

This paper is in **two** sections: **A** and **B**. Answer **Question 1** in Section **A** and any other **three** questions in Section **B**.

Answer **all** the questions in the spaces provided in this question paper. At the end of the examination, you should submit the **entire** question paper to the invigilator.

Any candidate who tears off any part of the question paper will be **severely** penalized.

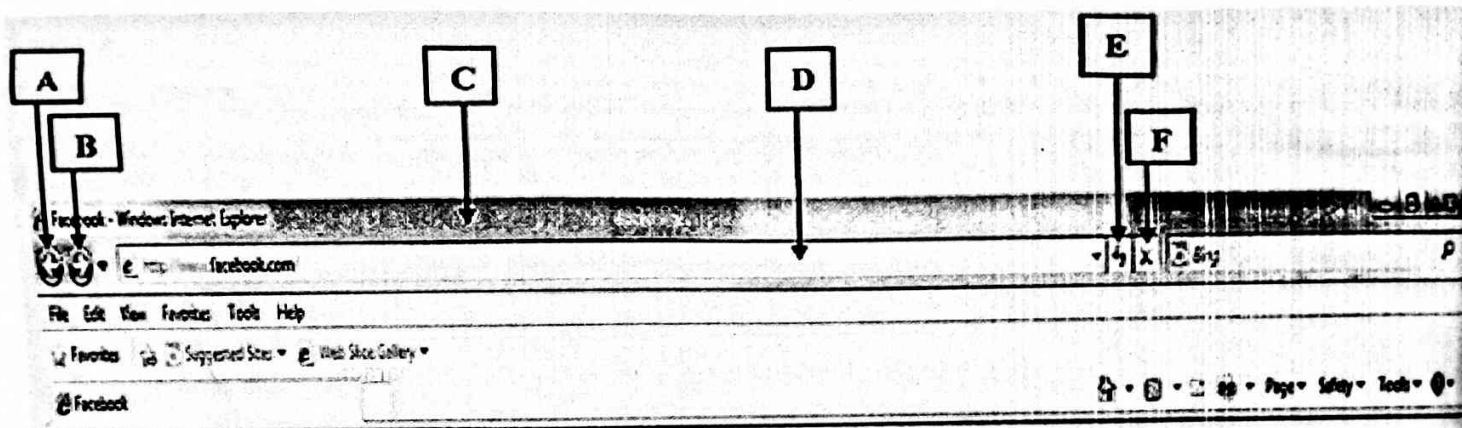
Whether you answer all the questions in this paper or not, hand in the **entire** question paper to the invigilator.

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 image carefully and use it to answer questions (a) (i – ii) and (b).



- (i) What is the name of the image shown above?

[2 marks]

- (ii) Name the parts of the image represented by A, B, C, D, E, and F in 1(a):

A
B
C
D
E
F

[6 marks]

(b) State the function of the parts labelled **A** and **D** in 1(a) above:

(i) **A:**

(ii) **D:**

[4 marks]

(c) List **four** uses of the internet.

.....

[4 marks]

(d) Write the name of the following computer keyboard key characters:

(i) **&**
 (ii) **^**
 (iii) **{ }**
 (iv) **/**

[8 marks]

Turn over

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 the **two** types of storage media.

[2 marks]

- (b) (i) Give **three** important features of storage media.

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.....

.....

[6 marks]

- (ii) State **two** ways to protect storage media.

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.....

[4 marks]

4. (a) What is:

- (i) *application software*:

.....

.....

.....

- (ii) *system software*:

.....

.....

.....

- (iii) *a folder*:

.....

.....

.....

[9 marks]

Turn over

- (b) Give **three** examples of an operating system.

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.....

[3 marks]

5. (a) List **three** toolbars or bars in a spreadsheet application.

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.....

[3 marks]

- (b) Define the following terms as used in a spreadsheet application:

(i) *cell*:

.....

.....

(ii) *active cell*:

.....

.....

(iii) *name box*:

.....

.....

[9 marks]

END OF ESSAY TEST

Answer **all** the questions.

Each question is followed by **four** options lettered A to D. Find the **correct** option for each question and shade in **pencil** on your answer sheet the answer space which bears the same letter as the option you have chosen. Give only **one** answer to **each** question. An example is given below.

Which of the following is an input device?

- A. Monitor
- B. Stylus
- C. Projector
- D. Speaker

The correct answer is stylus which is lettered B and therefore answer space B would be shaded.

☐ A ☒ B ☐ C ☐ D ☐ E

Think carefully before you shade the answer spaces. Erase completely any answer you wish to change.

Do all rough work on this question paper. Now answer the following questions.

1. How many characters make up a byte?
 - A. 1
 - B. 2
 - C. 3
 - D. 4
2. Which of the following devices sends commands into the computer?
 - A. Keyboard
 - B. Pen drive
 - C. Printer
 - D. System unit
3. Which of the following storage media **normally** stores the operating system?
 - A. Flash disk
 - B. Hard disk
 - C. Magnetic tape
 - D. Zip disk
4. Using a computer application is known as
 - A. installing.
 - B. launching.
 - C. operating.
 - D. running.
5. The system tray is also called
 - A. clock.
 - B. notification area.
 - C. quick launch.
 - D. taskbar.

6. The default storage location for files and folders is
- A. My Briefcase.
 - B. My Computer.
 - C. My Documents.
 - 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. Which of the following devices is used to process information?
- A. Computer
 - B. Speedometer
 - C. Thermometer
 - D. Weighing scale
9. Which of the following items is **not** a source of computer virus?
- A. CD-R
 - B. CD-ROM
 - C. Internet
 - D. Pen drive
10. How many arrow keys are found on the computer keyboard?
- A. 2
 - B. 3
 - C. 4
 - D. 5
11. In a Spreadsheet application, which of the following displays the contents of the active cell?
- A. Formula bar
 - B. Menu bar
 - C. Name box
 - D. Standard toolbar
12. The following are components in the system unit **except**
- A. CPU.
 - B. RAM.
 - C. ROM.
 - D. VDU.

13. Microsoft Word, Encarta Kids, Mavis Beacon Teaches Typing are examples of
- A. application software.
 - B. operating system.
 - C. open source package.
 - D. system software.
14. The following are input devices except
- A. keyboard.
 - B. monitor.
 - C. mouse.
 - D. scanner.
15. 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
16. The name given to the background area of a computer when turned on is
- A. desktop.
 - B. folder.
 - C. icon.
 - D. window.
17. Which of the following is used as a shortcut means to open files, folders and programs?
- A. Desktop
 - B. Icon
 - C. Screen
 - D. Start menu
18. A folder inside another folder is called
- A. attached folder.
 - B. main folder.
 - C. parent folder.
 - D. subfolder.
19. Which of the following is the effect of loud ringing tone?
- A. Headache
 - B. Hearing impairment
 - C. Neck pain
 - D. Wrist pain
20. The computer program designed to prevent viruses from damaging the computer and its files is called
- A. anti-virus.
 - B. virus.
 - C. virus infestation.
 - D. virus protector.

21. The default orientation for a Word document is
- A. A4.
 - B. landscape.
 - C. letter.
 - D. portrait.
22. In a web browser, where is the website address typed?
- A. Address bar
 - B. Home page
 - C. Menu bar
 - D. Status bar
23. Radio satellite setup has two parts namely receiver and
- A. broadcaster.
 - B. recorder.
 - C. transformer.
 - D. transmitter.
24. A system of interconnected computers, telephones, or other communication devices that can communicate with one another and share applications and data is referred to as
- A. extranet.
 - B. internet.
 - C. intranet.
 - D. network.
25. The capacity of the 3½ inches floppy disk is
- A. 80 KB.
 - B. 1.2 MB.
 - C. 1.44 MB.
 - D. 2.88 MB.
26. The background image that appears on a computer desktop is known as
- A. background theme.
 - B. background panel.
 - C. screen saver.
 - D. wallpaper.
27. Which of the following programs would support the study of Mathematics?
- A. CorelDraw
 - B. Encarta
 - C. MS-Excel.
 - D. MS-Word
28. To create a space between characters, word and sentences, use the
- A. backspace key.
 - B. enter key.
 - C. shift key.
 - D. space bar key.

29. Which part of the computer mouse button is used to select an object on-screen?
- A. Left button
 - B. Right button
 - C. Scroll ball
 - D. Scroll button
30. Making changes and corrections of grammatical errors to an existing document is referred to as
- A. correction.
 - B. deleting.
 - C. editing.
 - D. formatting.
31. Which of the following keyboard keys can be used to delete characters in a Word Processing program?
- A. Backspace
 - B. Shift
 - C. Space bar
 - D. Tab
32. Which computer keyboard key should be pressed to start a new paragraph in a Word Processing document?
- A. Control + Enter key
 - B. Down cursor key
 - C. Enter key
 - D. Shift + Enter key
33. Which of the following bars displays the heading of an open window?
- A. Menu bar
 - B. Status bar
 - C. Standard toolbar
 - D. Title bar
34. The print preview button is located on which of the following toolbars?
- A. Drawing
 - B. Formatting
 - C. Header and Footer
 - D. Standard
35. Which of the following is compulsory when composing and sending an e-mail?
- A. Message Body
 - B. Message Header/Subject
 - C. Recipient's E-mail Address
 - D. Sender's Name
36. Specialized program that assists a user to locate information on the web and on the internet is called
- A. agents.
 - B. search engine.
 - C. web.
 - D. web portal.

37. Which of the following is a complete website address?
- A. hhpp://www.waecghana.org
 - B. http://www.waecghana.org
 - C. http://www.waecghana.org
 - D. http://www.waecghana.org
38. In Spreadsheet application, which of the following symbols represents multiplication?
- A. x
 - B. *
 - C. ÷
 - D. #
39. Which of the following is used for multiplication operation in Spreadsheet functions?
- A. ADD
 - B. AVERAGE
 - C. MULTIPLICATION
 - D. PRODUCT
40. 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

END OF PAPER