

**GHANA EDUCATION NEWS (GEN MOCK)**

**HOME MOCK SEPTEMBER 2022**

**ICT 1 & 2**



Name.....

Index Number.....

**GHANA EDUCATION NEWS (GEN MOCK)**

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**GHANA EDUCATION NEWS MOCK – SEPTEMBER 2022 EDITION**

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**PERFORMANCE BOOSTER - MOCK NUMBER 4**

**SEPTEMBER 2022      INFORMATION COMMUNICATION TECHNOLOGY      1 Hr, 45 Minutes**

*Do not open this booklet until you are told to do so. While you are waiting, read and observe the following instructions carefully. Write your name and index number in ink in the spaces provided above.*

*This booklet consists of two papers; I and II. Answer Paper 2 which comes first in your answer booklet and Paper 1 on your Objective Test answer sheet. Paper 2 will last for 1 hr after which the answer book let will be collected. Do not start Paper until you are told to do so. Paper 1 will last 45 MINUTES.*

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**TURN OVER**

# INFORMATION AND COMMUNICATION TECHNOLOGY 2

## PAPER 2

### ESSAY

[60 marks]

1 ¼ hours

*Credit will be given for clarity of expression and orderly presentation of material*

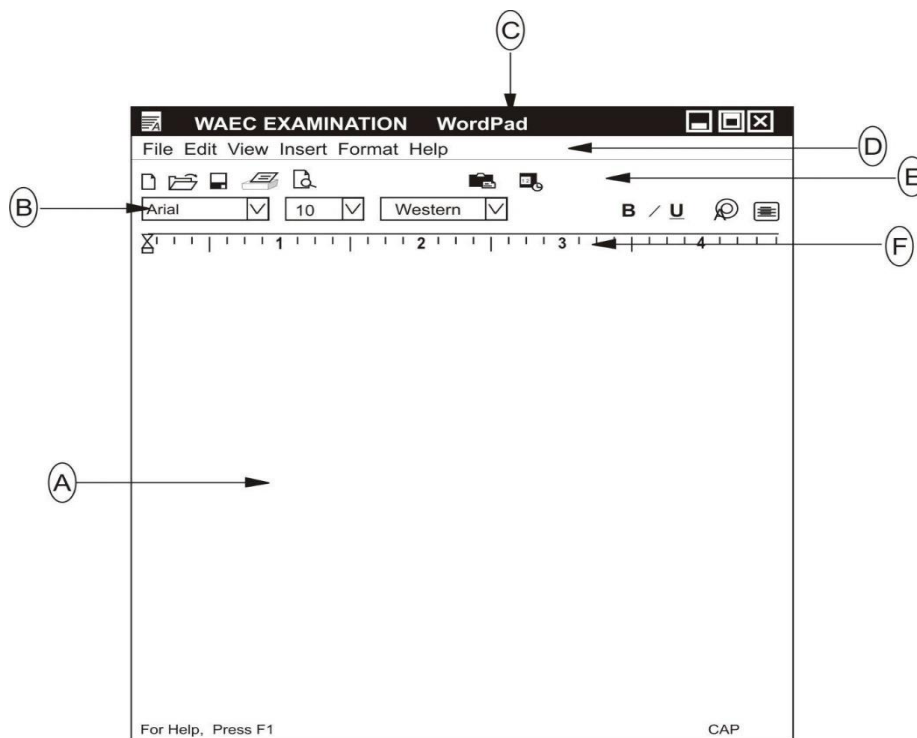
#### SECTION A

[24 marks]

Answer Question 1 [Compulsory]

1. (a) Study the diagram below carefully and answer the questions that follow:

(i) What is the name of the application program used to create the above file?



..... [1 mark]

(ii) Give the file name of the application program above

..... [1 mark]

(iii) Name the parts labelled A, B, C, D, E and F in the diagram

- A .....
- B .....
- C .....
- D., .....
- E., .....

F., .....

(iv) State the functions for **B** and **C** in (a) above.

**B** .....  
.....  
.....

[2 marks]

**C** .....  
.....  
.....

[2 marks]

(b) List the steps (*in the right order*) involved in switching on a personal computer system

.....  
.....  
.....  
.....  
.....  
.....

[6 marks]

(c) Identify the following ICT tools:

(i)



.....

(ii)



.....

(iii)



.....

[6 marks]

**SECTION B**

**[36 marks]**

Answer **three** questions **only** from this section

2. (a) Give the functions of the following keyboard keys:

(i) Backspace.....

[2 marks]

(ii) Space bar .....

.....

[2 marks]

(b) (i) Outline **three** differences between *selecting* and *highlighting* text in a Word Processing application.

.....  
.....  
.....  
.....  
.....

[6 marks]

(ii) Name **two**-word processors.

.....  
.....

[2 marks]

3. (a) State two functions:

(i) of an input device;

.....  
.....

[4 marks]

(ii) performed by an output device;

.....  
.....  
.....

[4 marks]

(b) Match the items in Group 1 to those in Group 2 with lines.

**Group 1**

- Speedometer
- Electric stove
- Money Counting Machine
- X-ray Machine

**Group 2**

- Bank
- School
- Hospital
- Vehicle
- Home

[4 marks]

4. (a) Explain the term *word processing*

.....  
.....  
.....

[3 marks]

(b) Give the default extension for the following file format:

Notepad .....

[1 mark]

(c) Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:

- (i) Cut ..... [2 marks]
- (ii) Copy ..... [2 marks]
- (iii) Paste ..... [2 marks]
- (iv) Print ..... [2 marks]

5. State **two** differences between

(a) random access memory and read only memory

.....  
.....  
.....  
.....

[4 marks]

(b) hard disk and pen drive;

.....  
.....  
.....  
.....

[4 marks]

(c) file and folder

.....  
.....  
.....  
.....

[4 marks]

# Information and Communication Technology 1

## OBJECTIVE TEST

45 minutes

1. The **most** common means by which data are input into the computer is through the
  - A. mouse
  - B. keyboard
  - C. microphone
  - D. joystick
  
2. The least number of input devices that a computer system can have is
  - A. 1
  - B. 2
  - C. 3
  - D. 4
  
3. The device that converts computer output into displayed images is the
  - A. hard disk
  - B. monitor
  - C. printer
  - D. processor
  
4. In which of the following are the storage devices arranged on the basis of lowest to the highest capacity?
  - A. CD, DVD, Floppy Disk and Hard Disk
  - B. Floppy Disk, Hard Disk, DVD and CD
  - C. Floppy Disk, CD, DVD and Hard Disk
  - D. Floppy Disk, DVD, CD and Hard Disk
  
5. The first key on the computer keyboard is
  - A. Caps Lock
  - B. Delete
  - C. Enter
  - D. Esc
  
6. The default storage location for files and folders is
  - A. My Briefcase
  - B. My Computer
  - C. My Document
  - D. My Network Places
  
7. Which of the following statements are true about files?
  - I. A file can be renamed whilst it is open.
  - II. A file cannot be deleted whilst it is open.
  - III. A file deleted from a computer may be found in a recycle bin or trash bin.

- A. I & II only
  - B. I & III only
  - C. II & III only
  - D. I & II & III
8. Microsoft Word, Encarta kids, Mavis Beacon Teaches Typing are examples of
- A. application software
  - B. operating system
  - C. open source package
  - D. system software
9. From which of the following storage media will deleted items be sent to the recycle bin?
- A. Flash disk
  - B. Floppy disk
  - C. Hard disk
  - D. Zip disk
10. Which of the following programs has features like gridbook?
- A. Microsoft Paint
  - B. Spreadsheet
  - C. Open Source Writer
  - D. Microsoft Word
11. System software is a platform which runs
- A. source codes.
  - B. application software.
  - C. operating system.
  - D. utilities.
12. Which of the following is **not** a reason for using ICT in education?
- A. ICT tools increase learner motivation and engagement.
  - B. ICT tools facilitate the acquisition of basic skills in Maths, English, Science, etc
  - C. ICT tools enhance teaching through the use of presentation software.
  - D. ICT tools force students to learn at others' pace.
13. Viewing television for long periods can damage an individual's
- A. eye
  - B. head
  - C. mouth
  - D. nose
14. Which of the following is **not** a component of a uniform resource locator (URL) ?
- A. Web protocol
  - B. Name of browser
  - C. Name of web server
  - D. Name of the file with the directory



15. Which computer keyboard key allows users to erase characters to the left of the cursor?
- A. Backspace key
  - B. Delete key
  - C. Insert key
  - D. Tab key
16. Which component of the computer resembles the typewriter?
- A. Keyboard
  - B. Monitor
  - C. Mouse
  - D. Webcam
17. Which of the following devices must be turned on first when booting the computer?
- A. Central Processing Unit
  - B. Monitor
  - C. Printer
  - D. System Unit
18. Dragging a folder from one drive to a window on the same drive is equivalent to a
- A. copy operation
  - B. cut operation
  - C. delete operation
  - D. move operation
19. To copy a file means to
- A. Cut the file
  - B. Delete the file
  - C. Remove the file
  - D. Make a duplicate of the file
20. The area of the taskbar that displays small icons of some programs such as the system clock is
- A. Programs area
  - B. Scroll bar
  - C. Start menu
  - D. System tray
21. The physical material on which a computer keeps data, instructions, and information is called
- A. primary storage.
  - B. secondary storage.
  - C. tertiary storage.
  - D. cache storage.
22. When a computer is on, it is normally termed
- A. information.
  - B. programming.
  - C. running.
  - D. working.

23. A folder within another folder is called
- A. file
  - B. subfolder
  - C. inside folder
  - D. innermost folder
24. The following devices can be found in the system unit **except**
- A. ports
  - B. memory
  - C. motherboard
  - D. scroll wheel
25. Which of the following devices are used to feed a computer system with data?
- A. Keyboard and monitor
  - B. Keyboard and mouse
  - C. Mouse and monitor
  - D. Mouse and printer
26. The optical storage media among the following is
- A. compact disc
  - B. floppy disk
  - C. hard disk
  - D. magnetic disk
27. The sharpness of an image on a monitor screen is determined by the number of
- A. Inches
  - B. Pits
  - C. Pixels
  - D. Units
28. To which of the following activities is ICT useful?
- I. Education
  - II. Farming
  - III. Medicine
- A. I and II only
  - B. I and III only
  - C. II and III only
  - D. I, II and III
29. An entity in a file system which contains a group of files is called a
- A. cabinet
  - B. container
  - C. document
  - D. folder
30. The part of the computer which displays information to the user in soft copy format is the
- A. Monitor

- B. Printer
- C. Processor
- D. Scanner

31. Which of the following terms refers to unsolicited emails in the form of advertising or chain letters?
- A. Compose
  - B. Inbox
  - C. Spam
  - D. Trash
32. To apply a formula or function in a spreadsheet program, the symbol used is
- A. = or \*
  - B. = or +
  - C. = or /
  - D. = or -
33. Which of the following does a user need to bypass before accessing an email?
- A. Username and computer name
  - B. Username and email name
  - C. Username and password
  - D. Username and yahoo
34. Mathematical calculations in a spreadsheet are called
- A. Formulas
  - B. Labels
  - C. Numbers
  - D. Values
35. Which of the following is a problem to computer users as a result of radiation from the monitor?
- A. Body pains
  - B. Dizziness
  - C. Eye irritation
  - D. Loss of grip strength
36. A group of instructions that directs a computer is called
- A. logic.
  - B. memory.
  - C. program.
  - D. storage.
37. In word processing program, lines, block arrows and flow charts are found on which of the following toolbars?
- A. Drawing
  - B. Formatting
  - C. Picture
  - D. Standard

- 38.** Which of the following is used to find the minimum number among a set of numbers in spreadsheet functions?
- A. MAX
  - B. MIN
  - C. MAXIMUM
  - D. MINIMUM
- 39.** A tool for locating information on the internet is the
- A. universal engine
  - B. database engine
  - C. search engine
  - D. deep web
- 40.** Which of the following features in a browser enables users to fetch the latest copy of a web page?
- A. Refresh
  - B. Forward
  - C. Backward
  - D. Stop

# HOME MOCK SEPTEMBER 2022

## ICT 1 & 2

### MARKING SHCEME

#### Information and Communication Technology 1

#### OBJECTIVE TEST - ANSWERS

- |     |   |  |     |   |                       |
|-----|---|--|-----|---|-----------------------|
| 1.  | B | keyboard   | 20. | D | System tray           |
| 2.  | A | 1  | 21. | A | primary storage       |
| 3.  | B | monitor  | 22. | C | running               |
| 4.  | C | Floppy Disk, CD, DVD and Hard<br>Disk                | 23. | B | subfolder             |
| 5.  | D | Esc  | 24. | D | scroll wheel          |
| 6.  | C | My Document  | 25. | B | Keyboard and mouse    |
| 7.  | C | II & III only  | 26. | A | Compact disk          |
| 8.  | A | application software                                 | 27. | C | Pixels                |
| 9.  | C | Hard disk  | 28. | D | I, II and III         |
| 10. | B | Spreadsheet  | 29. | D | folder                |
| 11. | B | application software                                 | 30. | A | Monitor               |
| 12. | D | ICT tools force students to learn at<br>others' pace | 31. | C | Spam                  |
| 13. | A | eye  | 32. | D | = or -                |
| 14. | B | Name of browser                                      | 33. | C | Username and password |
| 15. | A | Backspace  | 34. | D | formulas              |
| 16. | A | Keyboard   | 35. | C | Eye irritation        |
| 17. | D | System Unit  | 36. | C | program               |
| 18. | D | move operation                                       | 37. | A | Drawing               |
| 19. | D | make a duplicate of the file                         | 38. | B | MIN                   |
|     |   |  | 39. | C | search engine         |
|     |   |  | 40. | A | Refresh               |



# Mock Examination 1

## INFORMATION AND COMMUNICATION TECHNOLOGY 2

### PAPER 2 ANSWERS

1. (a) (i) WordPad

(ii) WAEC EXAMINATION

- (iii) A. Document Area or Text Area  
B. Formatting Toolbar  
C. Title bar  
D. Menu bar  
E. Standard toolbar  
F. Ruler

(iv) **Functions of B (Formatting Toolbar) -**

- (i) To change the font style  
(ii) To change the font size  
(iii) To change the font colour  
(iv) To bold font (or reverse it)  
(v) To change font to italics (or reverse it)  
(vi) To underline font  
(vii) To insert bullets  
(viii) To align text to the right / left / centre

**Functions of C (Title Bar)**

- (i) It shows / displays the title of the document  
(ii) It shows / displays the icon of the application program  
(iii) It shows / displays the name of the application program  
(iv) It shows / displays the minimize, maximize and close command buttons  
(v) It can be used to resize the window  
(vi) It can be used to move / drag the window around

(b) **The steps (*in the right order*) involved in switching on a personal computer system**

- (i) Check the power cables connected to the system unit and monitor  
(ii) Check the main socket connection.  
(iii) Make sure there is no floppy disk in the floppy drive  
(iv) Press the power button on the system unit.  
(v) Press the power button on the monitor

(c) **Identification of the following ICT tools:**

(i)



Headphone or earphone

(ii)



Digital watch

(iii)



Pen drive or Flash memory/drive



2. (a) Give the functions of the following keyboard keys:

i. **Backspace** – It is used to delete/erase characters to the left of the cursor / insertion point. [2 marks]

ii. **Space bar** – It is used to create / inserts a space / gap between words or characters. [2 marks]

(b) i. Outline three differences between *selecting* and *highlighting* text in a Word Processing application.

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

[6 marks]

ii. Name two word processors.

- Microsoft Word
- Writer
- WordPerfect
- WordPad
- Notepad
- WordStar
- Pages
- AbiWord
- LibreOffice Writer
- IBM Lotus Word Pro
- KWord
- Jarte
- Nisus Writer
- GNU TeXmacs
- Atlantis Word processor
- Kingsoft Writer
- Apache OpenOffice Writer
- Bean
- Calligra Words
- Groff
- JWPce
- LyX

- Ted
- WordGraph
- AbleWord
- RoughDraft
- WriteMonkey
- FocusWriter
- Judoom

[2 marks]

3. (a) **State two functions:**

(i) **of an input device;**

[4 marks]

1. Presenting the computer with data / information
2. Giving the computer commands and instructions
3. Changes human language to the computer language.

(ii) **performed by an output device;**

[4 marks]

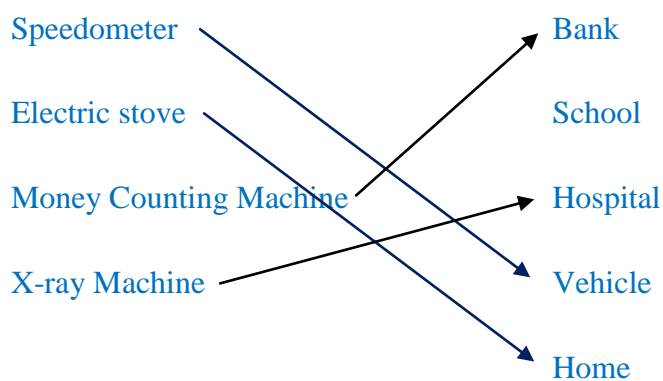
1. Provides processed / stored data to user.
2. Indicates what the computer needs from user
3. Changes the processed data from the computer language to the human language.

(b) **Match the items in Group 1 to those in Group 2 with lines.**

[4 marks]

**Group 1**

**Group 2**



4. (a) **Explain the term *word processing***  
 It is the production, storage and manipulation of text on a computer using word processor software, such as Microsoft Word.  
 Examples of Word processing processes include composing, editing, formatting and printing text.  
 [3 marks]
- (b) **Give the default extension for the following file format:**  
 Notepad - **.txt** [1 mark]
- (c) **Write the shortcut keyboard keys combination for the following commands as used in a word processing environment:**
- |       |       |                 |           |
|-------|-------|-----------------|-----------|
| (i)   | Cut   | <b>CTRL + X</b> | [2 marks] |
| (ii)  | Copy  | <b>CTRL + C</b> | [2 marks] |
| (iii) | Paste | <b>CTRL + V</b> | [2 marks] |
| (iv)  | Print | <b>CTRL + P</b> | [2 marks] |

5. **Two differences between**

- (a) **random access memory and read only memory**

<b>Random Access Memory (RAM)</b>	<b>Read Only Memory (ROM)</b>
Used by programs to hold temporary data	Primarily used to store programs and files
Requires power to retain data (volatile)	Does not require power to retain data (non-volatile)
Has a higher speed (faster)	Has a much lower speed (slower)
Data is not permanently written	Data is permanently written

- (b) **hard disk and pen drive;**

<b>HARD DISK</b>	<b>PEN DRIVE</b>
Has a larger storage capacity	Has a smaller storage capacity
It is larger and heavier (less portable)	It is much smaller and lighter (more portable)
Requires a power source for memory storage	Does not require a power source for memory storage
Has parts that move (spins / rotates)	Does not have parts that move
Stores memory with a spinning platter and a rotating head	Stores memory by flashing into the "cells" of the memory chip

(c) **file and folder**

<b>FILE</b>	<b>FOLDER</b>
A file stores data	A folder stores files and other folders
Takes up significant storage space	On its own, takes up virtually no storage space at all
A collection of data or information that can be organized	Also known as directory, is used to organize files