070/2&1 BECE
June 2018
INFORMATION
AND COMMUNICATIONS
TECHNOLOGY 2 & 1
Essay and Objective
2 hours

Name	
Index Number	
Signature	
Date of Examination	

THE WEST AFRICAN EXAMINATIONS COUNCIL GHANA

Basic Education Certificate Examination

June 2018

INFORMATION AND COMMUNICATIONS TECHNOLOGY 2 & 1

2 hours

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, index number, signature and date of examination in ink in the spaces provided above.

This booklet consists of two papers. Answer Paper 2 which comes first, in the booklet and Paper 1 on your Objective Test answer sheet. Paper 2 will last 1 hour 15 minutes. Do not start Paper 1 until you are told to do so. Paper 1 will last 45 minutes. At the end of the examination, 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.

For Examin	ner's Use Only
Question Number	Mark
W. A. Vict. Belling	
TOTAL	

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).

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	otics Took Help	No. of the Contract of the Con	
	Syptomic to .	Web Sice Gollery •	g · □ · □ · ppr segr
é forecod			4.9.24.4
	(i)	What is the name of the image shown a	
			[2 marks]
	(i) (ii)	Name the parts of the image represented by	[2 marks] by A , B , C , D , E , and F in 1(<i>a</i>):
		Name the parts of the image represented b	[2 marks] by A, B, C, D, E, and F in 1(a):
		Name the parts of the image represented by A	[2 marks] by A, B, C, D, E, and F in 1(a):
		Name the parts of the image represented by A	[2 marks] by A, B, C, D, E, and F in 1(a):
		Name the parts of the image represented by A	[2 marks] by A, B, C, D, E, and F in 1(a):

(b)	State the function of the parts labelled A and D in $l(a)$ above:	
	(i) A:	
41	er groton godina om med staat tordisch operation en	
k la	ere i brood enderste en tial mit boson om 2 e beson	
	(ii) D :	
	and award till	
		[4 marks]
(c)	List four uses of the internet.	
	Processive application	
		••••••
		[4 marks]
(d)	Write the name of the following computer keyboard key characters:	
	(i) &	
		11.000.00.00.00.00.00.00.00.00.00.00.00.
	The first of the control of the cont	
	(iii) {}	
	(iv) / (iv) some the ran types of storage gradua.	• • • • • • • • • • • • • • • • • • • •
	and the first that the substance of the substance of the second second second second second second second second	[8 marks]

Answer three questions only from this section.

	*			
	(i)	Backspace		
				[2 marks
	(ii)	Space bar		
				[2 mark
(b)	(i)	Outline three differences between selecting and highlighting	g text in a W	/ord
		Processing application.		
	(ii)	Name two word processors.		[6 mark
			100	
				[2 marks
(a)	State t	he two types of storage media.		
		Special state of the state of t		

3.

	5.5.3		
	<i>#</i>		
	•••••		
		그 그 그 그 그 가는 얼마를 보고 있는데 그래요 그 가지 않게 되었다. 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그	•••••••
			[3 marks]
i. (a)	I int	three toolbars or bars in a spreadsheet application.	
(a)			
		SALE OF THE SALE O	

			[3 marks]
<i>(b)</i>	Defin	e the following terms as used in a spreadsheet application:	
<i>(b)</i>	Defin	i di ang manggang manggang ang ang ang ang ang ang ang ang	
(b)	Defination (i)	The second of th	
(b)		cell:	(v) ,s
(b)		cell:	(v) ,s
(b)		cell:	(v) ,s
<i>(b)</i>		cell:	(v) ,s
<i>(b)</i>		cell	(v) ,s-
<i>(b)</i>		cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>		cell	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i) (ii)	active cell:	(v) ,s-
<i>(b)</i>	(i)	cell:	(v) ,s-
<i>(b)</i>	(i) (ii)	active cell:	(v) ,s-
<i>(b)</i>	(i) (ii)	active cell:	(v) ,s-
(b)	(i) (ii)	active cell:	(v) ,s-
<i>(b)</i>	(i) (ii)	active cell:	(v) ,s-
<i>(b)</i>	(i) (ii)	active cell:	(v) ,s-

Answer all the questions.

quick launch.

taskbar.

C. D.

Each question is followed by four options lettered A to D. Find the correct option for each e letter as below.

you wish to

		you have chosen. Give only one o		question. An ex	ample is given below		
	Whi	ich of the following is an input device	ce?	Parent.	4.		
	Α.	Monitor		97			
	В.	Stylus	DATE OF FEED	without lear.			
	C.	Projector	Party Refer	and work based.			
	D.	Speaker					
	The	correct answer is stylus which is	lattared D and	4			
shad	led.				r space B would be		
			⊏C⊐	⊏D⊐	⊏E⊐		
	Thin	k carefully before you shade the	answer spaces.	Erase complet	ely any answer you		
chan	ge.						
	Do a	all rough work on this question p	paper. Now ans	swer the following	ng questions.		
1.				10.00	T. 12		
	Α.	many characters make up a byte?	The second second	> 410			
	В.	2					
	C.	3					
	D.	4					
	- 7.			*			
2.	Whic	ch of the following devices sends co	ommands into th	e computer?			
	Α.	Keyboard	ands into th	ic computer?			
	B.	Pen drive					
	C.	Printer					
	D.	System unit			7		
3.	Whi	Which of the following storage media normally stores the operating system?					
	Α.	Flash disk	iormany stores	the operating syst	em?		
	B.	Hard disk					
	C.	Magnetic tape					
	D.	Zip disk					
1	Llein	g a computer application is known		manus Agusta Agu			
7.	A.	installing.	as				
	В.	launching.					
	В. С.	operating.					
	D.	 A. S. S. William M. C. S. State and M. S. S.					
	D.	running.		CP to a series of the			
5.	The s	system tray is also called		AD DEVELOP ASSESSED			
-	A.	clock.					
	В.	notification area.	CT to a state state				

6.	The	default storage location for files and folders is		
	Α.	My Briefcase.		
	В.	My-Computer.		
	C.	My Documents.		
	D.	My Network Places.		
7.	Whi	ch of the following statements are true about files?		
	I.	A file can be renamed whilst it is open.		
	11.	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.	
	Α.	I & II only		
	В.	I & III only		
	C.	II & III only		
	D.	I, II, & III		
8.	Whic	ch of the following devices is used to process information?		
0.	A.	Computer Computer		
	В.	Speedometer		
* * * .	C.	Thermometer		
	D.	Weighing scale		
	U.	weighing scale		
9.	Whi	ch of the following items is not a source of computer virus?		
	A.	CD-R		
	В.	CD-ROM		Aii N
	C.	Internet		
	D.	Pen drive		
10.	How	many arrow keys are found on the computer keyboard?		
	Α.	2		
	B.	3 State of the sta		
	C.	4		
	D.	5		
11.	In a S	preadsheet application, which of the following displays the cont	ents of the activ	e cello
	Α.	Formula bar	one or the activ	c cen:
	В.	Menu bar		
	C.	Name box	Sales and	
	D.	Standard toolbar		
12.		ollowing are components in the system unit except		
	Α.	CPU.		
	В.	RAM.	The section of the second	
	C.	ROM.		
	D.	VDU.		

13.	Mic	rosoft Word, Encarta Kids, Mavis Beacon Teaches Typing	are examples of	Lorent Land
	Α.	application software.		
	В.	operating system.		
	C.	open source package.		
	D.	system software.		
				
14.				
	Α.	keyboard.		
	В.	monitor.		
	C.	mouse. The end of a graphs in boar of side en a training as a m		
	D.	scanner.		
15.	From	which of the following storage media will deleted items be	e sent to the recycle b	nin?
	Α.	Flash disk	o som to the recycle o	om r
	В.	Floppy disk		
	C.	Hard disk		
	D.			
		Zip disk		
16.	The n	name given to the background area of a computer when tur	Sub-thanso I	
	Α.	desktop.	ned on is	
	B.	folder.	The amountains of	
	C.	icon.		
	D.	Auto dans		
	Ĩ.,	window. Share letterpares to so mean ton at early		
17.	Which	h of the following is and and		
	A.	h of the following is used as a shortcut means to open files. Desktop	, folders and program	s?
	В.	Icon		
	C.			
	D.	Screen		
	D.	Start menu		
18.	A fol	der inside another folder is called		
	Α.	attached folder.		
	В.	main folder.		
	C.	parent folder.		
	D.			
		subfolder. Shore all a velocib gai so that affi to double the		
19.	Whi			
• / .	Α.	ch of the following is the effect of loud ringing tone?		
	В.			
	C.	Hearing impairment		
		Neck pain		
	D.	Wrist pain Suppler time mouses out at stoom	ofmostic are comfo	
20.	The	computer program designed to annual to		
	Α.	computer program designed to prevent viruses from damaginanti-virus.	ng the computer and i	ts files is called
	B.	virus.		
	C.	virus infestation.		
	D.	virus protector.		
111	D.	virus proteotor.		

21.	The	default orientation for a Word document is	and a first and a first and a					
	Α.	A4.	- Promount :					
	В.	landscape.	waterex. I					
	C.	letter.	19 550					
	D.	portrait.	- Parket					
22.	In a	web browser, where is the website address typed?						
	Α.	Address bar						
	В.	Home page						
	C.	Menu bar						
	D.	Status bar						
23.	Radio	satellite setup has two parts namely receiver and						
	Α.	broadcaster.						
	В.	recorder.						
	C.	transformer.						
	D.	transmitter.						
24.	A syst	A system of interconnected computers, telephones, or other communication devices that can						
	comin	funicate with one another and share applications and dat	a is referred to as	1- Ar				
	Α.	extranet.						
	В.	internet.						
2	C.	intranet.						
	D.	network.						
25.	The c	apacity of the 3½ inches floppy disk is	redigner ill Wigner de					
	Α.	80 KB.						
	B.	1.2 MB.						
	C.	1.44 MB.	Mala I					
	D.	2.88 MB.						
		symplem which of the tellowine restauration and	singuist ladyway upo					
26.	The b	ackground image that appears on a computer desktop is						
	Α.	background theme.	Kilowii as					
	B.	background panel.	1986. I Unit galactic					
	C.	screen saver.	Duff and					
	D.	wallpaper.						
		1 • • • a not flat in each helt flats out most is man some helter.	MANAGE TO THE PARTY OF					
27.	Which	of the following programs would support the study of M	fathematics?					
	Α.	CorelDraw	hem. Lainguil e					
	В.	Encarta	emili dilipa					
	C.	MS-Excel	ts:					
	D.	MS-Word We self are no sharmed at self-self on 1974 a seeper						
	A. 21 7							
28.	To cre	ate a space between characters, word and sentences, u	se the					
	Α	backspace key.						

enter key.

shift key.

space bar key.

В.

C. D. desect

dect

29.	Whi	ch part of the computer mo	ouse button is used to select an object on-screen?	N A			
	Α.	Left button	Financial Service Country Country				
	В.	Right button	We shall a shall be				
	C.	Scroll ball					
	D.	Scroll button	5 1 8. 1. 5. 1. 5. 8. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	* *			
30 .	Maki	ng changes and correction	s of grammatical errors to an existing document is refe	107,1			
		correction.	to all existing document is refe	erred to as			
	В.	deleting.					
	C.	editing.					
	D.	formatting.					
31.	Whic	h of the following keyboar	d keys can be used to delete characters in a Word Pro	cessing			
	Α.	Backspace	The state of the s				
	В.	Shift					
	C.	Space bar	and the second of the second o				
	D.	Tab					
32.	Whic	h computer kaybaard kay	And the same that the same that the				
02.	docur	nent?	should be pressed to start a new paragraph in a Word	Processing			
	Α.	Control + Enter key					
	B.	Down cursor key					
	C.	Enter key					
	D.	Shift + Enter key					
33.	Whic	Which of the following bars displays the heading of an open window?					
	A.	Menu bar	mays the heading of an open window?				
	В.	Status bar					
	C.	Standard toolbar					
	D.	Title bar					
	D .	Title bar					
34.	The print preview button is located on which of the following toolbars?						
	Α.	Drawing					
	В.	Formatting					
	C.	Header and Footer	The second secon				
	D.	Standard	Market and the second of				
35.	Whi	ch of the following is comp	alsory when composing and sending an e-mail?				
	Α.	Message Body	asory when composing and schding an e-man?				
	В.	Message Header/Subjection	A through the second state.				
	C.	Recipient's E-mail Add	200				
	D.	Sender's Name	icss				
36.	Sne	rialized program that position					
50.	A.	agents.	a user to locate information on the web and on the inte	ernet is called			
	В.	search engine.					
	Б. С.	web.		M Chair			
		web portal.	Yell Supper a second				
	D.	web portal.					

37.

A.

B.

C.

functions?

MAX

MIN

MAXIMUM

MINIMUM

A.

B.

C.

D.

	D.	htpp://www.waecghana.org
38.	In Sp	preadsheet application, which of the following symbols represents multiplication?
	Α.	X
	B.	
	C.	
	D.	#
39.	Whic	ch of the following is used for multiplication operation in Spreadsheet functions?
	A .	ADD
	B.	AVERAGE
	C.	MULTIPLICATION
	D.	PRODUCT
40.	Whic	ch of the following is used to find the minimum number among a set of numbers in Spreadsheet
		c manies among a set of numbers in opicusmeet

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