Information and Communication Technology 1

OBJECTIVE TEST
ANSWERS

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

INFORMATION AND COMMUNICATION TECHNOLOGY 2

PAPER 2
ANSWERS

1. (a) (i) **The application program used for the above figure**

   Spreadsheet / Microsoft Excel

   (ii) **The formula / function used to calculate the profit for cell D7**

   =B7–C7   or   =D3+D4+D5   or   =SUM(D3:D5)

   (iii) **The formula / function used to calculate the total expenses for cell C7**

   =C3+C4+C5   or   =SUM(C3:C5)

(iv)   Names of the parts

A   -   Name box

B   -   Formula bar

C   -   worksheet/ worksheet window

(b)

Windows button	Name of Windows button	Function of Windows button
✖	Close	▪ Ends an application OR ▪ Shuts down an open/ active file or program OR ▪ Deactivates and stores an open/ active file or program
▬	Minimize	▪ Drops window onto the taskbar OR ▪ Reduces the size of the window to the taskbar
⬜	Maximize	▪ Enlarges a window to occupy the entire screen OR ▪ Increases the size of a window to occupy the entire screen
⬛	Restore down	▪ Returns the size of a window to a previous custom size.

(c)   What *print preview* is used for

It shows exactly what a printed copy of the document will look like.

OR

It shows exactly what will be printed if the print command is given.

2.   (a)   (i)   positive uses of the internet

- **Education** – through distance learning, e-books, e-learning centres, etc
- **Entertainment** – through music, sports, movies, and games
- **Information** - Easy dissemination of and access to information – through search engines, blogs, news websites, etc
- **Communication** – through emails, chats, social networks, etc
- **Trading** (buying and selling) - through credit or debit cards, money transfer services, etc
- **Payment of bills** - through credit or debit cards, money transfer services, etc
- **Advertising** of products and services.

(ii)   negative uses of the internet
- **Stealing / Theft** – through hacking, impersonation, deception or other means.
- **Creation of malicious software** (malware), such as viruses, worms or Trojan horses, to damage or disrupt a computer system
- **Copyright infringement** - Violating the rights of others by unauthorized use

or copying of their creative works.
- **Hacking / Cracking** - Tapping into confidential data in the computer systems of others without permission for various reasons.
- **Pornography** – publishing or viewing pornographic pictures or movies.
- **Infringement of privacy** – Accessing other people's private information without their permission.

(b) **Storage media**
- Hard disc drive
- External hard drive
- DVD
- CD
- Flash drive (pen drive)
- Memory card
- Magnetic tape
- Zip drive
- Floppy disk

3. (a) Explain the following types of software

(i) *System software*
- System software is a type of computer program that runs a computer's hardware and application programs.
- The system software is the interface between the computer hardware and user application programs.
- Examples of system software are the Operating System, BIOS (Basic Input / Output System) and Device Driver Software.

(ii) *Application software*
- Application software is a type of computer program designed to perform a particular task / set of related tasks.
- Application software must be supported by the operating system in order to function properly.
- Examples of application software include Microsoft Word, Excel and Windows Media Player.

(b) State the function of **each** of the following buttons as used in application software

(i) Minimize
Reduces an open window to an icon or button on the taskbar

(ii) Maximize
Increases the size of a window to occupy the entire screen

(iii) Close
Used to exit /shut down an open application program.

4. **Explanation of the following terminologies:**

(a) Cell

- A rectangular box in a worksheet of a spreadsheet program, such as Excel
- It is a box in which one can enter a single piece of data
- It is the intersection of a row and column in a worksheet
- It is identified by the letter of the column and the number of the row
- The cell can hold 3 types of data – text, a number (or numeric value) or a formula

(b) Column:
- A vertical line of cells (boxes) in a worksheet of a spreadsheet program
- It is labelled with a letter
- A column has the same width.

(c) Row
- 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 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

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