

**THE WEST AFRICAN EXAMINATIONS COUNCIL,
ACCRA**

**BASIC EDUCATION CERTIFICATE EXAMINATION
FOR SCHOOL AND PRIVATE CANDIDATES, 2022**

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PAPER 2**

FINAL MARKING SCHEME

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INFORMATION AND COMMUNICATIONS TECHNOLOGY 2

FINAL MARKING SCHEME

QUESTION 1

(a) Mouse/Computer mouse

[2 marks]

(b) Parts of Figure 1 labelled **A**, **B**, **C** and **D** are:

A: Palm rest/Palm area/body

B: Left button/Left mouse button/Primary button/Primary mouse button

C: Scroll button/Scroll wheel/Wheel

D: Right button/Right mouse button/Secondary button/Secondary mouse button

[2 marks each for correct label = 2 x 4 = 8 marks]

(c) Three (3) uses of the device identified in Figure 1 include:

(i) It is used to move the mouse pointer/cursor

(ii) It is used to open or execute a program or an application

(iii) It is used to select a text or an icon or a file

(iv) It is used for drag-and-drop action

(v) It is used to hover objects or icons

(vi) It is used to scroll between pages of documents or files

(vii) It is used for editing/resize/cropping

(viii) It is used for playing games

(ix) It is used for executing combined activities or actions

(x) It is used for operating audio or video applications etc.

[Any 3 correct uses of the device x 2 marks each = 3 x 2 = 6 marks]

(d) Three (3) devices that function as the one shown in Figure 1 include:

(i) Joystick

(ii) Touchpad

(iii) Trackball/Tracker ball

(iv) Touch screen

(v) Ergonomic mouse

(vi) Foot mouse

(vii) IntelliMouse

(viii) Gaming mice/game pad

(ix) Pucks etc.

[Any 3 correct x 2 marks each = 3 x 2 = 6 marks]

(e) Mouse pad/Mouse mat

[2 marks]

QUESTION 2

(a) **Search engine**

A search engine is a computer software/program/application/tool that finds information on the internet by looking for a keyword or phrase which users have typed.

OR

A search engine is a software/program/application/tool designed to look for a keyword or phrase and return the information with its links to the user.

OR

A search engine is a software/program/application/tool that helps users to locate information online by the use of a keyword or a phrase.

[3 marks]

(b) Three (3) examples of a search engine include:

- | | | | | |
|--|---|--|---|--|
| <p><i>totbot</i>
<i>-exce</i>
<i>ngjeek</i>
<i>rub lew</i>
<i>stute</i>
<i>hilscio</i>
<i>intMedical</i>
<i>earch</i>
<i>-sensei</i></p> | <p>(i) Google <i>/google search/google scholar</i>
(ii) Yahoo <i>/Yahoo! search</i>
(iii) Ask
(iv) Bing
(v) American online (AOL)
(vi) MSN
(vii) Baidu <i>find pdf</i>
(viii) Yandex <i>PrintFu</i>
(ix) DuckDuckGo <i>Panjay</i>
(x) Ecosia
(xi) Internet Archive etc.</p> | <p><i>Startpage</i>
<i>AOL</i>
<i>Sogpile</i>
<i>lalfram Alpha</i>
<i>Qwant</i>
<i>Yiggy</i>
<i>blekko</i></p> | <p><i>Entireweb</i>
<i>Excitead</i>
<i>Lycos</i>
<i>YouTube</i>
<i>Web Crawler</i>
<i>Naver</i>
<i>CC search</i>
<i>Gigablast</i>
<i>Searx</i>
<i>MetaCrawler</i></p> | <p><i>Exquick</i>
<i>Excite</i>
<i>Teoma</i>
<i>Hakia</i>
<i>Active Search</i>
<i>Blackle</i>
<i>Cluuz</i>
<i>CompServe Search</i></p> |
|--|---|--|---|--|

[Any 3 correct example x 1 mark each = 3 x 1 = 3 marks]

(c) The following domains of a website address represent:

- (i) (.edu) stands for Education/educational institution.
- (ii) (.biz) stands for Business/businesses/firms.
- (iii) (.int) stands for International/international organisations. *Intergovernmental*

[2 marks for each correct name = 2 x 3 = 6 marks]

QUESTION 3

(a) Three (3) reasons that will compel a user to restart a computer include:

- (i) When the computer is running slowly
- (ii) To update installed devices
- (iii) Freezes
- (iv) When the computer requests
- (v) To update installed programs
- (vi) To install a new program
- (vii) To install a new device
- (viii) To avoid memory leaks
- (ix) For internet connectivity

[Any 3 correct reasons x 2 marks each = 3 x 2 = 6 marks]

- (b) Three (3) ways by which an application can be launched using its shortcut icon on the desktop include:
- Double-click on the icon to launch the application
 - Click on the icon to select it and then press/hit enter key on the keyboard to launch the application
 - Right-click on the icon and then click open to launch the application
 - Use the Tab and arrow keys to select the icon and then press/hit the enter key on the keyboard to launch the application.
- [Any 3 correct ways x 2 marks each = 3 x 2 = 6 marks]**

QUESTION 4

- (a) Insert WordArt/ WordArt **[2 marks]**
- (b) It turns texts into colourful graphics/colourful images and patterns. **[2 marks]**
- (c) Fill object colour */ Fill colour / shape fill* **[2 marks]**
- (d) Three (3) uses of the drawing toolbar include:
- It helps provides several features for drawing.
 - It helps users to select objects in the document
 - It helps users to insert various shapes into the document.
 - It helps users to draw various line shapes.
 - It helps users to draw various arrow shapes
 - It helps users to draw different shapes of rectangles or squares.
 - It helps users to draw circles or oval circles
 - It helps users to create graphics
 - It helps users to insert text boxes to create horizontal texts.
 - It helps users to insert text boxes to create vertical texts.
 - It helps users to insert Clip Art into a document
 - It helps users to insert a picture and image file into a document
 - It helps users to select a color to fill a drawn object.
 - It helps users to sets the line color of a selected object.
 - It helps users to set the color of a selected font.
 - It helps users to specify the thickness of border lines of drawings, pictures, etc.
 - It helps users to specify the line format as a solid line, dotted line, dashed line, double line, etc.
 - It helps users to specify various shapes of arrows
 - It helps users to apply a shadow effect to an object
 - It helps users to apply a 3-D effect to an object

[Any 3 correct uses x 2 marks each = 3 x 2 = 6 marks]

for painting
✓ drawing
✓ editing
✓ shading


QUESTION 5

- (a) Three (3) features that are common to both Microsoft Word and Microsoft Excel include:
- (i) Title bar
 - (ii) Menu bar / Tab / Ribbon
 - (iii) Formatting toolbar
 - (iv) Standard toolbar
 - (v) Status bar
 - (vi) Control box etc.

[Any 3 correct features x 2 marks each = 3 x 2 = 6 marks]

- (b) Three (3) data types of a Spreadsheet application include:
- (i) Text/Label
 - (ii) Value/Numbers
 - (iii) Formula
 - (iv) Function
 - (v) Date and time
 - (vi) Currency etc.

[Any 3 correct data types x 2 marks each = 3 x 2 = 6 marks]


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