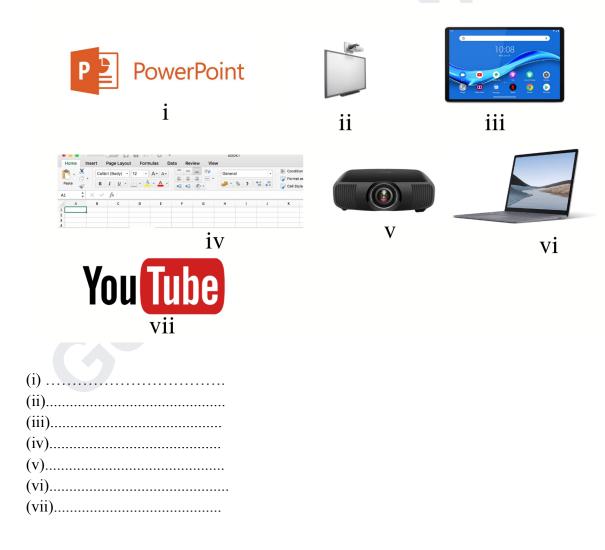# Extracted Question From Best Brain May 2022 ICT Mock
Compiled By Golearnershub.com

SECTION A
[24 marks]
Answer Question 1
(Compulsory)

1.

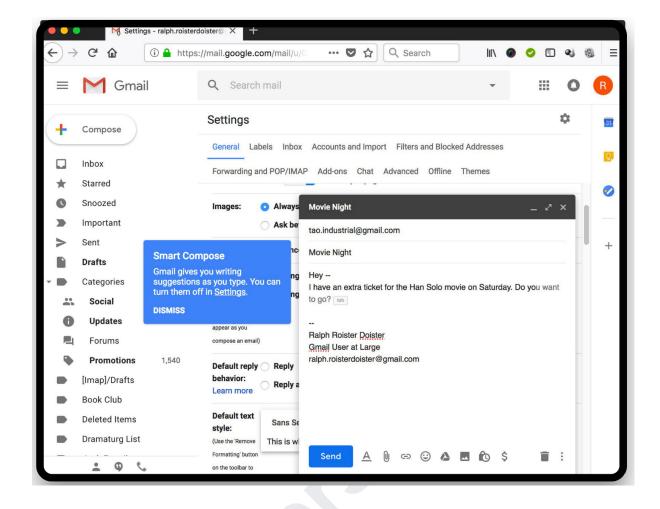(a) Identify the educational ICT tools labeled I, I, IT, IV, V, VI, and VIl below and state the general use of each.

i

ii

iii

iv

v

vi

vii

(i) ………………………….

(ii)...

(iii)..

(iv)..

(v)...

(vi)...

(vii)...

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(b) Study the diagram below and use it to answer I, II, III, IV, V, VI AND VII

I. Give the Name of the file

II. Give the file extension

III. Name the worksheet in the workbook

IV. State the use of the command group labelled I,II,III, and IV

V. Write down two formulas that can be used to find the average of all the marks entered in the spreadsheet using the SUM and AVERAGE functions.

Vi. Write down two formulas that can be used to calculate Wisdom's total scores in all three subjects using operators and cell references only.

Vii. Describe two calculations in the spreadsheet that can be performed using AutoSum

C. The window below is an email shown on a receiver's computer screen. Use it to answer the question (c) (I) - (iv)

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I Identify the email service provider.

II. Give the address of the sender

Iii. Give the email address of the receiver

Iv. State the functions of the following commands:

Archives…………………………..
Report Spam……………………..
Forward……………………………

Section B
[36 Marks]
Answer three questions only in this section

2.

(a) In what four ways can a laptop be useful to a student as an educational ICT tool?

(b) Give two benefits of using PowerPoint software in the classroom

(c) State four benefits of using e-mail

(d) In what two ways do students misuse smartphones?

3.

(a) states three benefits of integrating ICT into education

(b) Differentiate between a Workbook and a worksheet

(c) Write down the steps to create a new workbook

(d)Describe three ways to save information from a webpage for later access.

(e) State two benefits of saving text from a web page in a word document.

4.

(i) What is the World Wide Web?

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(ii) Describe how one can read the latest news on the website **www.ghanaweb.com**

(b)

(i) What is Video Conference?

(ii) Mention two benefits of video conferencing

(c) State two characteristics of an e-mail password that makes it more secure.

(d) Study the spreadsheet snippet below.

	A	B	C	D
1	Date	Phone Cells	Leads	Sales
2	01-01-21	123	64	19
3	02-01-21	187	62	26
4	03-01-21	235	51	21
5	04-01-21	534	49	13
6	TOTALS			

(i) Write the formula to calculate the total phone cells in cell B6 using cell Reference and the addition operator only.

(ii) Write the steps to calculate the total Leads in cell C6 using AutoSum

5.

(a) State the use of the following features in Word:

(i) Ruler

(ii) Spelling and grammar

(b) Give two disadvantages of using e-mail

(c) Write the steps you will take to obtain information from the internet using a search engine.

(d) Sena has entered 49+30 in a cell. The worksheet is not displaying 79 in the cell. Instead, 49+30 is getting displayed. Describe how Sena can rectify this situation.