

**BEST BRAIN EXAMINATIONS KONSORTIUM**  
**SPECIAL PRIVATE MOCK EXAMINATIONS FOR BECE CANDIDATES – OCTOBER 2021**  
**MARKING SCHEME – INFORMATION & COMMUNICATIONS TECHNOLOGY**

**PAPER 2 ESSAY**

**QUESTION ONE**

- (a) (i) **NAME AND FUNCTIONS OF LABELED PARTS**  
A - **Compose button:** used to create or compose a new message.  
B - **Delete button:** used to remove unwanted messages in the mail.  
C - **Mail search tab:** Helps to search or look for mails already sent to you.  
D - **Inbox:** stores all received messages sent to you. It is also used to access messages sent from other recipients  
E - **Draft button:** used to store or save messages for future use.  
F - **Forward button:** used to forward messages to other e-mail addresses.  
[6 marks @ 1 mark each]
- (b) (i) **NAME THE APPLICATION PROGRAM USED FOR THE FIGURE ABOVE.**  
Microsoft Word application software/ Ms Word application software/ Ms Word software/ Microsoft Word application. [1 mark]
- (ii) **NAMING THE PARTS LABELED A –H**  
A – Office button                      B – Quick Access Tool bar                      C – Title bar  
D - Command tabs                      E – Minimize button                      F- Restore  
G – Close                                      H – Ribbon  
[4 marks @ ½ mark each]
- (iii) **NAME OF THE AREA WHERE THE SENTENCES ARE WRITTEN**  
Work Area/Text Area/Document window [1 mark]
- (iv) **TOOLS USED TO FORMAT THE LAST PARAGRAPH.**  
Bold and Italic. [1 mark @ ½ mark each]
- (c) (i) **NAME OF FILE NAME**  
SCORESHEET [1 mark]
- (ii) **FILE EXTENSION**  
.xlsx [1 mark]
- (iii) **WORKSHEETS IN THE WORKBOOK**  
Scores, Attendance, Timetable [1 mark]
- (iv) **USE OF COMMANDS**  
I – Used to perform copy paste operations on data  
II – Used to modify the appearance of data  
III – Used to modify the arrangement of data in cells  
IV – Used to edit the format of numerical data in cells [2 marks @ ½ mark each]
- (v) **FORMULAS USING SUM AND AVERAGE FUNCTIONS**  
=SUM (B2:D6)/15  
=AVERAGE (B2:D6) [1 mark]

(vi) **CALCULATIONS USING AUTOSUM**

1. Calculating the total marks in all three subjects for each individual student
2. Calculating the total marks scored in each subject by all students

[1 mark]

(d) **COMPLETION OF DIAGRAM**

- (i) Number row keys: **1 3 4 5 6 7 9 0**
- (ii) Qwerty row keys: **U I O P**
- (iii) Home row keys: **G H J K**
- (iv) Bottom row keys: **X V N M**

**QUESTION TWO**

(a) **STEPS INVOLVED IN SAVING A NEWLY CREATED DOCUMENT.**

1. Click on the File ribbon tab
2. Click on Save As
3. Choose location for storage
4. Enter the new name
5. Click Save

**OR**

1. Type short cut key, '**Ctrl + S**'.
2. Click 'Browse' to choose storage destination and file name of document
3. Click 'Save'

[3 marks for all correct]

(b) **STEPS TO SAVE A FORMATTED DOCUMENT**

1. Click on the File ribbon tab
2. Click on Save As
3. Choose the desktop as location
4. Enter the new name
5. Click Save

[3 marks for all correct]

(c) (i) **DIFFERENCE BETWEEN A WORKBOOK AND A WORKSHEET**

A workbook is a file containing one or more worksheets.

A worksheet is a single spreadsheet page in a workbook on which data is entered

[1 each x 2 = 2 marks]

(ii) **DIFFERENCE BETWEEN RAM and ROM**

Random Access Memory	Read Only Memory
It holds data, programs and information temporarily.	It contains fixed startup instruction
It is volatile	Non-volatile
It can be read / written on by users	It can only be read
Cannot be found in most appliances	Can be found in most appliances

[2 marks @ 1 mark each]

(d) **EXPLANATION OF THE FOLLOWING TERMS**

- (i) **Data theft:** This is computer viruses known as spyware that steal data from a user's computer and pass it on to dangerous hands/people. [1 mark]
- (ii) **System crash:** This is when viruses infect a computer system and prevents the computer from working again. [1 mark]

**QUESTION THREE**

(a) **BENEFITS ASSOCIATED WITH THE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY IN TEACHING AND LEARNING.**

- It makes teaching and learning easy
- It makes teaching and learning interesting
- It makes students learn at their own pace
- It gives access to information and learning materials online
- It gives access to online libraries for research
- It facilitates e-learning
- Etc.

[4 marks @ 1 mark each]

(b) **USES OF THE INTERNET**

- Researching
- Online communication
- Entertainment
- Customer support service
- Downloading software
- Distance learning
- Shopping
- Banking etc.

[3 marks @ ½ mark each]

(c) **BENEFITS OF COPYRIGHT PROTECTION**

- Protects the work of people
- It ensures healthy competition
- It promotes development

[3 marks @ 1 mark each]

(d) **EXPLANATION OF TERMS**

- (i) **Range:** is a group of specified/ selected adjacent cells [1 mark]
- (ii) **Graph:** is a visual representation of a set of objects where some pairs of the objects are connected by lines. [1 mark]

**QUESTION FOUR**

(a) (i) **HOW TO START MICROSOFT EXCEL FROM THE START MENU**

- Click the start button.
- Click the Excel item displayed in the start menu.
- The Excel window will be opened and the Excel button in the task bar will appear.

[1 ½ mark each]

(ii) **USING THE AUTOSUM FUNCTION OF MICROSOFT EXCEL FOR ADDITION OPERATION**

- Click on the cell to receive the result of the addition operation
- Select the range of cells from the first cell reference to the last cell reference.
- Click on the auto sum icon or symbol

[1 ½ mark each]

(b) **BASIC FUNCTIONS OF THE FOLLOWING:**

- (i) **Back button:** lets you back up to the copies of pages you visited previously. [1 mark]
- (ii) **Address bar:** is the input field in a web browser that is used to locate a website or start a search. [1 mark]

[1 mark]

(c) **DIFFERENCES BETWEEN SELECTING AND HIGHLIGHTING IN A WORD PROCESSING APPLICATION**

SELECTING	HIGHLIGHTING
1. Meant for formatting purpose	Laying emphasis on a point
2. Background vanishes after formatting	Background stays after highlighting
3. Temporary action	Permanent / long-lasting action
4. Not dependent on colour	Dependent on colour
5. Involves one step to accomplish	Involves multiple steps to accomplish.

[1 each x 3 = 3 marks]

(d) **RIGHT ORDER OF CREATING A NEW WORKBOOK WHILE IN EXCEL PROGRAM**

- Click the office button
- Click new
- Click blank and recent. Then click blank workbook
- Click create

[Award 4 marks @ 1 mark each]

**QUESTION FIVE**

(a) **IMPORTANT FEATURES OF STORAGE MEDIA**

- Some of them have tracks
- They have sectors
- They have data areas
- They have silver coated surfaces
- They are non-volatile/store data permanently
- They have storage capacities in terms of bytes, bytes/megabytes/terabytes
- It is accessed sequentially or randomly
- Made of plastic material
- Data are recorded on sectors within tracks
- Each track is subdivided into sectors.

[4 marks @ 1 mark each]

(b) **WAYS TO PROTECT STORAGE MEDIA.**

- Keeping storage media in a protective packet
- Keeping storage media away from magnetic field
- Write-protect storage media
- Keeping storage media away from moisture
- Keeping storage media away from dirt
- Keeping storage media in a protective case
- Keeping storage media from hot environment.

[4 marks @ 1 mark each]

(c) (i) **EXAMPLES OF WORD PROCESSORS:**

Microsoft word, writer, word perfect, wordpad, IBM Lotus word pro, K. Word, Kongsoft writer, Apache OpenOffice Writer, Bear, Calligra words, JWPee, LyX, Ted, WordGraph. etc.

[¼ mark each ×4 = 1 mark]

(ii) **EXAMPLES OF OPERATING SYSTEMS:**

Windows (XP, 08, 08 etc) UNIX, Linux, Disk Operating System (DOS), Macintosh Operating System (Mac OS), Solaris etc.

[¼ mark each ×4 = 1 mark]

(d) **BAD HABITS ASSOCIATED WITH TYPING**

- Slouching
- Reaching too far from the keyboard or the mouse
- Leaning your hand on the keyboard or the wrist support
- Bending your wrists forward, back, left or right
- Pounding the keys
- Looking at the keyboard
- Raising your elbows
- Raising your shoulders
- Keying with the wrong fingers

[4 marks @ 1 mark each]

**PAPER ONE [40 marks]**

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

[1 mark each=Total 40 marks]