amount |
| 2 | Milk | 15 | 2 | 30 |
| 3 | Milo | 25 | 3 | 75 |
| 4 | Sugar | 5 | 1 | 5 |
| 5 | | | Sub total | 110 |
| 6 | | | Tax Payable | 11 |
| 7 | | | Total Amount | 121 |

**(i)** Name the application program used in creating the above.
**(ii)** Identify the parts labelled **I**, **II** and **III**.
**(iii)** Provide the formula used in calculating the following cells:
   **D2** _____
   **D5** _____
   **D6** _____                                                        *[2013 Q1(a)]*

**4.** State the data type for the following characters as used in spreadsheet application
   (i) 13.65
   (ii) 24.04'
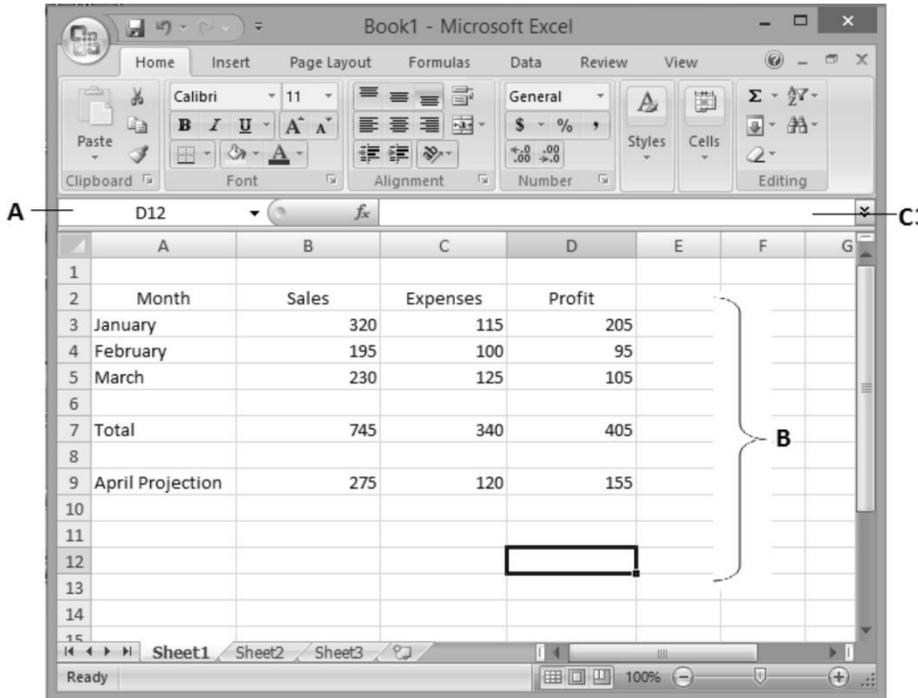   (iii) =sum(A5:G5)
   (iv) =A4+C8-G25
   (v) +233244971100
                                                                               *[2014 Q2(a)]*

**5.**



Use the diagram above to answer questions *(i)* to *(iv).*
**(i)** Name the application program used for the above figure.
**(ii)** Write the formula or function used to calculate the profit for cell **D7**.
**(iii)** Write the formula or function used to calculate the total; expenses for cell **C7**.
**(iv)** Name the parts labelled **A**, **B**, **C**.

*[(2014 Q1(a)]*

**6.** Study the worksheet carefully and use it to answer (I - iv)

|   | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | | BECE CLASS 3 RESULTS | | | | |
| 2 | Serial No | NAME | | MATHS | ENGLISH | SCIENCE | TOTAL |
| 3 | 1 | Mensah | Kofi | 63 | 67 | 45 | 175 |
| 4 | 2 | Jonfia | Esi | 34 | 78 | 64 | 176 |
| 5 | 3 | Mends | Eddy | 54 | 82 | 66 | 202 |
| 6 | 4 | Skews | Okra | 58 | 57 | 65 | 180 |
| 7 | 5 | Coffie | Sans | 50 | 50 | 54 | 154 |
| 8 | 6 | Okrah | Emma | 56 | 83 | 67 | 206 |
| 9 | 7 | TOTAL | | 315 | 417 | 361 | 1093 |

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**(c) Row**
- A row is a horizontal line of cells (boxes) in a worksheet of a spreadsheet program. It is labelled with a number A row has the same height.

**(d) Graph**
- A graph is a chart and its associated sample data in a table called data.
  **Or**
- A visual representation of worksheet data.

   Graphs / charts make it easier to understand the data in a worksheet
   Some examples of graphs are Pie graphs, bar graphs, line graphs, scatter graphs, column graphs, etc.

**2.** **(i) Worksheet** is the rectangular grid of cells in a spreadsheet program.

   **(ii) Active cell** is the cell that has been selected or activated.

   **(iii) Range** refers to a collection or group of cells.

   **(iv) Workbook** is made up of a combination of two or more worksheets.

**3. (i) Application program used**:
   Spreadsheet application **or** Microsoft Excel **or** Lotus 1-2-3

   **(ii) Identification of the labelled parts**
   I - Column          II - Cell                    III - Row

   **(iii) Formulae used in the cells**
   **D2**      =B2*C2
   **D5**      =SUM(D2:D4)          **or**      =D2+D3+D4
   **D6**      =10%*D5      **or**      =0.1*D5      **or**      =D5/10

**4. Data types for the following as used in a spreadsheet application**
   **(i)**   13.65            **-**      Value
   **(ii)**   24.04'            **-**      Label
   **(iii)**  =Sum(A5:G5)      **-**      Function
   **(iv)**  =A4+C8–G25      **-**      Formula
   **(v)**   +233244971100   **-**      Value

**5.** **(i) The application program used:** Microsoft Excel

   **(ii) The formula / function used to calculate the profit for cell D7**
    =B7–C7      **or**      =D3+D4+D5   **or**      =SUM(D3:D5)

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**8. (a) Features of an Active Cell**
- The name of an active cell is displayed in the name box
- The default active cell is A1
- The content of the active cell is shown in the formula bar
- An active cell has a bold black boarder around the cell.
- An active cell can be changed by using the arrow keys of mouse.

 **(b) Data type for the following data:**

   (i) =A4+C8 – G25          ---          Formula
   (ii) =PRODUCT (A5:G5)      ---          Function

**9. Spreadsheet** is a software application that enables a user to organize and manage data using rows and columns and it performs calculation using formula and functions.
**Examples of spreadsheet packages include:**
- Microsoft Excel
- Lotus 1-2-3
- OpenOffice Calc
- Google Sheets,        etc.

**10.     Definition of the following terms as used in spreadsheet application:**
**(a) Column**: *Please refer to **Answer 1(b)** above*

**(b) Rows**: Please refer to ***Answer 1(c)*** above

**(c) Range**: Please refer to ***Answer 2(iii)*** above

**(d) Worksheet**: Please refer to ***Answer 2(i)*** above

# *END OF ESSAY*

# PAPER 1
# (OBJECTIVE TEST)
## Questions & Answers

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### OBJECTIVES
*By the end of this section, you should be able to:*
- ✓ Provide choose the correct option for all the BECE Past Questions on first attempt.

- ✓ Spot the style and trends used in setting of BECE Paper 1 (Objectives) type questions, including patterns in repetition of questions.

- ✓ Access properly what you have learned under the various topics treated in ICT.

- ✓ Get adequately prepared to attempt all examinations with confidence.

### ORGANIZATION OF CONTENT:
- ✓ This section comprises the PAPER 1 (Objectives) type questions and answers which have been put under specific topics.

- ✓ The specific year for each of the questions have been indicated in bold-italicized text at the end of the question. E.g. *2019 Q18* meaning the question was set as Question number 18 in the 2019 Main BECE. '*Private*' is also indicated beside it for the private candidates' BECE questions.

- ✓ Repeated questions appear only once but the years in which they are repeated have all been indicated beside the question.

## INFORMATION PROCESSING

*Use the following information to answer question '6'.*

I. Processing    II. Data    III. Information

**1.** The sequence of the stages in the information processing cycle are
A. I, II and III
B. II, III and I                    *2011 Q.13*
C. II, I and III
D. III, I and II

**2.** Processed or transformed facts which are meaningful to the user is called
A. data
B. information                    *2012 Q.6*
C. input
D. output

**3.** The operation whereby the computer manipulates data to produce information is known as
A. capturing
B. processing                    *2013 Q.14*
C. recording                    *2015 Q.14*
D. retrieving

**4.** The stages of information processing cycle under *ICT* are
A. input, output, process and distribution
B. input, process, output and distribution
C. input, process, distribution and output
D. input, distribution, output and process.
                    *2015 Q.15*

**5.** A computer accepts data input, processes the data and produces
A. byte
B. data                    *2015 Q.3*
C. output
D. storage

**6.** Processed material which is meaningful to the user in computing is called
A. data
B. file                    *2016 Q.7*
C. information
D. record

**7.** The steps data go through to become information are
A. information steps                    *2017 Q.7*
B. information technology
C. information processing cycle
D. information distribution

**8.** The information processing cycle is divided into
A. two stages
B. three stages *2018 Private Q.7*
C. five stages
D. six stages

**9.** Under the information processing cycle, output of information takes place in the
A. ALU
B. CPU                    *2019 Private Q.6*
C. UPS
D. VDU

**10.** The end result of the information processing cycle that **cannot** be touched is referred to as
A. hard copy
B. hardware                    *2019 Q.6*
C. soft copy
D. software

**11.** In computing, the exchange of information is referred to as
A. communication
B. conversation                    *2019 Q.37*
C. education
D. entertainment

**12.** An electronic and programmable device that processes data into useful information is called
A. computer
B. peripheral                    *2019 Q.1*
C. processor
D. Technology

**13.** The following techniques are primary sources of data **except**
A. surveys
B. interviews     *2020 Q.7*
C. information
D. questionnaire

## PARTS OF A PERSONAL COMPUTER

**14.** The component of the computer that houses the motherboard and the power supply unit is called
A. central processing unit
B. monitor
C. printer     *2015 Q.4*
D. system unit

**15.** The part of the central processing unit responsible for performing all logical operations is
A. ALU
B. CU     *2015 Q.9*
C. RAM
D. ROM

**16.** The brain of the computer is the
A. monitor
B. system software     *2016 Q.1*
C. read only memory
D. central processing unit

**17.** The following devices can be found in the system unit **except**
A. ports
B. memory     *2016 Q.12*
C. motherboard
D. scroll wheel

**18.** The following are hardware components **except**
A. keyboard
B. monitor     *2016 Q.11*
C. mouse
D. windows

**19.** Devices that extend their services to enhance the function of the computer are called
A. hardware
B. software     *2017 Q.2*
C. peripherals
D. firmware

**20.** The interaction between the input and output devices is controlled by
A. BIOS
B. LINUX     *2017 Q.12*
C. CPU
D. RAM

**21.** Desktop computers are examples of
A. upper computers
B. mainframe computers
C. minicomputers
D. Microcomputers    *2018 Private Q.1*

**22.** The following are components in the system unit **except**
A. CPU
B. RAM     *2018 Q.12*
C. ROM
D. VDU

**23.** Which of the following devices is used to process information?
A. Computer
B. Speedometer     *2018 Q.8*
C. Thermometer
D. Weighing scale

**24.** The tangible part of the computer is known as
A. hardware
B. liveware     *2019 Q.10*
C. malware
D. software

**25.** The software that manages the communication between the hardware and the application software of a computer

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A. tower
B. laptop                    *2020 Q.1*
C. desktop
D. palmtop

39. The operating system is a type of
A. system software
B. program software          *2020 Q.5*
C. application software
D. communication software

40.  A collection of separate windows
applications sold as a group is called
A. command
B. communication            *2015 Q.22*
C. integrated
D. Suite

## TURNING ON & OFF THE COMPUTER

41. The process that starts an operating
system when a computer system is turned
on is referred to as
A. loading
B. start-up                  *2011 Q.7*
C. booting
D. shut down

42. Which of the following statements is **not**
true?
A. Remove all removable storage media or
device from the system unit when switching
on the computer.
B. Shut down a computer system before
removing the electric power supply
C. Random access memory is part of main
memory
D. The application software must be loaded
before the operating system
                             *2011 Q.8*

43. To *boot* a computer is the same as to
A. shut down the computer
B. restart the computer      *2013 Q.7*
C. start the computer

D. stop the computer

44.  Which of the following devices must be
turned on first when booting a computer?
A. Monitor
B. Printer                   *2014 Q.7*
C. Scanner
D. System unit

45.  The program that is loaded into the
main memory when a computer is booted is
A. utility program
B. operating system          *2014 Q.8*
C. communication software
D. Word processing software

46.  Which of the following devices must be
turned on first when booting the
computer?
A. Central Processing Unit
B. Monitor                   *2015 Q.8*
C. Printer
D. System Unit

47.  To boot a computer means to
A. put it off
B. put it on                 *2016 Q.4*
C. restart it
D. take it away

48.  To boot a computer system the user
needs
A. Word processing software
B. printer attached          *2016 Q.15*
C. virus checking program
D. operating system

49.  When a computer is on, it is normally
termed as
A. information
B. programming               *2017 Q.4*
C. running
D. working

50. The process of restarting the computer
which is already running is referred to as
A. cold booting

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shortcut means to open files, folders and programs?
A. Desktop
B. Icon                           *2018 Q.17*
C. Screen
D. Start menu

77. The long bar located at the bottom of the computer desktop is called
A. menu bar
B. status bar                     *2019 Private Q.4*
C. taskbar
D. toolbar

78. The following are items located on the default taskbar **except**
A. date
B. clock                          *2019 Q.4*
C. recycle bin
D. start menu button

79. To remove unwanted shortcuts from the computer, which of the following options will be most appropriate?
I. Click on the shortcut icon once and press the delete key on the keyboard
II. Drag the shortcut icon into the recycle bin
III.   Right-click on the shortcut icon and select delete from the pop-up menu

A. I and II only
B. I and III only                 *2019 Q.17*
C. II and III only
D. I, II and III

80. A graphical representation of a program stored on the computer is known as
A. an icon
B. a desktop                      *2020 Private Q.5*
C. an image
D. a picture

81. A small symbol displayed on the screen of a computer that moves as a user interacts with the mouse or other pointing devices is called

A. icon
B. pointer                        *2020 Private Q.9*
C. scroll arrow
D. insertion point

82. The start menu of the computer desktop
A. stores programs
B. saves applications             *2020 Private Q.16*
C. launches programs
D. displays the desktop icons

83. Which of the following items does a computer desktop contain?
I. Icons
II. Task bar
III. Start button

A. I and II only
B. I and III only                 *2020 Private Q.26*
C. II and III only
D. I, II and III

84. An operating system has all the following features **except**
A. icons
B. scroll bar                     *2020 Q.16*
C. system tray
D. wallpaper

85. Which of the following tools gives the user a log of all opened applications?
A. Task bar
B. Title bar                      *2020 Q.17*
C. Start menu
D. Start button

86. A user can arrange icons by
I. Date                 II. Type
III. Name               IV. Colour

The **correct** option by which the user can arrange the icons are?
A. I and II only
B. I, II and III only             *2020 Q.26*
C. I, II and IV only
D. II, III and IV only

## WINDOWS MANAGEMENT

**87.** A group of files are stored in a
A. folder
B. graphic      *2013 Q.13*
C. text
D. Word

**88.** 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
*2015 Q.12*

**89.** Dragging a folder from one drive to a window on the same drive is equivalent to a
A. copy operation
B. cut operation      *2015 Q.13*
C. delete operation
D. move operation

**90.** The number of command buttons on the control menu are
A. 2
B. 3      *2016 Q.16*
C. 4
D. 5

**91.** Double-clicking on a program icon on a computer desktop
A. cuts the program's window
B. copies the program's window
C. closes the program's window
D. opens the program's window
*2016 Q.31*

**92.** Using a computer application is known as
A. installing
B. launching      *2018 Q.4*
C. operating
D. running

**93.** Which of the following bars displays the heading of an open window?
A. Menu bar
B. Status bar      *2018 Q.33*
C. Standard toolbar
D. Title bar

**94.** Which of the following buttons is used to exit an application window?
A. Close button
B. Maximize button      *2019 Private Q.16*
C. Minimize button
D. Restore button

**95.** The title bar of an opened application always displays the name of the application and the name of the
A. computer
B. document      *2019 Q.16*
C. software
D. system

## BASIC TYPING SKILLS DEVELOPMENT (KEYBOARD AND MOUSE SKILLS)

**96.** Which of the following keys are frequently used in our daily typing work on a computer system?
   I. Enter key      II. Space bar
III. Print screen      IV. Delete key

A. I, II, III and IV
B. I, II, and III only      *2011 Q.19*
C. I, II and IV only
D. II, III, and IV only

**97.** During typing lesson computer users are supposed to use?
A. 5 fingers
B. 6 fingers      *2011 Q.20*
C. 8 fingers
D. 10 fingers

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computer keyboard is

A. @
B. F1                              *2018 Private Q.9*
C. Qu
D. 10

**122.** Which of the following are not keys on the computer keyboard?

A. Computerized keys
B. Cursor keys              *2019 Private Q.8*
C. Function keys
D. Special Purpose keys

**123.** The arrow keys on the computer keyboard are also referred to as

A. cursor keys
B. function keys              *2019 Q.8*
C. shift keys
D. special purpose keys

**124.** A document which shows its entire text in upper case means that the user has activated the

A. alt key
B. caps lock key              *2019 Q.28*
C. num lock key
D. shift key + F3

**125.** Which of the following keys is used to create a new line in Word processing?

A. Ctrl key
B. Enter key              *2019 Q.30*
C. Esc key
D. Shift key

**126.** The act of pressing mouse button twice quickly without moving the mouse is termed as

A. Double click
B. Right click              *2012 Q.19*
C. Single click
D. Normal click

**127.** Dragging a folder from one drive to a window on another drive is equivalent to a

A. cut operation

B. copy operation              *2014 Q.13*
C. delete operation
D. move operation

**128.** Right – clicking a mouse on an open window will

A. create a new document
B. open a File menu              *2013 Q.19*
C. open a new window
D. open a context menu if available

**129.** The act of clicking on an object and dragging it to a different location is referred as

A. drop–and- drag
B. drag-and-drop              *2014 Q.18*
C. drop-and-move
D. drag-and-paste

**130.** Which of the following mouse buttons when clicked, provides menu which a user can choose from?

A. Left button
B. Right button              *2017 Q.29*
C. Scroll ball
D. Scroll button

**131.** Clicking is usually associated with

A. left button
B. right button              *2018 Private Q.17*
C. scroll button              *2019 Private Q.28*
D. scroll ball

**132.** Which part of the computer mouse is used to select an object on-screen?

A. Left button
B. Right button              *2018 Q.29*
C. Scroll ball
D. Scroll button

**133.** How many arrow keys are found on the computer keyboard?

A. 2
B. 3              *2018 Q.10*
C. 4
D. 5

**134.** To create a space between characters, words and sentences, use the
A. backspace key
B. enter key          *2018 Q.28*
C. shift key
D. space bar key

**135.** In the selection of an object on the screen of a computer, using a touchpad is similar to using a
A. mouse
B. Scanner          *2019 Private Q.12*
C. keyboard
D. microphone

**136.** Which of the following mouse buttons can be used to open an icon?
A. Dragging
B. Double clicking   *2017 Private Q.29*
C. Right clicking
D. Single clicking

**137.** Pressing and releasing the left mouse button twice in quick succession is termed
A. dragging
B. double-clicking   *2019 Q.29*
C. left-clicking
D. right-clicking

**138.** The number of keys on a standard computer keyboard is
A. 100
B. 104          *2020 Private Q.2*
C. 108
D. 128

**139.** To click the computer mouse is to: press and release the
A. left mouse button
B. right mouse button
C. left mouse button twice
D. right mouse button twice
          *2020 Private Q.29*

**140.** The combination of numbers and characters as used in computing environment is termed

A. letters
B. characters          *2020 Q.9*
C. alphanumbers
D. alphanumeric

## HEALTH AND SAFETY IN USING ICT TOOLS

**141.** Which of the following is **not** a safety measure to consider in the ICT environment?
A. Not over loading a socket
B. Sitting in a correct posture behind the computer
C. Allowing the battery of a laptop to run down before charging
D. Avoid plugging computer in damaged sockets
          *2011 Q.14*

**142.** Which of the following is an effect of a loud ringing tone of a mobile phone?
A. Wrist pain
B. Neck pain          *2011 Q.17*
C. Headache
D. Hearing impairment

**143.** The device used to ensure a constant flow of power supply to a computer system is the
A. stabilizer
B. set – up transformer   *2012 Q.4*
C. step – up transformer
D. uninterruptible power supply

**144.** The following are possible health hazards of prolonged use of the computer system **except**
A. back and neck pain
B. Tuberculosis          *2012 Q.7*
C. eye strain
D. wrist pain

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B. avoid plugging ICT tools on damaged sockets                    *2019 Q.18*

C. position the body correctly

D. use plastic chair always

**156.** The best measure that computer users should practice to reduce the chances of wrist and finger pains due to long term usage of the computer is to

A. adjust the lightening of the computer screen

B. close the eyes and rest them for one minute

C. spread fingers apart

D. use adjustable chair always

*2019 Q.19*

**157.** The problem associated with a computer user as a result of radiation from the monitor is

A. dizziness

B. numbness                    *2020 Private Q.18*

C. eye irritation

D. cardiovascular

**158.** Which of the following options is **not** a safety measure?

A. Danger

B. Security                    *2020 Q.18*

C. Antivirus

D. Protection

**159.** The following options are possible health hazards of prolonged use of the computer systems **except**

A. numbness

B. eye strain                    *2020 Q.19*

C. good vision

D. back pains

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## LEARNING WITH ICT TOOLS/ INTEGRATION OF ICT INTO LEARNING

**160.** Which of the following can bring enhanced learning experience to the classroom through the use of pictures, videos and sound?

A. Software application

B. Learning Software                    *2011 Q.16*

C. Multimedia Software

D. Teaching and learning Software

**161.** To which of the following activities is *ICT* useful?

I. Education    II. Farming    III. Medicine

A. I and II only

B. I and III only                    *2011 Q.18*

C. II and III

D. I, II, and III

**162.** Which of the following software can be used to enhance teaching and learning through the use of Pictures, videos and sound?

A. Multimedia Software

B. Network Software                    *2012 Q.21*

C. programming Software

D. Utility Software

**163.** All the following are reasons for using ICT in education **except**

A. forcing student to learn at other's pace

B. increasing learner motivation and engagement

C. facilitating the acquisition of basic skills in subject areas

D. enhancing teaching through the use of presentation software

*2012 Q.36*

**164.** Software that presents lesson in a movie - like manner is referred to as

A. multiplicity

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C. making friends in the school
D. students using ICT laboratory always
*2020 Private Q.27*

**176.** A teacher who uses a video to teach students is making use of *ICT* in
A. education
B. communication      *2020 Q.27*
C. entertainment
D. advertisement

## COMPUTER VIRUSES

**177.** Computer virus is capable of
A. enhancing the content of a file
B. maintaining the computer system
C. making the work of the computer easy
D. slowing down the computer system performance
*2012 Q.40 ; 2015 Q.35*

**178.** 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      *2014 Q.15*
C. windows
D. word processing

**179.** Which of the following **cannot** cause computer virus infection?
A. Internet
B. Input devices      *2016 Q.20*
C. Computer
D. Removable storage devices

**180.** The computer program written to cause harm or damage to the computer and its files is known as
A. anti-virus
B. file      *2018 Private Q.20*
C. virus
D. window

**181.** Which of the following items is **not** a source of computer virus?
A. CD – R
B. CD – ROM      *2018 Q.9*
C. Internet
D. Pen drive

**182.** The computer program designed to prevent viruses from damaging the computer and its files is called
A. anti-virus
B. virus      *2018 Q.20*
C. virus infestation
D. virus protector

**183.** A computer program that can duplicate itself and affect the performance of the computer is called
A. bacteria
B. infection      *2019 Private Q.7*
C. program
D. virus

**184.** A malicious software specially designed to cause the computer system to be slow and malfunction is
A. an application
B. a bacteria      *2019 Q.7*
C. a germ
D. virus

## COPYRIGHT ETHICS

**185.** The legal right to control the production and selling of a book, play film and software is known as
A. production right
B. copyright      *2011 Q.15*
C. trade mark
D. patent

**186.** The following are good practices in the computing environment **except**
A. copyrighting of software

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**197.** Which of the following reasons **best** describes copyright protection?
A. to copy intellectual properties
B. to hide intellectual properties
C. to keep intellectual properties
D. to protect intellectual properties
*2020 Q.8*

**198.** The practice of copying and distributing information without the permission of the owner is known as
A. spam
B. piracy            *2020 Q.20*
C. privacy
D. copyright

### BASIC STORAGE DEVICES OF A COMPUTER

**199.** The **two** components of a personal computer main memory are
A. RAM and CU
B. RAM and ROM        *2011 Q.5*
C. ROM and CU
D. ALU and CU

**200.** The temporary working of a computer system is the
A. Arithmetic Logic
B. Flash Memory       *2012 Q.16*
C. Random Access Memory
D. Read Only Memory

**201.** Which of the following is storage medium?
A. Mouse
B. Printer            *2011 Q.4*
C. Keyboard
D. Flash memory

**202.** Which of the following devices has the **largest** storage capacity?

A. Digital Versatile Disc
B. Computer disc      *2011 Q.6*
C. Floppy disc        *2012 Q.3*
D. Hard disc          *2014 Q.5*

**203.** The creation of a copy of data on a computer system for safe keeping externally is referred to as
A. data backup
B. data filtering     *2012 Q.30*
C. data entry
D. data restoration

**204.** The letter that normally represents the floppy disk in an operating system is
A. A
B. C                  *2012 Q.31*
C. D
D. E

**205.** The devices that the computer uses to keep data are
A. Input devices
B. Output devices     *2013 Q.2*
C. Processing devices
D. Storage devices

**206.** 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
*2013 Q.4*

**207.** A pen drive
A. Inputs Information
B. Puts out Information   *2013 Q.5*
C. Retrieves Information
D. Stores Information

**208.** The main storage medium within the system unit of the computer is the
A. CD – ROM

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referred to as
A. zip disk
B. hard disk            *2020 Private Q.3*
C. floppy disk
D.  compact disc

**235.**    Processed data in the computer are temporarily held in the
A. cache memory
B. flash memory          *2020 Private Q.4*
C. read only memory
D. random access memory

**236.**    The **smallest** unit of data management is
A. bit
B. byte                 *2020 Private Q.7*
C. word
D. Megabyte

**237.**    A group of eight bits is called
A. byte
B. Word                *2020 Private Q.12*
C. digit
D. value

**238.**    The following components are storage devices **except**
A. diskette drive
B. hard disk drive       *2020 Private Q.14*
C. flash memory drive
D. random access memory

**239.**    A good precaution for using CDs and DVDs is to
A.  place them near magnetic fields
B.  touch the silvered surface always
C.  leave them inside the disk drive always
D.  place them inside a safety jacket at all times              *2020 Private  Q.19*

**240.**    Mrs. Famiyeh wants to copy information onto a compact disc, and use the information several times without erasing it. Which of the following media would you advise her to use?
A. VCD

B.  CD – R              *2020 Private Q.25*
C.  CD Plus
D.  CD – ROM

**241.**    Which of the following devices provides permanent storage of information for future retrieval and use?
A. Modem
B. Light pen             *2020 Q.3*
C. Sound card
D. Memory stick

**242.**    Which of the following data measuring units is **not** in the computer field?
A. Gigabyte
B. Kilobyte              *2020 Q.12*
C. Megabyte
D. Zingabyte

**243.**    One megabyte of information is approximately equal to
A. 1,000 bytes of data
B. 10,000 bytes of data       *2020 Q.14*
C. 100,000 bytes of data
D. 1,000,000 bytes of data

**244.**    It is appropriate to use a backup when the original file is
A. new
B. lost                 *2020 Q.25*
C. fresh
D. intact

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### BASIC INPUT AND OUTPUT DEVICES

**245.** The most common means by which data are input into the computer is through
A. mouse
B. keyboard              *2011 Q.1*
C. microphone
D. joystick

246. Computer device such as mouse, touchpad and joystick are referred to as
A. output device
B. pointing device          *2011 Q.2*
C. standard device
D. internet device

247. In the absence of a mouse, which of the following devices could be used to perform its functions?
A. Scanner
B. Webcam          *2011 Q.22*
C. Keyboard
D. Microphone

248. The least number of input devices that a computer system can have is
A. 1
B. 2          *2012 Q.1*
C. 3
D. 4

249. The total number of keys on a standard QWERTY keyboard is
A. 96
B. 104          *2012 Q.22*
C. 108
D. 116

250. Keys on a computer keyboard which are used to move the cursor in a specific direction are called
A. arrow keys
B. function keys          *2012 Q.33*
C. shift keys
D. special purpose keys

251. Entry of data into the computer is termed
A. input
B. output          *2016 Q.10*
C. process
D. distribution

252. Which of the following devices are used to feed a computer system with data?
A. Keyboard and monitor
B. Keyboard and mouse          *2015 Q.2*
C. Mouse and monitor
D. Mouse and printer

253. Which of the following can be used as an input device and the same time output device?
A. Microphone
B. Modem          *2014 Q.3*
C. Printer
D. Speaker

254. An example of a function key on the computer keyboard is
A. F1
B. Q          *2016 Q.9*
C. @
D. NmLk

255. Devices that extend their services to enhance the function of the computer are called
A. hardware
B. software          *2017 Q.2*
C. peripherals
D. firmware

256. Which of the following is a keyboard layout format?
A. QWERTY
B. QWRETY          *2017 Q.8*
C. QWRTEY
D. QWREYT

257. Which of the following computer keys are used for issuing commands?
A. Alphanumeric
B. Numeric          *2017 Q.28*
C. Standard
D. Function

258. Which of the following devices sends commands into the computer?
A. Keyboard

B. Pen drive                    *2018 Q.2*
C. Printer
D. System Unit

**259.** The following are input devices **except**
  A. keyboard
  B. monitor                   *2018 Q.14*
  C. mouse
  D. scanner

**260.** A pen-like device that is used to enter data by applying pressure on a screen is the
  A. joystick
  B. mouse                     *2019 Q.14*
  C. pointer
  D. stylus

**261.** Flat panel screen is also known as
  A. LCD
  B. VCD                       *2011 Q.3*
  C. CRT                       *2013 Q.1*
  D. OCR

**262.** The device that converts computer output into displayed images is the
  A. hard disk
  B. monitor                   *2012 Q.1*
  C. printer
  D. processor

**263.** The device which is used to produce hard copies from personal computers in school is
  A. photocopier
  B. monitor                   *2013 Q.31*
  C. printer
  D. scanner

**264.** The part of the computer which displays information to the user in soft copy format is the
  A. monitor
  B. printer                   *2014 Q.1*
  C. processor
  D. scanner

**265.** The sharpness of an image on a monitor screen is determined by the number of
  A. inches
  B. pits                      *2014 Q.2*
  C. pixels
  D. unit

**266.** A computer accepts data input, processes the data and produces
  A. byte
  B. data                      *2015 Q.3*
  C. output
  D. storage

**267.** Information printed on paper is referred to as
  A. carbon copy
  B. hard copy                 *2015 Q.33*
  C. print copy
  D. soft copy

**268.** An example of output device is
  A. keyboard
  B. mouse                     *2016 Q.2*
  C. printer
  D. scanner

**269.** The monitor that displays output only in one colour is
  A. cathode ray tube
  B. dichrome                  *2018 Private Q.2*
  C. liquid crystal display
  D. monochrome

**270.** Which of the following computer devices make information accessible to the end user?
  A. Input devices
  B. Output devices            *2019 Private Q.13*
  C. Process devices
  D. Storage devices

**271.** The Liquid Crystal Display monitor of a computer is also known as
  A. cathode ray tube

B.  display screen       *2019 Q.12*
C.  flat panel display
D.  television display

**272.** The device used to send pictures, diagrams and photographs into the computer system in a digital format is the
A.  stylus
B.  mouse       *2020 Private Q.13*
C.  scanner
D.  joystick

**273.** Which of the following components is **not** an input device?
A.  Mouse
B.  Light pen       *2019 Private Q.37*
C.  Keyboard
D.  Processor

**274.** The following components are forms of pointing devices **except**
A.  mouse
B.  cursor       *2020 Q.2*
C.  trackball
D.  touch pad

**275.** The following options are computer output devices **except**
A.  monitor
B.  printer       *2020 Q.13*
C.  scanner
D.  projector

**276.** Which of the following computer components is used to display the desktop icons?
A.  Mouse
B.  Monitor       *2020 Q.36*
C.  Joystick
D.  System unit

**277.** Computer devices such as mouse and joystick are referred to as
A.  output devices
B.  network devices       *2020 Q.37*
C.  pointing devices
D.  standard devices

## FILES AND FOLDERS

**278.** Windows organizes information on the computer using a
A.  directory
B.  folder       *2011 Q.11*
C.  subdirectory
D.  disk

**279.** Which of the following are valid folder names?
I. Black/Stars       II. Black:Stars
III. Black_Stars       IV. Black Stars
A.  I and II only
B.  II and III only       *2011 Q.12*
C.  III and IV only
D.  II and IV only

**280.** Which of the following is a valid folder name?
A.  Black/Stars
B.  Black_Stars       *2012 Q.23*
C.  Black:Stars
D.  Black*

**281.** An entity in a file system which contains a group of files is called a
A.  cabinet
B.  container       *2012 Q.29*
C.  document
D.  folder

**282.** Recycle bin or trash bin contains deleted files and folders from the
A.  floppy disk
B.  flash disk       *2012 Q.32*
C.  hard disk
D.  zip disk

**283.** To copy a file means to
A.  cut the file from the desktop
B.  delete the file into recycle bin
C.  make a duplicate of the file
D.  remove the file from a folder
      *2013 Q.11*

**284.** A group of files are stored in a
  A. folder
  B. graphic                    *2013 Q.13*
  C. text
  D. word

**285.** To copy a file means to
  A. cut the file
  B. delete the file            *2014 Q.10*
  C. remove the file
  D. make a duplicate of the file

**286.** Dragging a folder from one drive to a window on another drive is equivalent to a
  A. cut operation
  B. copy operation             *2014 Q.13*
  C. delete operation
  D. move operation

**287.** When files and folders are deleted from the computer, they go into the
  A. briefcase
  B. desktop                    *2015 Q.10*
  C. delete bin
  D. recycle bin

**288.** 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
                                *2015 Q.12*

**289.** A folder within another folder is called
  A. file
  B. sub folder                 *2016 Q.6*
  C. inside folder              *2018 Q.18*
  D. innermost folder

**290.** The location where a file is stored is called
  A. folder
  B. icon                       *2016 Q.17*
  C. page

  D. website

**291.** Double-clicking on a program icon on a computer desktop
  A. cut the program's window
  B. copies the program's window
  C. closes the program's window
  D. open the program's window
                                *2016 Q.31*

**292.** When files are cleared from the computer, it is known as
  A. restoring
  B. editing                    *2017 Q.16*
  C. deleting
  D. removing

**293.** The default storage location for files and folders is
  A. My briefcase
  B. My computer                *2018 Q.6*
  C. My documents
  D. My network places

**294.** Which of the following statements are true about files?
  I. A file can be renamed whilst it is open
  II. A file cannot be deleted whilst it is open
  III. A file deleted from a computer maybe found in the recycle bin or trash bin.

  A. I & II only
  B. I & III only               *2018 Q.7*
  C. II & III only
  D. I, II & III

**295.** Which of the following is used as a shortcut means to open files, folders and programs?
  A. Desktop
  B. Icon                       *2018 Q.17*
  C. Screen
  D. Start menu

**296.**    A file is a collection of
   A. books
   B. sheets                    *2019 Private Q.5*
   C. different records
   D. related records

**297.**    Which of the following represents
   text, image, audio and video?
   A. File
   B. Folder                    *2019 Private Q.17*
   C. Notepad
   D. WordPad

**298.**    Files are best kept in
   A. icons
   B. Folders                   *2019 Q.5*
   C. programs
   D. application

**299.**    A named collection of stored data or
   information is called
   A. File
   B. Text                      *2020 Private Q.6*
   C. Folder
   D. Notepad

**300.**    Which of the following options is used
   during file and folder management?
   A. File menu
   B. Tools menu                *2020 Q.17*
   C. Internet explorer
   D. Windows explorer

## THE INTERNET AND WORLD WIDE WEB

**301.** A computer program that enables
   user to surf the internet is known as
   A. internet surfer
   B. web browser               *2011 Q.33*
   C. web surfer                *2013 Q.32*
   D. web navigator             *2015 Q.37*

**302.** The worldwide network that makes
   electronic information available to
   users is also known as
   A. site
   B. web                       *2011 Q.36*
   C. browser
   D. map

**303.**    The internet is a
   A. global network of computers
   B. government agency that links
      computers
   C. software for designing programs
   D. special network of computers in an
      office
                               *2012 Q.14*

**304.**    Which of the following devices will
   enable users to get access to the Internet
   connection?
   A. Keyboard
   B. Modem                     *2013 Q.34*
   C. Projector
   D. Scanner

**305.**  Which of the following is a web
   browser?
   A. Firewall
   B. Opera                     *2014 Q.32*
   C. Windows
   D. Yahoo

**306.**  The speed of modem is measured in
   A. baud
   B. bit                       *2016 Q.23*
   C. byte

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## Please Call/WhatsApp

# 024 811 3311

### For Enquiry

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**Please Call/WhatsApp**

# 024 811 3311

**For Enquiry**

**329.** Which of the following is a complete website address?
A. hhpp://www.waecghana.org
B. hhttp://www.waecghana.org
C. http://www.waecghana.org
D. htpp://www.waecghana.org

*2018 Q.37*

**330.** Downloading of software and video from the internet is a major source of computer
A. information
B. protection    *2019 Private Q.36*
C. safety
D. virus

**331.** A collection of linked documents and pages stored on millions of computers distributed across the world is called
A. browser
B. hyperlink    *2019 Q.22*
C. internet
D. world wide web

**332.** Google is an example of a
A. browser
B. search engine    *2019 Q.24*
C. span mail
D. website

**333.** The buttons for reload/refresh, back, stop and forward can be found on the following applications **except**
A. Search engine
B. Web browser    *2019 Q.35*
C. Website
D. WhatsApp

**334.** Personal log or journal entries posted on the web are known as
A. blogs
B. e-mails    *2020 Private Q.22*
C. web casts
D. list servers

**335.** The **largest** computer network ever

to have emerged is the
A. extranet
B. intranet    *2020 Private Q.23*
C. internet
D. satellite

**336.** The acronym ISP stands for
A. Internet System Provider
B. Internet Service Provider
C. Information System Provider
D. Information Service Provider

*2020 Q.22*

**337.** The set of rules that enables different types of computers and networks on the internet to communicate with one another is the
A. internet
B. network    *2020 Q.35*
C. protocol
D. Communication

## E-MAIL AND SHARING OF INFORMATION

**338.** Which of the following terms refers to unsolicited e-mails in the form of advertising or letters?
A. Compose
B. Inbox    *2012 Q.39*
C. Spam    *2013 Q.37*
D. Trash

**339.** The command button that opens a dialog box for users to create an e-mail message is ….
A. back button
B. compose button    *2014 Q.36*
C. create button
D. refresh button

**340.** The button that opens a dialogue box for users to create an email message is
A. Back

B. Compose                    *2015 Q.34*
C. Create
D. Refresh

**341.**    Which of the following does a
user need to *bypass* before accessing
an email?
A. Gmail and password
B. Yahoo and username       *2016 Q.36*
C. Password and username
D. Computer name and password

**342.**    All the following are unethical use of
E-mail **except**
A. Deleting any message, you do not need
B. Sending damaging information about
people
C. Sending of malicious software
D. Sending spam
                    *2018 Private Q.23*

**343.**    Which of the following options is used
to create an e-mail message?
A. Attachment
B. Compose        *2018 Private Q.35*
C. Inbox
D.  Send

**344.**    Unsolicited bulk electronic messages
are generally referred to as
A.  communication
B.  e-mail              *2018 Private Q.37*
C.  spam
D.  virus

**345.**    The term *e-mail* stands for
A. Easy mail
B. Electrical mail     *2019 Private Q.24*
C. Electronic mail
D. English mail

**346.**    The best way to exit from an email
account is to
A. log in first
B. log out first      *2019 Private Q.35*
C. switch user first
D. change account first

**347.**    Which of the following is **true** about
e-mail communication?
A. Every user of an e-mail account needs a
valid address and password
B. Every user of an e-mail account needs a
valid username and password
C. Every user of an e-mail account needs
only a valid password
D. Every user of an e-mail account needs
only a valid username
                    *2019 Private Q.37*

**348.**    A teacher using the Internet decided
to send an electronic mail to Junior High
School Students in Ghana. Which of the
following will the Teacher use to
accomplish his / her mission?
A.  Website address
B.  Data file address        *2011 Q.34*
C.  E – mail address
D.  Modern address

**349.**    In e-mail context, what does
**BCC** stands for?
A.  Blank Carbon Copy
B. Blind Carbon Copy       *2011 Q.35*
C.  Bulk Carbon Copy        *2015 Q.36*
D.  Backup Carbon Copy

**350.**    On an email interface, which of
the following area is mandatory to
complete and send message?
A. Sender body
B. Sender name            *2014 Q.30*
C. Message header / Subject
D. Message recipient e-mail address

**351.**  Which of the following options is used
to access message from an Inbox in an
electronic mail?
A.  Mail
B.  Send/ Receive          *2016 Q.35*
C.  Import/ Export
D.  Create new account

**352.**  The fastest form of sending
information is through the

A. Ghana post
B. EMS                           *2017 Q.24*
C. E-mail
D. DHL

**353.** Which of the following is compulsory
when composing and sending an email?
A. Message Body
B. Message Header/Subject   *2018 Q.35*
C. Recipient's Email Address
D. Sender's Name

**354.**    Which of the following email features
can be used to communicate a new
message to a friend?
A. Send/Compose
B. Compose/Send      *2020 Private Q.35*
C. Import/Export
D. Create a new account/Existing user
   account

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**IINTRODUCTION TO WORD PROCESSING**
**CREATING A WORD PROCESSING**
**DOCUMENT**

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**355.** The total number of command
buttons on the title bar of an opened
word processing window is
A. 2
B. 3                             *2012 Q.5*
C. 5
D. 6

**356.** A program on the computer which
enables users to type letters to friends
is the
A. Browser
B. Spreadsheet                   *2012 Q.24*
C. Utility
D. Word processing

**357.**    The method of reproducing copies of
a document is termed
A. copying
B. pasting                       *2016 Q.13*
C. photocopying
D. printing

**358.** The following are features of a word
processing window **except**
A. desktop
B. font                          *2016 Q.21*
C. print
D. zoom

**359.** The process of moving different
portions of a document on the screen
into view is called
A. downward
B. upward                        *2017 Q.6*
C. moving
D. scrolling

**360.** A word document created with a
word processing program will have
the extension
A. .doc

B. .txt                    *2017 Q.21*
C. .ppt
D. .xls

**361.** A symbol on the screen that indicates where the next character typed will appear is
A. text mark
B. indicator              *2017 Q.31*
C. pointing stick
D. insertion point

**362.** Which of the following is **not** a language tool in a word processing application
A. find and replace
B. grammar checker   *2018 Private Q.32*
C. spell checker
D. thesaurus

**363.** Computerized text editing can appropriately be applied to
A. Database application
B. Desktop application
C. Spreadsheet application
D. Word processing
                          *2018 Private Q.21*

**364.** A word processor is used to
A. browse the internet
B. change wallpaper      *2018 Private Q.31*
C. search for audio files
D. type letters

**365.** Which of the following bar is not a feature of a Word processing program?
A. Formula bar
B. Menu bar              *2019 Private Q.21*
C. Status bar
D. Standard  toolbar

**366.** Which of the following is an example of a Word processor?
A. Excel
B. Lotus 1,2,3           *2019 Q.10*
C. Notepad

D. Print artist

**367.** The shortcut to some commands on the menu bar of a Word processing application program can be found on the
A. scroll bar
B. status bar            *2019 Q.33*
C. standard toolbar
D. title bar

**368.** To save a previously saved document under a new name, use the
A. Save command
B. Rename command        *2011 Q.25*
C. Re-save command
D. Save As command

**369.** The command that enables the user to save previously saved document under a new name is
A. New
B. Rename                *2012 Q.25*
C. Save
D. Save As

**370.** The save command is found under which of the following menu option?
A. Edit
B. File                  *2013 Q.26*
C. Insert
D. Tools

**371.** When a text automatically moves to the nest line at the end of a margin in a word processing program, it is referred to as
A. text wrap
B. word wrap             *2013 Q.28*
C. text movement         *2014 Q.27*
D. word movement         *2015 Q.25*

**372.** Which of the following commands is used to resave an edited file with the same file name?
A. Copy
B. Save                  *2014 Q.22*

C. Save As
D. Send

**373.**    To create a space between characters, words and sentences, use the
A. backspace key
B. enter key                    *2016 Q.28*
C. shift key
D. spacebar key

**374.**  The process that is used to recall a document previously saved is termed
A.  copy
B.  enter                       *2016 Q.30*
C.  open
D.  save as

**375.**    The command button used to recall existing document in a Word processing application is
A. Copy
B. Open                         *2018 Private Q.30*
C. Save
D. Save As

**376.**  The default orientation for a Word document is
A. A4
B. landscape                    *2018 Q.21*
C. letter
D. portrait

**377.**    In Word processing environment, the blinking bar that shows the user where the next characters typed will appear is called
A. character point
B. flashing bar                 *2019 Private Q.30*
C. insertion point
D. typing bar

**378.**    Which of the following options **cannot** be used to open a new blank document in a Word processing program?
A. File menu
B. Formatting toolbar    *2019 Private Q.33*
C. Standard toolbar

D.  Start menu

**379.**    In typing a class assignment given by a Ghanaian language teacher using the computer, which of the following application programs will be appropriate to use by the student?
A.  Spreadsheet program
B.  Database program            *2011 Q.23*
C.  Word processing program
D.  Graphical program

**380.**  Word processing is used mainly by
A. Accountants
B. Artists                      *2013 Q.33*
C. Engineers
D. Secretaries

**381.**    Launching a Word processing application will
A. open existing document
B. open formatted document
C. create a recent document
D. create a blank document
                        *2020 Private Q.21*

**382.**    Which of the following menu options contains the new blank document command?
A. Edit
B. File                         *2020 Private Q.30*
C. Format
D. Insert

**383.**    Which of the following menu commands is used to give a file a name and a place to be stored?
A. New
B. Open                         *2020 Private Q.32*
C. Print
D. Save As

## EDITING A WORD PROCESSING DOCUMENT

**384.** The standard toolbar contains buttons that
A. close and resize windows
B. control page margins and tabs
C. performs the most common tasks
D. help users to navigate through
the document

*2012 Q.26*

**385.** Double clicking on a word in a word processing program selects the
A. document
B. paragraph    *2012 Q.35*
C. sentence
D. word

**386.** Which of the following keys is used for multiple selection of text that are **not** continuous?
A. Alt
B. Ctrl    *2013 Q.22*
C. Del    *2020 Private Q.31*
D. Shift

**387.** When a user clicks within a selected text by holding down the left mouse button, and then transfers the cursor to a different location within the same document, the text will be
A. cut
B. moved    *2013 Q.23*
C. copied
D. deleted

**388.** Which of the following command button is found on the standard toolbar?
A. Bold
B. Bullets    *2013 Q.27*
C. Redo
D. Undo

**389.** Which of the following steps will open a check and correct errors and submit the file for safe keeping under a word processing application?
A. File, Open, Edit and save
B. Open, File, Edit and Save    *2016 Q.32*
C. Open, File, Close and Save
D. Start, Open, Edit and Save

**390.** The process of a user placing the cursor at the end of a text, holds down the left mouse button and drag to the other end of the text is referred to as
A. copying
B. cutting    *2016 Q.33*
C. moving
D. selecting

**391.** Making changes to an existing document is known as
A. creating
B. modifying    *2017 Q.30*
C. adjusting
D. editing

**392.** Making changes and corrections of grammatical errors to an existing document is referred to as
A. correction
B. deleting    *2018 Q.30*
C. editing
D. formatting

**393.** Which of the following keyboard keys can be used to delete characters in a Word processing program?
A. Backspace
B. Shift    *2018 Q.31*
C. Space bar
D. Tab

**394.** 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      *2018 Q.32*
C. Enter key
D. Shift + Enter key

**395.** The computer keyboard combination that would move the cursor insertion points to the beginning of the current document is
A. Ctrl + B
B. Ctrl + H      *2014 Q.21*
C. Ctrl + Home
D. Ctrl + pgUp

**396.** If a user places the mouse cursor at one end of a text, holds down the left button and drags to the other end of the text, the effect will be
A. copying the text
B. cutting the text      *2015 Q.20*
C. moving the text
D. selecting the text

**397.** Spelling errors in Microsoft Word are displayed with a
A. green straight line under the word
B. green wavy line under the word
C. red straight line under the word
D. red wavy line under the word
     *2019 Private Q.32*

**398.** To resave an edited document, use
A. ctrl + C
B. ctrl + S      *2019 Q.21*
C. ctrl + V
D. ctrl + X

**399.** The feature in a Word processor that automatically moves the cursor to the beginning of the next line when the current typing line ends is called
A. auto text
B. auto correct      *2019 Q.31*
C. line flow
D. word wrap

**400.** A red wavy line under a word in a

Word processing document refers to a word
A. not in the computer dictionary
B. not recognized by the computer
C. too long for the computer
D. too short for the computer
     *2019 Q.32*

**401.** To edit a Word document, the user must **first**
A. bold the word
B. format the word      *2020 Q.21*
C. select the word
D. underline the word

**402.** The keyboard keys' combination that will allow a user to move from the current cursor position in a Word document to the beginning of the **first** line of the **first** page
A. ctrl + end
B. ctrl + tab      *2020 Q.29*
C. ctrl + home
D. ctrl + page up

**403.** Highlighting a text is similar to
A. editing the text
B. selecting the text      *2020 Q.32*
C. formatting the text
D. paragraphing the text

## FORMATTING TEXT IN A WORD PROCESSING DOCUMENT

**404.** To bold a text in word processing environment, first select the text, then use the shortcut keys
A. ctrl + B
B. shift + B      *2011 Q.26*
C. alt + B
D. insert + B

**405.** The symbols **B**, *I*, <u>U</u> are commonly used buttons found on the

A. standard toolbar
B. formatting toolbar     *2011 Q.27*
C. menu bar              *2013 Q.18*
D. drawing toolbar      *2018 Private Q.33*

**406.** Given sizes and designs of the letters, numbers and symbols that are displayed in word processing document are referred to as
A. align
B. bullet               *2012 Q.10*
C. font
D. indent

**407.** To underline a selected text in a word processing program, the keys used are
A. ctrl + U
B. shift + U            *2012 Q.34*
C. alt + U
D. del + U

**408.** Which of the following menu titles contain the bullets and numbering command?
A. Edit menu
B. File menu            *2013 Q.24*
C. Format menu
D. Insert menu

**409.** In order to apply bold formatting to a section of existing text, the user must first
A. click on the formatting button
B. click the shortcut mouse button
C. save the document
D. select the section to be formatted
                    *2013 Q.25 ; 2014 Q.24*

**410.** Text that is justified is
A. adjusted to meet one margin
B. adjusted to meet both margin
C. grammatically correct
D. only visible in print preview
                                *2014 Q.25*

**411.** Which of the following keys are used

to underline a text in word processing?
A. Ctrl + B
B. Ctrl + H             *2014 Q.26*
C. Ctrl + I
D. Ctrl + U

**412.** To underline selected text(s) under a word processing environment, use the shortcut keys
A. ctrl + U
B. shift + U            *2015 Q.21*
C. alt + U
D. insert + U

**413.** Which of the following options is required to save a document with a different name?
A. File, New
B. File, Close          *2015 Q.24*
C. File, Save
D. File, Save As

**414.** In the symbol $H_2O$, the 2 appears as a
A. number
B. positive integer     *2015 Q.26*
C. subscript
D. superscript

**415.** Which of the following steps can be used to change the font type of a document?
A. Format/Select/ Font/ Font type
B. Font/ Select/ Format/ Font type/ Ok
C. Select/Format/ Font type/ Ok
D. Format/ Font/ Highlight/ Ok/ Font type
                                *2017 Q.32*

**416.** Data that is copied from an application are temporarily stored in the
A. clip art
B. clipboard            *2018 Private Q.18*
C. document
D. recycle bin

**417.** Which of the following computer

keyboard keys combination is used to right align a text in a Word processing application?
A. Ctrl + E
B. Ctrl + I          *2020 Private Q.28*
C. Ctrl +  R
D. Ctrl + U

**418.**    To centre text in a Word processing application, use the keyboard keys combination
A. Ctrl + U
B. Ctrl + L          *2020 Q.28*
C. Ctrl + E
D. Ctrl + B

**419.**    The justified command will align the selected text to
A. the left of the margin
B. the right of the margin    *2020 Q.30*
C. the centre of the margin
D. both left and right of the margin

**420.**    The align centre command will place the selected text at the centre of the
A. page
B. print          *2020 Q.31*
C. window
D. screen

## THE USE OF THE DRAWING TOOLBAR & INSERTING PICTURES IN A WORD DOCUMENT

**421.**    Which of the following is **not** a tool on the drawing toolbar?
A. Arc
B. Oval          *2011 Q.28*
C. Drop cap
D. Line

**422.**    Lines, block arrow, and flowcharts are located on the

A. drawing toolbar
B. standard toolbar          *2011 Q.30*
C. formatting toolbar
D. menu bar

**423.**  Which of the following is a tool on the drawing toolbar of a word processing program?
A. Align
B. Bold          *2012 Q.11*
C. View          *2020 Private Q.33*
D. Oval

**424.**  Which of the following is a tool on a drawing toolbar?
A. Arrows
B. Change case          *2013 Q.29*
C. Drop Cap
D. Text Direction

**425.**  A rectangle can be drawn in word processing application using the
A. arrow
B. circle          *2013 Q.30*
C. oval
D. square

**426.**  Adding 3-D effect to an object is done through the
A. Auto Formatting dialogue box
B. Drawing Toolbar          *2015 Q.23*
C. Formatting Toolbar
D. Graphic Styles menu

## PRINTING A DOCUMENT IN WORD PROCESSING

**427.**    To preview a document before printing is necessary because
A. it displays the name of the document
B. it displays how the document will look like after printing
C. it displays copy and paste of the document

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toolbar?
A. Drawing toolbar
B. Picture toolbar          *2011 Q.29*
C. WordArt toolbar
D. Word wrap toolbar

## INTRODUCTION TO SPREADHSEET APPLICATION

**440.** The computer equivalence of a sheet of paper divided into rows and columns in the office suite is called
A. Database
B. Electronic sheet          *2012 Q.15*
C. Spreadsheet
D. Word processor

**441.**     Which of the following terms in a spreadsheet is identified by a letter and a number?
A. Column
B. Cell          *2015 Q.40*
C. Range
D. Row

**442.** In a spreadsheet application, which of the following can be identified by a letter?
A. Cell
B. Column          *2016 Q.40*
C. Range
D. Row

**443.** Mathematical calculations in a spreadsheet application are called
A. Labels
B. Formulas          *2011 Q.39*
C. Numbers          *2014 Q.38*
D. Values          *2016 Q.39*

**444.**     A spreadsheet cell name is referenced by a

A. letter
B. number          *2016 Q.38*
C. letter and number
D. number and Letter

**445.**  A set of cells in the horizontal direction in a spreadsheet application is called
A.  active cell
B.  column          *2017 Q.38*
C.  row
D.  sheet

**446.**  In spreadsheet, you can create a relationship between two cells using
A.  numbers          *2017 Q.39*
B.  text
C.  formulae
D.  rows

**447.**     The power of spreadsheet lies in its
A.  cells
B.  formulae          *2018 Private Q.10*
C.  labels
D.  worksheets

**448.**  In a Spreadsheet application, which of the following displays the content of the active cell?
A.  Formula bar
B.  Menu bar          *2018 Q.12*
C.  Name box
D.  Standard toolbar

**449.**     The horizontal and vertical lines on a worksheet are called
A.  cells
B.  gridlines          *2019 Private Q.9*
C.  scroll bars
D.  sheets

**450.**     The name given to each cell according to its column label and row number is called
A.  active cell

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**463.** Which of the following is used to find the minimum number among a set of number in spreadsheet functions?
A. MAX
B. MIN                    *2018 Q.40*
C. MAXIMUM
D. MINIMUM

**464.** In spreadsheet application, which of the following symbols represents addition?
A. /
B. *                      *2019 Private Q.38*
C. ÷
D. +

**465.** The following are valid cell addresses of a worksheet **except**
A. A1
B. AA1                    *2019 Private Q.39*
C. A1A
D. Z1

**466.** Which of the following functions is used to find the mean number in a set of numbers in spreadsheet?
A. Average
B. Maximum                *2019 Q.38*
C. Minimum
D. Summation

**467.** Which of the following is true about spreadsheet software? It is a type of
A. utility software
B. system software        *2020 Private Q.10*
C. operating system
D. application software

**468.** A spreadsheet cell is identified by
A. cell and row letter
B. cell and row number
C. column letter and row number
D. row letter and column letter
                          *2020 Private Q.38*

**469.** A simple worksheet consisting of

rows and columns in which data can be entered electronically is known as
A. Blank sheet
B. Excel sheet            *2020 Private Q.39*
C. Lotus sheet
D. Spreadsheet

**470.** By default, how many worksheets does a new workbook in a spreadsheet contain?
A. 2      B. 3      C. 4      D. 5
                          *2020 Private Q.40*

**471.** A set of cells in the vertical direction in a spreadsheet application is called
A. row
B. sheet                  *2020 Q.10*
C. column
D. active cell

**472.** The intersection of a row and a column is called
A. cell
B. data                   *2020 Q.38*
C. formula
D. worksheet

**473.** The spreadsheet cell that a user works in at any given time is called
A. active cell
B. inactive cell          *2020 Q.39*
C. adjacent cell
D. working cell

**474.** Cell address is normally displayed in the
A. title bar
B. status bar             *2020 Q.40*
C. name box
D. formula bar

## ANSWERS TO OBJECTIVE QUESTIONS

**INFORMATION FROCESSING**

**1**. C   **2**. B   **3**. B   **4**. B   **5**. C   **6**. C

| | | | | | |
|---|---|---|---|---|---|
| **31**. A | **32**. D | **33**. D | **34**. B | **35**. B | **36**. A |
| **37**. A | **38**. C | **39**. D | **40**. A | **41**. B | **42**. B |

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# LIKELY EXAMINABLE QUESTIONS
## —— (ALL TOPICS) ——

### OBJECTIVE TEST (ALL TOPICS)

## INFORMATION PROCESSING

**1.** The following options are all characteristics
of valuable information **except**
A. it is meaningless
B. it is reliable
C. it is accessible
D. it is useful

**2.** Which of the following is **not** a source of
data?
A. Interviews
B. Surveys
C. Questionnaires
D. Information

**3.** The process of sharing information from
the computer from one user to another
through a computer network is called
A. output
B. information
C. computer
D. communication

## PARTS OF A PERSONAL COMPUTER

**4.** When the computer is turned off, which of
the following options will lose the
information it holds?
A. ROM
B. RAM
C. Hard disk
D. Floppy disk

**5.** The speed of the CPU is measured in
A. bytes
B. kilometers
C. miles
D. hertz

**6.** The component of the system unit that
converts alternating current to direct
current to be used by the computer is
A. motherboard
B. power supply
C. main memory
D. hardware

**7.** The part of the computer that can be seen
and touched is
A. software
B. softcopy
C. hardware
D. Hardcopy

**8.** Multimedia, Games and Word processing
software are all examples of
A. application Software
B. utility software
C. operating system software
D. typing software

**9.** When a computer user wants to perform a
specific task on the computer, he needs
A. an operating system
B. an application software
C. an antivirus software
D. general software

**10.** The following programs are all part of the
Microsoft Office suite **except**
A. MS Word
B. MS Paint
C. MS Excel
D. MS PowerPoint

**11.** Which of the options below is not an
operating system?
A. Windows
B. LINUX
C. Lotus 1,2,3
D. UNIX

## TYPING, KEYBOARD & MOUSE SKILLS

**12.** Typing speed is measured in
A. words per minute
B. words per second
C. minutes per word
D. words per hour

**13.** The average number of words that a
person can type within a minute is termed
A. typing game
B. typing skills
C. typing number
D. typing speed

**14.** The home row keys include the following
letters **except**
A. S    B. I    C. J    D. L

**15.** The process of pressing the left mouse button two times in quick succession is
A. right clicking     C. left clicking
B. double clicking     D. triple clicking

**16.** Which of the following options is not a basic operation of the computer mouse?
A. Typing     C. Scrolling
B. Clicking     D. Pointing

**17.** Which of the keyboard keys removes characters towards the **right** side of the insertion point?
A. Backspace key     C. Tab key
B. Spacebar key     D. Delete key

**18.** The Enter key is also known as
A. return key     C. random key
B. shift key     D. send key

**19.** Which of the following keyboard symbols is **not** a top-row character?
A. &     B. /     C. @     D. %

GRAPHICAL USER INTERFACE

**20.** Clicking on the start button displays
A. All programs     C. Start menu
B. My computer     D. Task manager

**21.** The small pictures on the computer desktop which represent programs, files or folders are?
A. Pictures     C. Icons
B. Photos     D. Wallpapers

**22.** The recycle bin is a special folder that contains
A. deleted items     C. special documents
B. music folders     D. secret items

**23.** The background picture displayed on the desktop is called
A. Icon     C. My pictures
B. Wallpaper     D. Screen saver

**24.** The system tray on the taskbar also refers to
A. notification area     C. wallpaper
B. start button     D. mouse pointer

**25.** Which of the following is not part of the sections on the taskbar?
A. Start button
B. Notification area
C. Opened programs area
D. Mouse cursor

**26.** Date, time and system volume are some of the items featured on the
A. start menu     C. notification area
B. wallpaper     D. my computer

WINDOWS MANAGEMENT

**27.** Which of the following commands do you use to reduce an opened window to a button on the taskbar?
A. Maximize     C. Restore
B. Minimize     D. Close

**28.** The close, maximize and minimize buttons are together referred to as
A. windows icons     C. control buttons
B. windows     D. controls

**29.** Which part of a window can we find the logo and name of the program?
A. Status bar     C. Control box
B. Name box     D. Title bar

**30.** The following are features of the title bar **except**
A. program icon     C. control buttons
B. program name     D. content display

**31.** A special feature in the windows operating system that helps you to find missing or hidden files and folders which have not been deleted is called
A. recycle bin     C. search assistant

B.  file searcher        D.  search tool

**32.**  The control buttons are made up of the following **except**
A.  control                C. minimize
B.  close                  D. restore

## HEALTH AND SAFETY IN USING ICT TOOLS

**33.**  RSI is an acronym which means
A.  Repetitive Stress Injury
B.  Restricted Strain Injury
C.  Repetitive Strain Injury
D.  Restricted Stress injury

**34.**  Which one of the following does **not** prevent or reduce lower back pain?
A.  Relaxing your shoulders
B.  Using a firm, adjustable chair
C.  Taking long breaks
D.  Gently massaging the forehead

**35.**  All the following are health hazards to the computer user **except**
A.  stomach pains        C. back ache
B.  wrist pains          D. poor vision

**36.**  *Repetitive strain injury* is a hazard associated with the use of which device?
A.  Television           C. Keyboard
B.  Mouse                D. Monitor

**37.**  Which of the following is a safety precaution for the use of computer as an ICT tool?
A. Sit in the wrong posture very close to the computer
B. Use screen filters for the monitor screen
C. Overload the sockets
D. Sit for long hours when using the computer

**38.**  All the following are examples of ICT tools **except**
A.  microwave            C. computer
B.  mobile phone         D. television

## INTEGRATING ICT INTO LEARNING

**39.**  Which of the following is **not** a benefit of *ICT* to students?
A.  Facilitating of understanding
B.  Undertaking academic research
C.  Developing professional office documents
D.  Watching movies

**40.**  Which of the following is **not** a negative impact of the increased use of ICT, on the society?
A.  Loss of social and personal skills
B.  Unemployment
C.  Free access to immoral content
D.  Easy access to academic information

## COMPUTER VIRUSES

**41.**  All the following are examples of anti-virus software **except**
A. Avast!                C. Avira
B. McAfee                D. Trojan horse

**42.**  One way of preventing your computer from being infected by a virus is
A.  restarting the computer everyday
B.  installing and running an antivirus software
C.  random sharing of  removable drives
D.  visiting and downloading from unknown websites

**43.**  *Formatting the hard disk* means
A.  permanently deleting all information on the hard disk
B.  removing the hard disk from the computer
C.  creating partition on the hard disk
D.  saving more information on the hard disk

**44.** A computer virus has the following
effects on an infected computer **except**
A.  slowing down performance
B.  increasing the storage capacity of the
hard disk
C.  randomly restarting the computer
D.  deleting of saved files

## COPYRIGHT ETHICS

**45.** Which of the following do **not** qualify for
copyright protection under the copyright
laws of Ghana?
A.  Audiovisuals and artistic works
B.  Sound recordings and musical works
C.  Ideas, concepts and procedures
D.  Computer software and literary works

**46.** Copying or stealing an author's work and
presenting it as your own work is called
A.  Plagiarism            C. Reproduction
B.  Duplication          D. Piracy

**47.** The association of musicians that help the
government in enforcing the copyright laws
and protecting the works of musicians is
A.  MUSICA               C. MUSIGA
B.  MISIGA               D. MUSIGH

**48.** All the following are effects of copyright
infringement **except**
A.  fines
B.  imprisonment
C.  confiscation of illegal items
D.  pardon

## BASIC STORAGE DEVICES

**49.** CD – R is an acronym which means
A.  Compact Disc Readable
B.  Compact Disc Rewritable
C.  Compact Disc Recordable
D.  Compact Disc Reloaded

**50.** CDs and DVDs are examples of
A.  optical storage media

B.  magnetic storage media
C.  electronic storage media
D.  solid state devices

**51.** Which of the following does **not** describe
Random Access Memory?
A.  It  is the working memory of the
computer
B.  It is volatile
C.  It stores information permanently
D.  It stores information faster.

**52.** What is the size of a standard floppy
disk?
A.  4 ½''      B.  2 ½ ''    C. 3 ½ ''     D. 5 ½''

**53.** Which of the following are ways to
protect storage media?
I.  Keeping them in protective case
II. Write – protecting the storage media
III. Keeping them away from moisture
IV. Keeping them near magnetic fields

A.  I, II and IV only      C. I, III and IV only
B.  I, II, and III only     D. II, III and IV only

## BASIC INPUT AND OUTPUT DEVICES

**54.** The function keys on the computer
keyboard are made up of
A.  F1 to F10              C. F1 to F16
B.  F1 to F12              D. F1 to F18

**55.** The part of the computer keyboard that is
used for mathematical computation is
A.  alphanumeric keys
B.  function keys
C.  numeric keys
D.  arrow keys

**56.** An input device with a stick that can be
moved in different directions to control the
movement of a pointer on screen is
A.  plotter                 C. touch screen
B.  Joystick               D. Scanner

**57.** The following options can be used as game controllers **except**
A. game pad     C. stylus
B. joystick     D. arrow keys

**58.** Which of the following is an output device?
A. Hard disk drive     C. Microphone
B. Speaker     D. Processor

**59.** VDU is another name for the monitor, and it stands for
A. Versatile Display Unit
B. Visual Display Unit
C. Visual Distribution Unit
D. Visual Display Uniform

**60.** All the following are properties of the monitor **except**
A. resolution     C. refresh rate
B. size     D. print quality

**61.** All the following are non-impact printers **except**
A. Chain     C. Thermal
B. Inkjet     D. Laser

**62.** Which of the following describes the **two** categories of computer printers?
A. Laser and Inkjet
B. Impact and Non – impact
C. Laser and Dot Matrix
D. Impact and Laser

**63.** A device used to produce permanent hardcopy of information onto a paper is
A. monitor     C. webcam
B. printer     D. Scanner

**64.** Devices used to give out the results of processed data to be accessed by the user are called
A. output devices     C. storage Devices
B. input devices     D. processors

**65.** CRT stands for

A. Card Reader Tube
B. Card Ray Tube
C. Cathode Ray Tube
D. Cathode Reader Tube

**66.** LCD is an acronym which stands for
A. Liquid Crystal Display
B. Liquid Cathode Display
C. Liquid Crystal Decoder
D. Liquid Cathode Decoder

## FILES AND FOLDERS

**67.** All the following are types of files **except**
A. Pictures     C. Movies
B. Music     D. My computer

**68.** The file extension **.doc** represents
A. Word file     C. Image file
B. Music file     D. Application file

**69.** A file type can be identified by its icon and
A. size     C. extension
B. name     D. location

**70.** When a deleted file in the recycle bin is sent back to its original location, it is called
A. re-saving     C. restoring
B. installing     D. recycling

**71.** The file extension **.mp3** represents
A. Application file     C. Word file
B. Audio file     D. Picture file

**72.** Deleted files and folders can be restored from the
A. Recycle bin     C. My computer
B. Desktop     D. My documents

## THE INTERNET AND WORLD WIDE WEB

**73.** URL stands for
A. Uniform Resource Locator
B. Universal Resource Locator

C.  Unit Resource Locator
D.  Unilateral Resource Locator

74.  The following are all internet services
 **except**
A.  World wide web
B.  File Transfer Protocol
C.  Voice – over Internet Protocol
D.  Internet Service Providers

75.  Which of the following is not a
 requirement for internet connectivity?
A.  Computer
B.  Telephone line and modem
C.  Internet Service Provider
D.  Electric cables

76.  What is the name of the main page of a
 website that usually lists the contents?
A.  Hot page          C. Physical page
B.  Home page        D. Welcome page

77.  The address that uniquely identifies
 every computer on a network or over the
 internet is termed as
A.  World Wide Web
B.  Internet Protocol Address
C.  Web Address
D.  Markup Address

78.  The special rules governing  how
 information is handed on the internet are
 collectively known as
A.  Instructions       C. Protocols
B.  Packets            D. Transmissions

79.  The full meaning of HTML is
A.  Hypertext Markup Language
B.  Hypertext Marking Language
C.  Hypertest Marking language
D.  Hypertest Markup Language

80.  The full expression for Modem is
A.  modern – modulator
B.  modulator – demodulator
C.  modulator – modulator

D.  modern – demodulator

81.  Widely accepted rules and regulations
 that govern the use of the internet are
 called
A.  internet ethics      C. netiquette
B.  etiquette            D. internet rules

82.  The following options are examples of
 internet etiquette **except**
A.  Respect the privacy of others
B.  Do not distribute pornography
C.  Be rude to others on the net
D.  Do not send or respond to flames

83.  Typing in capital letters throughout a
 message on the internet means
A.  seriousness         C. shouting
B.  boldness            D. Bombing

84.  Messages sent out as insults or threats
 via the internet are referred to as
A.  flame               C. threats
B.  assault             D. attacks

85.  In the computer laboratory, which of the
 following rules do **not** apply as
 appropriate?
A.  Do not eat in the computer lab
B.  Do not ask permission before inserting
  removable storage devices
C.  Avoid walking about in the computer lab
D.  Do not make unnecessary noise.

86.  A page on the internet that contains text,
 graphics, audio and video is called
A.  Web page           C. Web browser
B.  Website            D. Web address

87.  A highlighted word, picture or thumbnail
 that leads you to other documents or
 websites once it is clicked is known as
A.  hypertext           C. highlights
B.  hyperlink           D. hypermedia

88.  Which of the following depicts a correct

website address?
A. www.grade1pub.org
B. grade1pub.www.org
C. org.grade1pub.www
D. ww.grade1pub.org

89. A search engine is
A. hardware used to locate information on the internet
B. an application or website that helps us to find information on the internet
C. hardware component used to send e-mails
D. a program or website used for sending e-mail messages

90. All the following are examples of search engines **except**
A. Firefox     C. Yahoo
B. Google     D. Ask

91. Which of the following is **not** a web browser?
A. Safari     C. Firefox
B. Chrome     D. Bing

EMAIL AND SHARING OF INFORMATION

92. Which of the following is **not** a way of sharing information on the net?
A. Personal blogs
B. E-mail
C. Public Address System
D. Instant Messaging

93. A file that is sent together with an e-mail message is referred to as
A. clipart     C. attachment
B. e-mail file     D. zip file

94. All the following are importance of email **except**
A. sending of job applications
B. transacting businesses online
C. communication across different

locations
D. sending of spam to others

95. **Cc** is a feature in sending email which stands for
A. Carbon card     C. Cash copy
B. Carbon copy     D. Cash card

96. All the following can be sent as an email attachment **except**
A. Document     C. Video
B. Picture     D. Ideas

97. Received email messages are contained in which folder?
A. Inbox     C. Spam
B. Draft     D. Sent

98. Blind carbon copy is used for
A. sending copies of an email to other addresses without making it known to the recipients
B. sending copies of an email to other addresses which can be seen by all recipients
C. sending an email message to only one person without making copies to others
D. replying an email message

99. Organizations that host websites for creating an account, sending and receiving email messages are called
A. e-mail websites
B. e-mail companies
C. e-mail service providers
D. e-mail institutions

100. *Sign out* means
A. connecting to a network
B. accessing an account
C. creating a new account
D. exiting an opened account

101. A valid e-mail address consists of the following parts **except**
A. Username     C. domain name

B. @ symbol          D. Password

**102.** *Sign up* means
   A. exiting an opened account
   B. creating a new account
   C. accessing an existing account
   D. connecting to the internet

**103.** The following options are email service
   providers **except**
   A. Yahoo mail          C. Hotmail
   B. Gmail               D. Email

**104.** To access an already created account,
   you must first
   A. sign in             C. sign out
   B. sign up             D. sign on

## WORD PROCESSING

**105.** What is the default location for saved
   Word documents?
   A. My Computer         C. My Pictures
   B. My Documents        D. Recent Places

**106.** Which keyboard shortcut command is
   used to save a file for the very first time?
   A. Ctrl + E            C. Ctrl + B
   B. Ctrl + S            D. Ctrl + A

**107.** Which of the following is **not** a word
   processing application?
   A. Microsoft Excel     C. WordPad
   B. Microsoft Word      D. Corel WordPerfect

**108.** Which of the following features is **not**
   used for editing in Word processing?
   A. Copy                C. Cut
   B. Paste               D. Bold

**109.** Which of the following commands is
   used to reverse a most current action or
   task?
   A. View command
   B. Reverse command
   C. Undo Command

D. Redo command

**110.** Which of the following keys are used to
   move the cursor to the **beginning** and the
   **end** of the current line respectively?
   A. End, Page Up
   B. Page Down, Home
   C. Home, End
   D. Page Up, Page Down

**111.** *Undo* and *Redo* commands are found on
   A. Taskbar
   B. Standard toolbar
   C. Drawing toolbar
   D. Formatting toolbar

**112.** Formatting text in Word processing
   refers to
   A. Correcting mistakes in the text
   B. Changing the appearance of text
   C. Saving the document
   D. Copying and pasting text

**113.** The distance between one line of text
   and the next line in a document is called
   A. Line distance       C. Line separation
   B. Line spacing        D. Line gap

**114.** Which of the following is equivalent to
   double line spacing?
   A. 1.0                 C. 1.5
   B. 1.15                D. 2.0

**115.** All the following buttons are used in text
   alignment **except**
   A. Underline           C. Justify
   B. Align Center        D. Align Left

**116.** Which of the following is not a font
   style?
   A. Bold                C. Regular
   B. Italics             D. Superscript

**117.** In the text $P^2$, the **2** appears as a
   A. Number              C. Subscript
   B. Superscript         D. Positive integer

**118.** The following are all buttons on the
drawing toolbar **except**
A. Arrow style　　　C. Fill Colour
B. Font style　　　　D. Draw tool

**119.** AutoShapes contains the following
except
A. Connectors　　　C. Flowchart
B. Basic shapes　　　D. Rectangle

**120.** Portrait and Landscape are types of
A. Page Layout　　　C. Page Orientation
B. Paper Size　　　　D. Page setup

**121.** Which of the following contains the Print
button
A. Standard toolbar　C. Formatting toolbar
B. Menu bar　　　　D. Drawing toolbar

**122.** WYSIWYG means
A. What you say is what you get
B. What you saw is what you got
C. What you see is what you get
D. What you said is what you got

**123.** The keyboard shortcut for Print
previewing a document is
A. Ctrl + F2　　　　C. Ctrl + PP
B. Ctrl + P　　　　D. Ctrl + F12

## INTRODUCTION TO SPREADSHEET
## APPLICATION

**124.** A formula comprises arguments and
A. symbols　　　　C. operators
B. addition sign　　D. alphanumeric

**125.** A predefined formula that perform
calculations by using specific values, called
arguments in a particular order is known as
A. formula　　　　C. computation
B. function　　　　D. calculation

**126.** Which of the following differentiates a
formula and a function?

A. a formula begins with an equal sign but a
function begins with a plus sign
B. a formula always uses parenthesis but a
function does not
C. a formula is written by the user but a
function inserts features as prescribed by
an excel program
D. a formula always begins with a
numerical value but a function uses dates

**127.** Which function is used to display the
current date and time in spreadsheet?
A. TODAY　　　　C. NOW
B. TIME　　　　　D. DATE

**128.** Which of the following is a spreadsheet
application?
A. MS Word　　　C. Notepad
B. Lotus 1-2-3　　D. Encarta

**129.** Data is organized in a spreadsheet by
A. lines and spaces
B. layers and planes
C. rows and columns
D. squares and rectangles

**130.** The default alignment for numbers in a
cell is
A. right　　　　　C. justify
B. left　　　　　D. center

**131.** The cell on a worksheet which is ready to
receive data is called
A. cell reference　　C. cell address
B. active Cell　　　D. data Cell

**132.** The following are features of the
spreadsheet application window **except**
A. formula bar　　　C. task bar
B. title bar　　　　D. cell name box

**133.** A built-in formula that performs basic
calculations in spreadsheet is called
A. label　　　　　C. number
B. value　　　　　D. function

**134.** The sum of the cells F1, F2, F3, G4, G5 is
   A. =Sum(F1, F2, F3, G5)
   B. =Sum(F1:F3, F4, G4, G5)
   C. =Sum(F1+F2+F3+G4+G5)
   D. =Sum(F1, F2, F3, F4, G4, G5)

**135.** Which of the following will best compute the total sum of values from cell A1 to A5?
   A. =SUM(A1:A5)
   B. =SUM(A1 to A5)
   C. =SUM(A1:A2:A3:A4:A5)
   D. =TOTAL(A1:A5)

**136.** Which of the following keyboard shortcut commands is used to activate the *find and replace* dialog box?
   A. Ctrl + H          C. Ctrl + R
   B. Ctrl + F          D. Ctrl + Z

**137.** Which of the following is **not** an option in the spelling and grammar dialog box?
   A. Edit              C. Ignore All
   B. Ignore            D. Change

**138.** When you print preview a worksheet,
   A. The entire worksheet is displayed
   B. The selected range is displayed
   C. The active portion of the worksheet is displayed
   D. All of the above.

**139.** The following feature can be applied to a data in a worksheet except
   A. Font name         C. Font colour
   B. Font size         D. Font style

**140.** Which of the following function keys activates the spelling and grammar dialog box?
   A. F5                C. F7
   B. F6                D. F8

## ANSWER TO OBJECTIVE LIKELY EXAMINABLE QUESTIONS

| | | | | | |
|---|---|---|---|---|---|
| **1**. A | **2**. D | **3**. D | **4**. B | **5**. D | **6**. B |
| **7**. C | **8**. A | **9**. B | **10**. B | **11**. C | **12**. A |
| **13**. D | **14**. B | **15**. B | **16**. A | **17**. D | **18**. A |
| **19**. B | **20**. C | **21**. C | **22**. A | **23**. B | **24**. A |
| **25**. D | **26**. C | **27**. B | **28**. C | **29**. D | **30**. D |
| **31**. D | **32**. A | **33**. C | **34**. D | **35**. A | **36**. C |
| **37**. B | **38**. A | **39**. D | **40**. D | **41**. D | **42**. B |
| **43**. A | **44**. C | **45**. C | **46**. A | **47**. C | **48**. D |
| **49**. C | **50**. C | **51**. C | **52**. C | **53**. B | **54**. B |
| **55**. C | **56**. B | **57**. C | **58**. B | **59**. B | **60**. D |
| **61**. A | **62**. B | **63**. B | **64**. A | **65**. C | **66**. A |
| **67**. D | **68**. A | **69**. C | **70**. C | **71**. B | **72**. A |
| **73**. A | **74**. D | **75**. D | **76**. B | **77**. B | **78**. C |
| **79**. A | **80**. B | **81**. C | **82**. C | **83**. C | **84**. A |
| **85**. B | **86**. A | **87**. B | **88**. A | **89**. B | **90**. A |
| **91**. D | **92**. C | **93**. C | **94**. D | **95**. B | **96**. D |
| **97**. A | **98**. A | **99**. C | **100**. D | **101**. D | **102**. B |
| **103**. D | **104**. A | **105**. B | **106**. B | **107**. A | **108**.D |
| **109**. C | **110**. C | **111**. B | **112**. B | **113**. B | **114**. D |
| **115**. A | **116**.D | **117**. B | **118**. B | **119**. D | **120**. C |
| **121**. A | **122**. C | **123**. A | **124**. C | **125**. B | **126**. C |
| **127**. C | **128**. B | **129**. C | **130**. A | **131**. B | **132**. C |
| **133**. D | **134**. D | **135**. A | **136**. A | **137**. A | **138**. C |
| **139**. A | **140**. C | | | | |

# LIKELY EXAMINABLE ESSAY TESTS (QUESTIONS ONLY)

1. Study the diagram below carefully and answer the questions that follow:
a) Give an appropriate name to the diagram
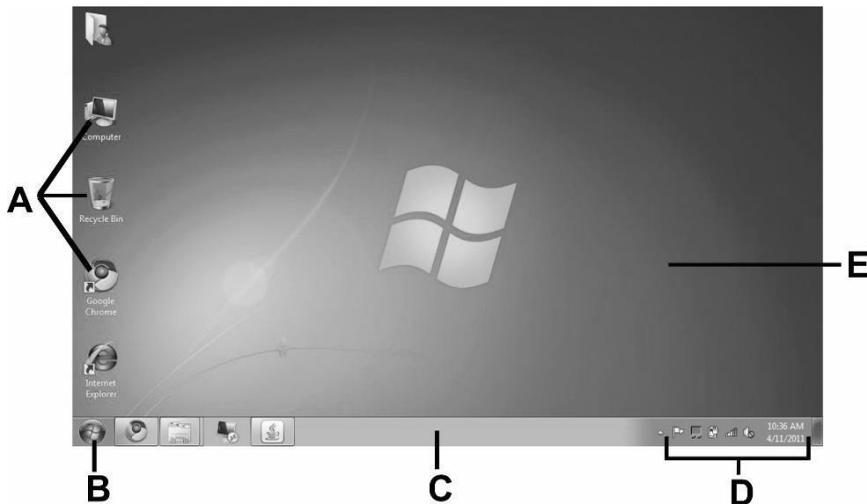


b) Identify the parts of the diagram labelled **A, B, C, D** and **E**
c) Give the functions of each of the labelled parts identified in **b)** above.
d) What is another name given to the part labelled **E**?

2. Use the diagram below to answer the questions that follow:
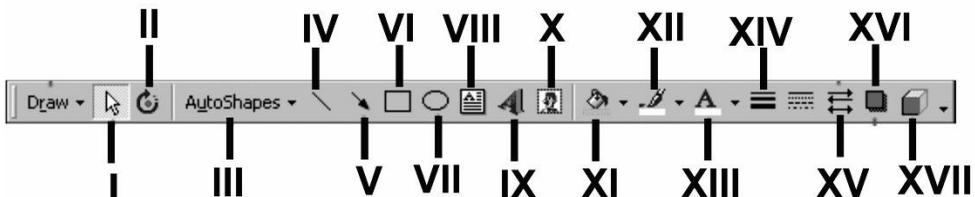


a) What is the name given to the diagram above?
**b)** Identify the names of all the parts labelled from **I** to **XVII**
c) What is the function of the parts labelled **VII**, **VIII**, **IX**, **X** and **XI**?
d) Mention an application program in which the diagram above is found.

3. Name **three (3)** devices used to access the internet.

4. a) Mention **three** (**3**) examples of spreadsheet program.
b) Outline the steps involved in launching Microsoft Excel from the start menu button.

5. The diagram below is the compose page of Yahoo mail. Study it carefully to answer the questions that follow:

*This page intentionally left blank*

**Please Call/WhatsApp**

# 024 811 3311

**For Enquiry**

*This page intentionally left blank*

**Please Call/WhatsApp**

# 024 811 3311

**For Enquiry**

# COMMON KEYBOARD SHORTCUTS

**Windows Program Key Combinations:**

| | | | |
|---|---|---|---|
| Ctrl+C ……… | Copy | Ctrl+ X ……… | Cut |
| Ctrl+ V……… | Paste | Ctrl+ Z ……… | Undo |
| Ctrl+ Y ……… | Redo | Ctrl+P ……… | Print |
| Ctrl+S ……… | Save | Ctrl+A ……… | Select All |

**Microsoft Word Program shortcuts**

- F7     ………     Spelling and grammar check
- Ctrl +F2     ……...     Print Preview
- Ctrl +L     ………     Align Left
- Ctrl +E     ………     Centre Align
- Ctrl +R     ………     Align Right
- Ctrl +J     ………     Justify
- Ctrl + Shift +P     ……..     Font size
- Ctrl + Shift +F     ………     Font
- Ctrl +S     ………     Save/ Save As
- Ctrl +B     ………     Bold
- Ctrl +I     ………     Italics
- Ctrl +U     ………     Underline
- Ctrl +End     ………     Move cursor to end of sentence
- Ctrl +Home     ………     Move cursor to beginning of sentence.

# COMMON ACRONYMS AND ABBREVIATIONS

1. **BIOS** —Basic Input Output System
2. bit —binary digit
3. **Blog** —Web Log
4. **CPU** —Central Processing Unit
5. **CRT** —Cathode Ray Tube
6. **CD-R** —Compact Disk Recordable
7. **CD-ROM** —Compact Disk Read-Only Memory
8. **CD-RW** —Compact Disk -Rewritable
9. **DVD** —Digital Video Disc
10. **DVD-R** —DVD-Recordable
11. **DVD-ROM** —DVD-Read Only Memory
12. **DVD-RW** —DVD-Rewritable
13. **DOS** —Disk Operating System
14. **E-mail** – Electronic mail
15. **FAQ** —Frequently Asked Questions
16. **FDD** —Floppy Disk Drive
17. **FTP** —File Transfer Protocol

18. **Gb**            —Gigabit GB        **GB**—Gigabyte
19. **GPRS**          —General Packet Radio Service
20. **GIGO**           – Garbage In Garbage Out
21. **HD**            —High Density
22. **HDD**           —Hard Disk Drive
23. **HTML**          —Hypertext Markup Language
24. **HTTP**          —Hypertext Transfer Protocol
25. **Hz**            —Hertz
26. **ICT**           —Information & Communication Technology
27. **IM**            —Instant Messaging
28. **I/O**           —Input / Output
29. **IP**            —Intellectual Property /Internet Protocol
30. **ISP**           —Internet Service Provider
31. **IT**            —Information Technology
32. **JPEG**          —Joint Photographic Experts Group
33. **KB**            —Keyboard /Kilobyte /Knowledge Base
34. **LED**           —Light-Emitting Diode
35. **MAN**           —Metropolitan Area Network
36. **MB**            —Megabyte
37. **MHz**           —Megahertz
38. **MS**            —Microsoft
39. **MS-DOS**        —Microsoft Disk Operating System
40. **Modem**          – Modulator – demodulator
41. **OS**            —Open Source /Operating System
42. **P2P**           —Peer-To-Peer
43. **PAN**           —Personal Area Network
44. **PC**            —Personal Computer
45. **PC DOS**        —Personal Computer Disk Operating System
46. **POST**          —Power-On Self Test
47. **PSU**           —Power Supply Unit
48. **RAM**           —Random Access Memory
49. **RGB**           —Red, Green, Blue
50. **ROM**           —Read Only Memory
51. **ROM-DOS**       —Read Only Memory - Disk Operating System
52. **TB**            —Terabyte
53. **UPS**           —Uninterruptible Power Supply
54. **URI**           —Uniform Resource Identifier
55. **URL**           —Uniform Resource Locator
56. **USB**           —Universal Serial Bus
57. **VGA**           – Video Graphics Array
58. **VoIP**          – Voice Over Internet Protocol
59. **WAN**           —Wide Area Network
60. **WAP**           —Wireless Access Point /Wireless Application Protocol
61. **Wi-Fi**         —Wireless Fidelity
62. **WLAN**          —Wireless Local Area Network
63. **WWW**           – World Wide Web
64. **W3C**            – World Wide Web Consortium
65. **WYSIWYG**        – What You See Is What You Get

# HOW TO ANSWER EXAMINATION QUESTIONS LIKE A PRO

### *Answering Objective Questions*

- Do not shade two (2) different answers thinking that the correct one will be marked for you. No, even if the correct answer is among the two shaded ones, you will be marked wrong.
- Avoid shading and erasing over and over again. The machine used for marking the objectives is so sensitive that when it senses the erased answer, it will consider it as the answer. And you should know by now that when two answers are detected, you will be marked wrong.
- So, always shade the answers you are very sure of, then note down and leave the ones you are not sure about. You can always go back to verify the answers before settling on your final answer.
  However, if it happens that you are to erase a shaded answer, make sure to use a good eraser and clean it completely without leaving a trace of shading.
- Use the appropriate pencil to shade your option fully. Make sure that by shading the answer, your shading doesn't extend to the option next to it.

### *Answering ICT Essay Questions*

- Read all instructions very carefully. There is no need to rush in answering the questions without reading to understand what is required of you.
  For instance the examiners might state that answer a certain compulsory question, but failure to read instructions can make you skip that particular question.
- Avoid cancellations, knowing very well that the space provided for the answer is not enough.
- Since there is not enough space on the answer sheet, make sure that your handwriting is not too big, so that your answer can fill up the space.
- Avoid the use of abbreviations for your answers. For instance, if your answer is **Compact Disk**, write it in full instead of writing **CD**. Abbreviated answers are marked wrongly.
  Also if an answer is a two-worded phrase, do not write only the first word and leave the other. For example, if your answer is supposed to be ***Formatting toolbar*** and you write only '***formatting'***, you will end up losing the mark.
- When outlining procedures, avoid long sentences and the use of pronouns. Just go straight to the point.
- Read through all your answers to make sure you have selected or written the right answers, before you can think of submitting your paper. If you rush to submit your work without reading through, you might have made a big mistake that wouldn't be aware of.