

070/2&1 BECE  
 JUNE 2017  
 INFORMATION  
 AND COMMUNICATIONS **2&1**  
 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 2017      **INFORMATION AND COMMUNICATIONS TECHNOLOGY 2 & 1**      **2 HOURS**

Do **not** open this Booklet until 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 I hour 15 minutes. Do **not** start Paper 1 until you are told to do so. Paper 1 will last 45 minutes. At 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 Examiner's Use Only	
Question Number	Mark

**PAPER 2**  
**ESSAY**  
**[60 marks]**

**1¼ hour**

*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 worksheet below carefully and use it to answer (i - vi)

	A	B	C	D	E	F	G
1	<b>BECE CLASS 3 RESULTS</b>						
2	Serial No.	NAME		MATHS	ENGLISH	SCIENCE	TOTAL
3	1	Mensah	Kofi	63	67	45	175
4	2	Jonfia	Esi	34	78	64	176
5	3	Mends	Eddy	54	82	66	202
6	4	Skews	Okra	58	57	65	180
7	5	Coffie	Sans	50	50	54	154
8	6	Okrah	Emma	56	83	67	206
9	7	<b>TOTAL</b>		315	417	361	1093

(i) Outline the steps by which the Serial No. (1, 2, ... ,7) were generated without typing them one by one.

.....

.....

.....

.....

.....

.....

.....

[5 marks]

(ii) What is the cell address in which the name "MATHS" was entered?

.....  
.....

[1 mark]

(iii) Write down the cell range in which "BECE CLASS 3 RESULTS" was typed.

.....  
.....

[1 mark]

(iv) Write the spreadsheet formula that was used in computing the total value "202" in cell G5.

.....  
.....

[2 marks]

(v) Write the spreadsheet function used in computing the total "417" in cell E9.

.....  
.....

[2 marks]

(vi) How many cells are in the cell range C3:E6?

.....  
.....

[1 mark]

(b) Outline the proper way of shutting down a computer after using it.

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

[6 marks]

**Turn over**

c. identify the following web browsers

(i)



.....

[2 marks]

(ii)



.....

[2 marks]

(iii)



.....

[2 marks]

**SECTION B**

**[36 Marks]**

Answer *three* (3) questions only from this section

2. (a) State *three* (3) uses of the shift key on the computer keyboard.

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

[6 marks]

(h) Write down the acronyms below in full

(i) HDD: .....  
..... [2 marks]

(ii) VDU: .....  
..... [2 marks]

(iii) BIOS: .....  
..... [2 marks]

3. (a) State two functions:

(i) of an input device;

.....  
.....  
.....  
.....  
.....  
.....  
.....  
..... [4 marks]

(ii) Performed by an output device;

.....  
.....  
.....  
.....  
.....  
.....  
.....  
..... [4 marks]

(h) 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) State *three* ways through which computers may be damaged.

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

[6 marks]

(b) List *three* specific areas of learning where ICT tools can be integrated.

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

[3 marks]

(c) List *three* devices that may be used for transmission of messages on the internet.

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

[3 marks]

5. (a) The Operating System makes it easy to store files in places that make a lot of sense. Give the default folder or storage area for the following files:

(j) Text files: .....

[1 mark]

(ii) Image files: .....

[1 mark]

(iii) Music files: .....

[1 mark]

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

(i) Undo: .....

[2 marks]

(ii) Find: .....

[2 marks]

(iii) Select All. ....

[2 marks]

(c) List *three* toolbars available in a word processing application.

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

[3 marks]

**END OF ESSAY TEST**

**DO NOT TURN OVER THIS PAGE  
UNTIL YOU ARE TOLD TO DO SO.**

**YOU WILL BE PENALIZED SEVERELY IF YOU ARE  
FOUND LOOKING AT THE NEXT PAGE BEFORE  
YOU ARE TOLD TO DO SO.**

**PAPER 1**

**45 minutes**

**OBJECTIVES TEST**

*Answer all the questions on your Objective Test answer sheet*

1. Use 2B pencil throughout.
2. On the pre-printed answer sheet. Check that the following details are correctly printed:

Your **surname** followed by your **other names**, the Subject Name, your **Index Number**.

Centre Number and the Paper Code.

3. In the boxes marked Candidate Number Centre Number and Paper Code. reshade each of the shaded spaces.

4. An example is given below. This is for a female candidate whose name is Joan Esi AMU. Her index number is 772384188 and she is writing the examination at 'Centre Number 77234. She is offering Information and Communication Technology 1 and the Paper Code is 0701



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.

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. A group of instructions that directs a computer is called

- A. logic
- B. memory
- C. program
- D. storage

2. Devices that extend their services to enhance the function of the computer are called

- A. hardware
- B. software
- C. peripherals
- D. firmware

3. 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

4. When a computer is **on**, it is normally termed

- A. information
- B. programming

- C. running
- D. working

5. Working with more than one application at the same time is known as

- A. double tasking
- B. multitasking
- C. running
- D. launching

6. The duplication of an original document is referred to as

- A. backup
- B. back down
- C. production
- D. copying

7. The steps data go through to become information are

- A. information steps
- B. information technology
- C. information processing cycle
- D. information distribution

8. Which of the following is a keyboard layout format?

- A. QWERTY
- B. QWRETY
- C. QWRTEY
- D. QWREYT

9. Which of the following programs has features like grid book?

- A. Microsoft Paint
- B. Spreadsheet
- C. Open Source Writer
- D. Microsoft Word

10. System software is a platform which runs

- A. source codes
- B. application software
- C. operating system
- D. utilities

11. The memory that stores permanent instructions is referred to as

- A. random access memory
- B. read only memory
- C. write once read many memory
- D. virtual memory

12. The interaction between the input and output devices is controlled by the

- A. BIOS.
- B. LINUX.
- C. CPU.
- D. RAM.

13. Which of the following is *not* a storage device?

- A. Pen drive
- B. Touch pad
- C. Hard disk
- D. Floppy disk

14. To boot a computer system, the user needs

- A. word processing software
- B. printer attached
- C. virus checking program

D. operating system

15. The following are features on the GUI *except*

- A. command line
- B. icon
- C. menu driven
- D. window

16. When files are cleared from the computer, it is known as .....

- A. restoring
- B. editing
- C. deleting
- D. removing

17. Viewing television for long periods can damage an individual's

- A. nose
- B. eye
- C. feet
- D. mouth

18. The following are good posture positions when using a computer *except*

- A. back straight
- B. eyes on monitor
- C. elbows on the table
- D. feet on the floor

19. The ethical issue that relates to the responsibility of those who collect *data to ensure that the* data is correct is

- A. accuracy
- B. privacy
- C. access
- D. ethics

20. The legal right to control the production and selling of a book, play, film, or software is called

- A. production right
- B. copyright
- C. trader right
- D. patent

21. A word document created with a word processing program will have the extension.

- A. doc
- B. txt
- C. .ppt
- D. .xls

22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called

- A. Internet
- B. Hyperlink
- C. World Wide Web
- D. Browser

23. The set of rules that enables different types of computers and networks on the internet to communicate with one another is the

- A. internet rules
- B. protocols
- C. network rules
- D. communication rules

24. The fastest form of sending information is through the

- A. Ghana Post
- B. EMS
- C. E.-mail
- D. DHL

25. After work, your mother decided to bring a copy of the data home to work on. Which of the following storage devices would you advise her to use?

- I. RAM
- II. Floppy disk
- III. Pen drive
- IV. Hard disk
- A. I and II only
- B. II, III and IV only
- C. II and III only
- D. I, II, III and IV

26. The process of moving different portions of a document on the screen into view is called

- A. downward
- B. upward
- C. moving
- D. scrolling

27. Which of the following is not a reason for using ICT in education?

- A. ICI tools increase learner motivation and engagement.
- B. ICT tools facilitate the acquisition of basic skills in Maths, English, Science etc.
- C. ICI tools enhance teaching through the use of presentation software.
- D. ICI tools force students to learn at others pace.

28. Which of the following computer keyboard keys are used for issuing commands?

- A. Alphanumeric
- B Numeric
- C. Standard
- D. Function

29. Which of the following mouse buttons v hen clicked, provides a menu which a user can choose from?

- A. Left button
- B Right button
- C. Scroll ball
- D. Scroll button

30. Making changes to an existing document is referred to as

- A. creating
- B. modifying
- C. adjusting
- D. editing

31. A symbol on the screen that indicates here the next character typed will appear is

- A. text mark
- B. indicator
- C. pointing stick

D. insertion point

32. Which of the following steps can be used to change font type of a document?

- A. Format/Select/Font/Font Type
- B. Font/Select/Format/Font Type/Ok
- C. Select/Format/Font type/Ok
- D. Format/Font/Highlight/Ok/Font Type

33. The Standard Toolbar contains buttons that

- A. control page margins and tabs
- B. perform the most common tasks
- C. help users navigate through the document
- D. close and resize windows

34. In using MS Word, one can decide to see exactly how the pages of the current document will appear when printed. Which of the following best describes this?

- A. Printer Print
- B. Print Preview
- C. Printer View
- D. Print View

35. The basic information on the internet can be in the form of the following except

- A. text
- B. sound
- C. graphic
- D. game

36. If you want any information on the internet that contains the keywords “Kofi Annan” and “Ghana”, which of the following would be the most appropriate search text to provide to the search engine?

I. Search for Kofi Annan and Ghana on any website

II. I want any information on Kofi Annan and Ghana

III. Kofi Annan Ghana

- A. I only
- B. II only
- C. I and II only
- D. III only

37. A student wants to search for information on the internet to have solution to the ICT assignment from school. Which of the following do you recommend for him/her to use?

- A. E-mail Address
- B. Search Engine
- C. Compose
- D. Inbox

38. A set of cells in the horizontal direction in a spreadsheet application is called

- A. active cell
- B. column
- C. row
- D. sheet

39. In spreadsheets, you can create a relationship between two cells using

- A. numbers
- B. text
- C. formulae
- D. rows

40. The sign used to prompt a spreadsheet that a user is about to apply a formula/function to a cell is

- A. =or+
- B. =or—
- C. or\*
- D. =or/

**END OF PAPER**