YOUR STEP ASSESSMENT CONSULT

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AKWAABA MOCK

INFORMATION AND COMMUNICATIONS TECHNOLOGY 2 & 1

MARKING SCHEME

<u>OBJECTIVES</u>

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

<u>THEORY</u>

QUESTION 1

a.   A. Title Bar

B. Minimize Button

C. Maximize Button

D. Close Button

E. Horizontal Ruler

F. Work Area

G. Insertion Point

H. Horizontal Scroll Bar

$1 \times 8 = 8$ **marks**

b. B. It is used to hide an opened program onto the taskbar.

   C. It is used to increase the size of the window.

   D. It is used to end a program.

2 × 3 = 6 marks

c. Microsoft – Word 2007   **2 marks**

d. Document 1   **2 marks**

e. i. Title Bar

   ii. Formatting Tool Bar

   iii. Standard Tool Bar

   iv. Menu Bar

2 × 3 = 6 marks

TOTAL = 24 marks

QUESTION 2

a. **i.** Calculator

   ii. Projector

   iii. Computer

   iv. Television

   v. Radio

   vi. Phone

1 × 4 = 4marks

b. i. It makes teaching easier and faster.

   ii. Tool like projector and Television helps in illustrations.

   iii. It helps in sharing information among learners and teachers.

   iv. It enhances distance learning.

2 × 4 = 8 marks

QUESTION 3

a. i. Label

   ii. Value

   iii. Formulae

b. i. Open the file you want to save for the first time

ii. On the menu bar click on file

iii. On the file menu click on Save As

iv. On the Save As dialogue box, chose the location and type the name you want give to the file in the name box

v. Click on save button or press the enter key on the key board.

1.5 × 8 = 12 marks

QUESTION 4

a. It is a global network of computers OR

It is an interconnectivity of computers across the globe OR

It is a world wide web of computers

3 marks

b. i. For Business

ii. For Communication

iii. For teaching and Learning

iv. For sharing of information

v. For research

vi. For playing

1 × 4 = 4 marks

c. It is a software program used for opening web pages OR

It is a software program used for displaying web pages

3 marks

d. i. Microsoft Internet Explorer

ii. Chrome

iii. Mozilla Firefox

iv. Opera Mini

v. Safari

1 × 2 = 2marks

QUESTION 5

a. They are computer hardware devices used for sending data onto the computer.

3 marks

b. i. Mouse

ii. Keyboard

iii. Microphone

iv. Digital Camera

v. Scanner

1 × 3 = 3 marks

c. It is a computer hardware device used for displaying information or results from the computer to the user.

3 marks

d. i. Monitor

ii. Projector

iii. Printer

iv. Speaker

1 × 3 = 3 marks