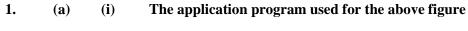
# **Information and Communication Technology 1**

# OBJECTIVE TEST ANSWERS

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

# **INFORMATION AND COMMUNICATION TECHNOLOGY 2**

# PAPER 2 ANSWERS



**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
X	Close	<ul> <li>Ends an application OR</li> <li>Shuts down an open/ active file or program OR</li> <li>Deactivates and stores an open/ active file or program</li> </ul>
	Minimize	<ul> <li>Drops window onto the taskbar OR</li> <li>Reduces the size of the window to the taskbar</li> </ul>
	Maximize	<ul> <li>Enlarges a window to occupy the entire screen OR</li> <li>Increases the size of a window to occupy the entire screen</li> </ul>
	Restore down	<ul> <li>Returns the size of a window to a previous custom size.</li> </ul>

#### (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