

PB PAGEZ MOCK 2

AUGUST 2021

INFO. & COM. TECH.
Essay And Objective

1 Hour 45 Minutes

2&1

Name.....

Index Number.....

PB PAGEZ EXAMINATION

Private Mock Examinations For BECE Candidates

AUGUST 2021

INFORMATION & COMMUNICATION TECHNOLOGY 2 & 1

1 Hour 45 Min.

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

Write your name and index number on the sheets.

This booklet consists of two papers. Answer Paper 2 which comes first in your answer booklet and Paper 1 on your Objective Answer Sheet. Paper 2 will last for **1** Hour after which the answer booklet will be collected. Do **not** start Paper 1 until you are told to do so. Paper 1 will last **45** minutes.

Answer all questions in your answer booklet.

MORE MOCK QUESTIONS @

<https://www.pbpagez.com/mock/>

INFORMATION & COMMUNICATION TECHNOLOGY 2

PAPER 2

Essay

This paper consists of two sections: I and II. Answer all the questions in SECTION A and three questions from section B. All questions carry equal marks. Answer all the questions on your question on the spaces provided below. Credit will be given for clarity of expression and orderly presentation of material.

PAPER 2

SECTION A

[24 marks]

Answer Question 1 [Compulsory]

1. (a) Study the worksheet below carefully and use it to answer (i) – (vi)

	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

- (i) Outline the steps by which the Serial No. (1, 2, ..., 7) were generated without typing them one by one.

.....
.....
.....
.....
.....
.....[5 marks]

- (ii) What is the cell address in which the name “MATHS” was entered?

.....[1 mark]

- (iii) Write down the cell range in which “BECE CLASS 3 RESULTS” was typed.

.....[1 mark]

(iv) Write the spreadsheet formula that was used in computing the total value “202” in cell G5.

.....[2 marks]

(v) Write the spreadsheet function used in computing the total “417” in cell E9.

.....[2 marks]


(vi) How many cells are in the cell range C3:E6?


.....[1 mark]


(b) Outline the proper way of shutting down a computer after using it.

.....
.....
.....
.....
.....
.....
.....[6 marks]

(c) Identify the following web browsers

(i)  [2 marks]

(ii)  [2 marks]

(iii)  [2 marks]

SECTION B

[36 marks]

*Answer **three** questions **only** from this section*

2. (a) State the data types for the following characters as used in a spreadsheet application:
- (i) 13.65 [2 marks]
 - (ii) 24.04' [2 marks]
 - (iii) =SUM(A5:G5) [2 marks]
 - (iv) =A4 + C8 – G25 [2 marks]
 - (v) +233244971100 [2 marks]

(b) Formatting a disk refers to

.....

.....

.....

[2 marks]

3. List

(a) **two** toggle keys on a standard computer keyboard [2 marks]

.....

.....

(b) **three** features of a web browser [3 marks]

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.....

.....

(c) **two** components of the central processing unit. [2 marks]

.....

.....

(d) **two** operating system software [2 marks]

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.....

(e) **three** health hazards associated with prolonged use of computers and ICT tools [3 marks]

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.....

4. (a) Give **two** examples of a typing software. [2 marks]

.....
.....

(b) Certain books are published both in hard copies and soft copies (*e-books*). Give **two** reasons for using

(i) hard copies formats; [4 marks]

.....
.....
.....
.....

(ii) soft copies formats [4 marks]

.....
.....
.....
.....

(c) Arrange the storage devices, *compact disc*, *hard disk* and *pen drive* in **descending** order of

(i) access speed; [1 mark]

.....
.....

(ii) storage capacity. [1 mark]

.....
.....

5. State the purpose of the following commands on an email application such as yahoo or gmail:

(a) My account; [3 marks]

.....
.....
.....

.....
(b) Compose; [3 marks]

.....
.....
.....
.....

(c) Attach; [3 marks]

.....
.....
.....
.....

(d) Sign up; [3 marks]

.....
.....
.....
.....

**DO NOT TURN OVER
THIS PAGE
UNTIL YOU ARE TOLD TO DO SO.**

PAPER 1

45 MINUTES

OBJECTIVE TEST

Write your name and index number in ink in the spaces provided above

1. Use **2B** pencil throughout.
2. On the pre-printed answer sheet, check that the following details are correctly printed:

Your surname followed by your other names, the subject Name, your Index Number, Centre Number and the Paper Code.
3. In the boxes marked *Candidate Name*, *Centre Number* and *Paper code*, reshade each of the shaded Spaces.

INFORMATION & COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

45 MINUTES

1. Which of the following computer keyboard keys is used to type upper case letters when the caps lock light is off?
 - A. control key
 - B. enter key
 - C. insert key
 - D. shift key
2. Which of the following devices are used to feed a computer system with data?
 - A. keyboard and monitor
 - B. keyboard and mouse
 - C. mouse and monitor
 - D. mouse and printer
3. A computer accepts data input, processes the data and produces
 - A. byte
 - B. data
 - C. output
 - D. storage
4. The component of the computer that houses the motherboard and the power supply unit is called
 - A. central processing unit
 - B. monitor
 - C. printer
 - D. system unit
5. Which component of the computer resembles the typewriter?
 - A. keyboard
 - B. monitor
 - C. mouse
 - D. webcam
6. The optical storage media among the following is
 - A. compact disk
 - B. floppy disk
 - C. hard disk
 - D. magnetic disk
7. Which of the following media stores data temporarily?
 - A. floppy disk
 - B. hard disk
 - C. random access memory
 - D. read only memory
8. Which of the following devices must be turned on first when booting the computer?
 - A. central processing unit
 - B. monitor
 - C. printer
 - D. system unit
9. The part of the central processing unit responsible for performing all logical operations is
 - A. ALU
 - B. CU
 - C. RAM
 - D. ROM
10. Which files and folders are deleted from the computer, they go into the
 - A. briefcase
 - B. desktop
 - C. delete bin
 - D. recycle bin
11. Which of the following gives the user a log of all opened programs?
 - A. start button
 - B. start menu
 - C. taskbar
 - D. title bar
12. Which of the following would happen when a user double clicks on a folder?
 - A. a sub-fold would be created
 - B. the folder would be closed
 - C. the folder would be deleted
 - D. the folder would be opened.
13. Dragging a folder from one drive to a window on the same drive is equivalent to a
 - A. copy operation
 - B. cut operation
 - C. delete operation
 - D. move operation
14. The process whereby the computer manipulates data to produce information is known as
 - A. capturing
 - B. processing
 - C. recording
 - D. retrieving

15. 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.
16. Which of the following is a problem to computer users as a result of radiation from the monitor?
- A. body pains
 - B. dizziness
 - C. eye irritation
 - D. loss of grip strength
17. Which of the following is a reason for copyrighting ICT tools or technologies?
- A. to avoid distribution of viruses
 - B. to encourage people to make illegal copies
 - C. to protect the intellectual works of the inventors
 - D. to ensure poorer people do not have access to ICT tools.
18. Which of the following is a bad practice in the usage of ICT tool?
- A. making or receiving phone calls whilst driving
 - B. not receiving phone calls when charging it
 - C. use of air conditioning to improve dry atmosphere
 - D. uses of footstools to adjust leg positioning when working on computers.
19. To search for information on various topic, which of the following packages is used?
- A. database
 - B. Encarta
 - C. presentation
 - D. spreadsheet
20. If a user places the mouse cursor at one end of a text, holds down the left button and drag to the other end of the text, the effect will be
- A. copying the text
 - B. cutting the text
 - C. moving the text
 - D. selecting the text
21. To resave an edited document, use
- A. Ctrl + C
 - B. Ctrl + S
 - C. Ctrl + V
 - D. Ctrl + X
22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
- A. browser
 - B. hyperlink
 - C. internet
 - D. world wide web
23. The device used to transform digital signals to analogue signals and vice versa on a network is a
- A. hub
 - B. modem
 - C. telephone
 - D. digital box
24. Google is an example of a
- A. browser
 - B. search engine
 - C. spam mail
 - D. website
25. Mrs Famiyeh wants to copy information onto a compact disc, clean the content and later copy the information again. Which of the following media would advise her to use?
- A. CD
 - B. CD-R
 - C. CD-RW
 - D. CD-ROM
26. To execute more than one program at the same time, the system software being used should be capable of
- A. compatibility
 - B. multitasking
 - C. multiprocessing
 - D. portability
27. Which of the following statements best describes a computer operator? A person who
- A. carries a computer from one location to the other to work
 - B. obtains a degree in computer science and its related fields of study
 - C. operates the device which inputs and outputs data from the computer
 - D. writes computer programs for a specific purpose

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

- A. alt key
- B. caps lock key
- C. num lock key
- D. shift + F3

29. Pressing and releasing the left mouse button twice in quick succession is termed

- A. dragging
- B. double-clicking
- C. left-clicking
- D. right-clicking

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

- A. Ctrl key
- B. Enter key
- C. Esc key
- D. Shift key

31. The feature in Word processors 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
- C. line flow
- D. word wrap

32. A red wavy line under a word in a Word processing document refers to 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

33. 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
- C. standard toolbar
- D. title bar

34. Which of the following document views would show the document as it would look when it is printed?

- A. Normal view
- B. Outline view
- C. Print layout view
- D. Web layout view

35. The buttons for reload/ refresh, back, stop and forward can be found on the following applications except

- A. Search engine
- B. Web browser
- C. Website
- D. WhatsApp

36. The software that enable users access web pages on the internet is called

- A. browser
- B. website
- C. access engine
- D. search engine

37. In computing, the exchange of information is referred to as

- A. communication
- B. conversation
- C. education
- D. entertainment

38. Which of the following functions is used to find the mean number in a set of numbers in Spreadsheet?

- A. Average
- B. Maximum
- C. Minimum
- D. Summation

39. The content of a selected cell is shown in the

- A. formula bar
- B. name box
- C. status bar
- D. title bar

40. An application that helps the user to change any number in a cell and immediately see the result of that change in another cell is a

- A. Database
- B. Presentation
- C. Spreadsheet
- D. Word processor

PB PAGEZ EXAMINATION

FREE MOCK QUESTIONS_2

I.C.T Marking Scheme

PAPER 1

OBJECTIVE TEST (40 MARKS)

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

1. (a) Study the worksheet below carefully and use it to answer (i) – (vi)

	A	B	C	D	E	F	G
1	BECE CLASS 3 RESULTS						
2	Serial No.	NAME		MATHS	ENGLISH	SCIENCE	TOTAL
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7	5	Coffie	Sans	50	50	54	154
8	6	Okrah	Emma	56	83	67	206
9	7	TOTAL		315	417	361	1093

- (a) (i) Outline the steps by which the Serial No. (1, 2, ...,7) were generated without typing them one by one. [5 marks]

1. Enter 1 in cell A3
2. Enter 2 in cell A4
3. Select cells A3 and A4
4. Click at the bottom right corner of the selected range.
5. Pull to Cell A9 and release the mouse button.

ALTERNATIVE ANSWERS TO (a) (i)

Alternative A

1. Steps 1 to 4 (as original)
2. Step 5 – Drag to cell A9 and release the mouse button.

Alternative B

1. Steps 1 to 4 (as original)

2. Step 5 – Auto fill to cell A9

Alternative C

1. Enter 1 in cell A3
2. Click at the bottom right corner of the active cell
3. Hold down the Ctrl key
4. Drag to cell A9 and release the mouse button.

Alternative D

1. Type 1 in cell A3
2. Select A3 to A9
3. Click on EDIT
4. Point to “fill”
5. Click on “series”
6. Enter the step value (1)
7. Enter the stop value (7)
8. Click OK

Alternative E

1. Click on cell A3
2. Enter =row()
3. Press ENTER
4. Click at the bottom right corner of A3
5. Drag and release at A9

Alternative F

1. Enter 1 in cell A3
2. In cell A4, enter =A3+1
3. Select A4
4. Click at the bottom right corner of the selected range.
5. Pull to Cell A9 and release the mouse button

Alternative G

1. Enter 1 in cell A3
2. Autofill to cell A9
3. Click on Autofill option
4. Select fill series

(ii) What is the cell address in which the name “MATHS” was entered? [1 mark]

Cell address: D2

(iii) Write down the cell range in which “BECE CLASS 3 RESULTS” was typed. [1 mark]

Cell range: A1:G1

- (iv) Write the spreadsheet formula that was used in computing the total value “202” in cell G5. [2 marks]

Formula: =D5+E5+F5

- (v) Write the spreadsheet function used in computing the total “417” in cell E9. [2 marks]

Function: =SUM(E3:E8) OR =SUM(E3..E8)




- (vi) How many cells are in the cell range C3:E6? [1 mark]

Number of cells: 12 cells

- (b) Outline the proper way of shutting down a computer after using it. [6 marks]

- (i) Close all programs / applications.
- (ii) Click on start button (from the Desktop).
- (iii) Click on the “Turn Off Computer” button.
- (iv) Click on the “Shut Down” button.
- (v) Turn off the monitor
- (vi) Unplug the main power supply / source

- (c) Identify the following web browsers

- (i)  Internet Explorer / Explorer / Microsoft Edge 2 marks
- (ii)  Mozilla Firefox / Firefox 2 marks
- (iii)  Opera / Opera mini 2 marks

- 2 (a) 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

(b) Formatting a disk refers to

Organizing a disk / storage device in such a way that data can be stored on it

Formatting a disk would delete all data which was previously stored on it.

3. (a) Toggle keys on a standard computer keyboard

CAPS LOCK, NUM LOCK, SCROLL LOCK

(b) Features of a web browser

- Navigation buttons (forward and back buttons)
- Address bar
- Search bar
- Stop button
- Refresh/ Reload button
- Print button

(c) Components of the central processing unit

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

(d) Operating system software (examples of)

- Linux,
- Windows (95/ 98/ ME/ 2000/ XP/ Vista/ 7/ 8)
- Macintosh System (Mac OS)
- Micro-soft Disk Operating System (MS-DOS)
- OS/2 Warp,
- Unix,
- Android
- etc

(e) Health hazards associated with prolonged use of computers and ICT tools

- Eye problems [radiation from computer monitor, television, other such devices]
- Back ache, [Sitting behind a computer or other ICT tool for long periods]
- Neck ache [Sitting behind a computer or other ICT tool for long periods]
- Wrist pain [Using a keyboard or a mouse for long periods]
- Ear problems / Hearing impairment [High sound volume from speakers / headset/ headphones]
- *Cancer [radiation from mobile phones / devices]

4 (a) Examples of typing software

- Mavis Beacon Teaches Typing
- Life typing tutor
- Touch typist typing tutor
- Mac typing software

- TypingMaster pro
- Rapid Typing
- Letter Chase Typing Tutor
- TypeSmart typing tutor

(b) Reasons for books in

(i) hard copies formats

- Can be used without an electronic device
- Actual notes can be written and highlights made on its pages for easy reference.
- Can be accessed and used without electricity
- Can be used in areas where there is no electricity
- Information can be shared without using an electronic device
- Could be more portable than some computers

(ii) soft copies formats

- Searching for a particular information is easier and faster – using the search feature
- Sharing information across long distances is faster and easier - using the internet or intranet or removable storage media such as pendrives, compact discs, etc
- Saves space - Several e-books can be loaded onto a computer or other portable device
- Cheaper - due to its electronic format it costs less than equivalent books in hard copy formats
- Versatile – It is possible to change the font size, convert to audio, etc to suit the preference of the user.
- Can be read even in the dark without light
- Maintains its state, no matter how old – does not get old or dirty or torn, etc

(c) Arranging Compact disc, hard disk and pen drive in descending order of

(i) access speed

Hard disk, pendrive, compact disc

(ii) storage capacity

Hard disk, pendrive, compact disc

5. Purpose of the following commands on email applications such as yahoo or gmail

(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