BECE 2021 QUESTIONS
NOVEMBER, 2021

INFO & COM. TECH.
Essay And Objective
2 Hours

2&1

Name……………….…………………..

Index Number…………………………….……

BASIC EDUCATION CERTIFICATE EXAMINATION (BECE)

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

PAST QUESTION

NOVEMBER, 2021

INFORMATION AND COMMUNICATION TECHNOLOGY 2

ESSAY

[60 MARKS]

This paper is in two sections: **A** *and* **B**. *Answer Questions 1 in Section* **A** *and any other* ***three*** *questions in Section B.*
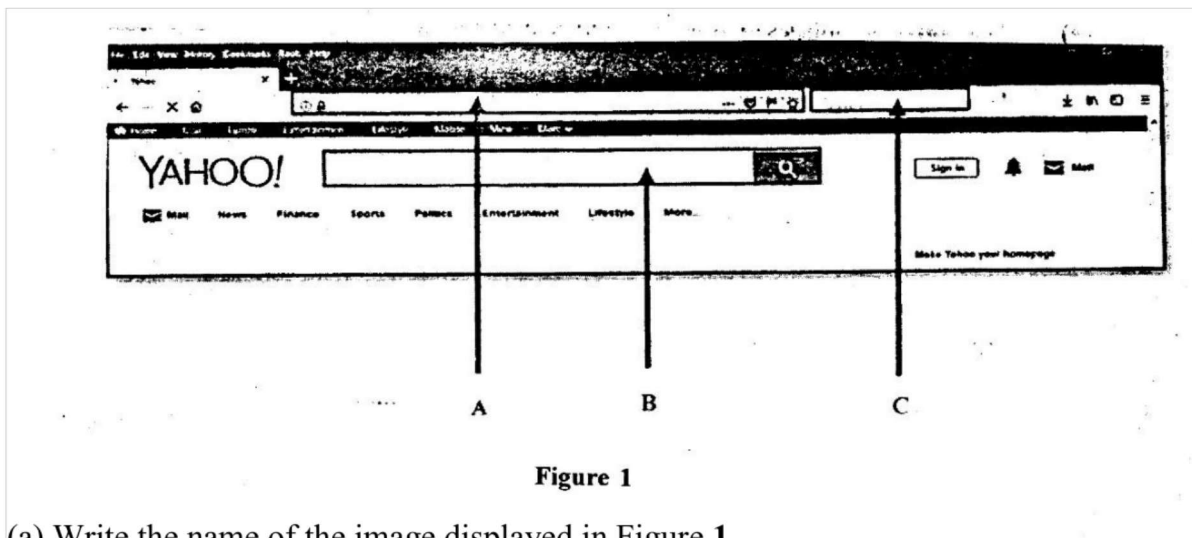
SECTION A
[24 MARKS]

Answer Question 1
[**Compulsory**]

1. Study Figure **1** carefully and use it to answer questions **1**(a) to (e).

Figure 1

(a) Write the name of the image displayed in Figure **1**……………………………………………………………..

………

[2 marks]

(b) List **three** types of applications similar to Figure **1** which can be used to perform the same function as Figure **1** does.

(i)……..

(ii)……

(iii)………..

[6 marks]

(c) Write the name of the parts labelled **A, B** and **C** as shown in Figure **1**.

A: ……

B: ……

C: ……

[6 marks]

(d) State **two** skills to be used to access information from the internet in order to avoid unwanted materials.

(i)……

………

(ii) ……….……..

……

[4 marks]

(e) State **three** advantages of using the internet in education.

(i)……

………

(ii) ………..

………

(iii)……

………

SECTION B

[36 MARKS]

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

2. (a) Explain *download* as used in computing environment.

……

……

……

[3 marks]

(b) List **three** types of information that may be downloaded from a website.

(i)……

(ii) ……….…..

(iii)……

[6 marks]

(c) State **one** advantage of copying a file from a website into an Word Processing application.

……

……

……………………………………………………………………………[3 marks]

3. (a) Give **two** examples of Word Processing Application.

(i).………

(ii) ……..

[2 marks]

(b) Complete the table below.

Keyboard shortcut keys	Action performed
Ctrl + A	
Ctrl + B	
	Italicize selected text
	Copy selected text

[10 marks]

4. (a) What is an *e-mail account?*

………

………

………

………

[3 marks]

Use the image shown in Figure 2 to answer questions 4(b) to (d).
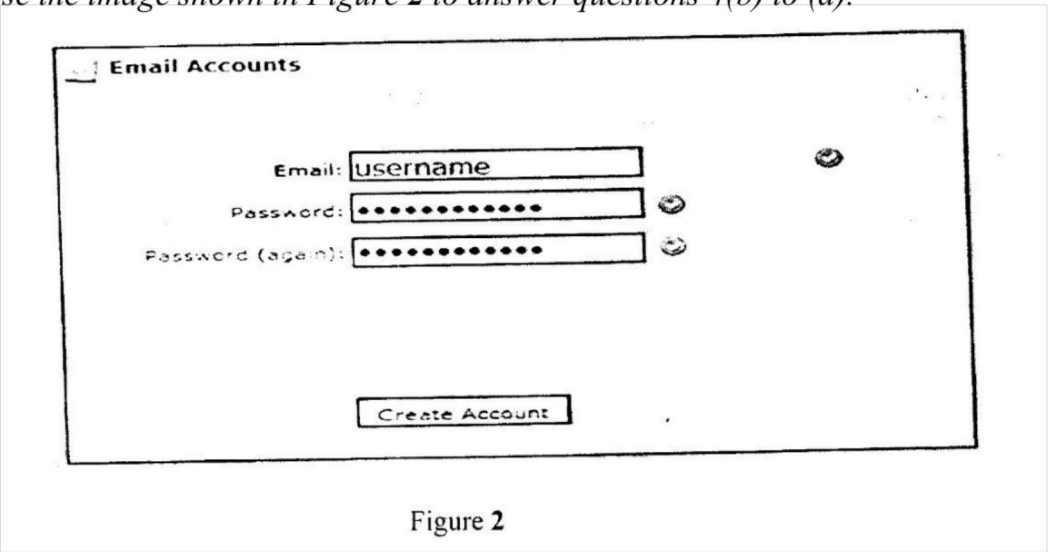
Figure **2**

(b) Write a good e-mail address to by typed at where username is shown.

………

………

[3 marks]

(c) State why the password typed appeared in dots.

……

……

……

[3 marks]

(d) Give **one** reason why the system asked for the password to be typed (**again**) when creating an e-mail account.

……

……

……

[3 marks]

5. (a) Explain the following terminologies as used in a Spreadsheet application:

(i) cell; ……

……

……

(ii) cell address …………………………………………………………………………………………………..

……

……

[6 marks]

(b) State **two** features of an active cell.

(i)………

……

(ii) ………..

……

(iii)………

……

[4 marks]

(c) State the data type of the data below as used in a Spreadsheet application.

= SUM(B6:H6)

……

……………………………………………………………………………………[2 marks]

INFORMATION AND COMMUNICATION TECHNOLOGY 1

OBJECTIVE TEST

1. Computers are classified according to the following features *except*
   A. colour.
   B. purpose.
   C. size and capacity.
   D. data transmission.

2. The utility software is one of the basic types of
   A. system software.
   B. application software.
   C. communication software.
   D. word processing software.

3. The information permanently stored in the Read Only Memory chip is called
   A. liveware.
   B. malware.
   C. hardware.
   D. firmware.

4. The computer device that is used to display information in the softcopy form is the
   A. mouse.
   B. printer.
   C. monitor.
   D. scanner.

5. Which part of the computer mouse is used for double-clicking?
   A. Scroll ball
   B. Left button
   C. Right button
   D. Scroll button

6. Which of the following items is not a storage medium?
   A. Plotters
   B. Zip disk
   C. Hard disk
   D. Memory stick

7. One byte of data is equal to
   A. 4 bits.
   B. 8 bits.
   C. 16 bits.
   D. 24 bits.

8. The 3.5 inches floppy disk has a storage capacity of
   A. 1.22 MB
   B. 1 .44 MB
   C. 1.88 MB
   D. 2.44 MB

9. To boot a computer system, the user needs
   A. a printer attached.
   B. an operating system.
   C. a virus checking program.
   D. a word processing application.

10. Which of the following buttons on the **Turn Off** computer dialogue box will lead a user to a warm booting activity?
    A. Restart
    B. Log off
    C. Turn off
    D. Hibernate

11. The start button is found on the
    A. task bar.
    B. scroll bar.
    C. status bar.
    D. system tray.

12. Which of the following items is not a feature on the computer desktop?
    A. Icon
    B. Cursor
    C. Wallpaper
    D. Screen saver

13. The desktop feature which contains the quick launch button is the
    A. Icon.
    B. task bar.
    C. start button.
    D. control box.

14. Files that are no more needed by the user are sent to
    A. Recycle Bin.
    B. My Briefcase.
    C. My Documents.
    D. Recent Documents.

15. When a user unintentionally deletes files and folders from the computer hard disk, the user can restore the deleted files and folders from
    A. Recycle Bin.
    B. My Pictures.

C. My Documents.
D. Recent Documents.

16 The two main terms involved in the Information Processing Cycle are
A. raw facts and figures.
B. data and information.
C. raw data and Random Access Memory.
D. Random Access Memory and Read Only Memory.

17. Which of the following effects is associated with a computer user as a result of radiation from the monitor?
A. Dizziness
B. Body pains
C. Neck pains
D. Eye irritation

18. The following options are possible health problems associated with long term exposure to ICT tools *except*
A. backache.
B. toothache.
C. wrist pain.
D. blur vision.

19. Which of the following activities is a bad practice in the usage of ICT tools?
A. Covering the monitor with dust covers after usage
B. Not making or receiving phone calls when charging the phone
C. Unplugging the computer power cable from the socket after switched off
D. Not applying the correct procedure to eject USB flash drive from the computer system unit

20. ICT tools can be used to promote positive attitude in all the following ways *except*
A. transacting business activities.
B. teaching and learning in schools.
C. sharing of pornographic information.
D. accessing and retrieving information.

21. The application of science and scientific knowledge in our daily life is termed
A. scientific.
B. technology
C. information.
D. communication.

22. The navigation keys on the computer keyboard are also called

A. cursor keys
B. numeric keys
C. function keys.
D. typewriter keys.

23. Which of the following computer keyboard keys can be used to delete a character?
A. Alt
B. Shift key
C. Enter
D. Backspace key

24. During typing lessons, which finger is used to type the letter D?
A. Left index finger
B. Left middle finger
C. Right index finger
D. Right middle finger

25. The commands used to move selected text from one location to another in the same document is the
A. cut and copy commands.
B. copy and edit commands.
C. cut and paste commands.
D. copy and paste commands.

26. Which of the following keys is used for multiple selection of texts that are not continuous?
A. Alt
B. Tab
C. Ctrl
D. Shift

27. To create a space while typing in a Word processing environment, the computer keyboard key used is the
A. shift.
B. caps lock.
C. space bar.
D. back space.

28. To underline a selected text in a Word document, the computer keyboard shortcut keys used are
A. Alt + U.
B. Tab + U.
C. Ctrl + U.
D. Shift + U.

29. Which of the following options shows the contents of both the standard toolbar and the formatting tool bar?
A. Design
B. Home tab

C. Page layout

D. Clipboard group

30. To print a document after previewing, use the
A. edit command.
B. print command.
C. open command.
D. save command.

31. Which of the following options is a valid website address?
A. htpp://waecgh.org
B. hppt://waecgh.org
C. hhtp://waecgh.org.
D. http://waecgh.org.

32. A special software that is used to access the internet is called
A. web page.
B. address bat
C. web browser.
D. search engine.

33. In computing, an element or icon that links one document to another in a different document or within the site document is a
A. pointer.
B. web page.
C. hyperlink.
D. web

34. Which of the following options is a web browser?
A. DOS
B. Windows
C. Internet explorer
D. Operating system

35. The command button that opens up a dialogue box for users to compose an e-mail message is the
A. sent button.
E.

B. junk button.
C. inbox button.
D. create button.

36. Which feature of a web browser enables a user to access the latest information from the browser?
Home
Refresh
Forward
Backward

37. Mathematical calculations in a Spreadsheet application are called
A. labels.
B. values.
C. numbers.
D. formulae.

38. Which of the following terms in a Spreadsheet application is identified by a letter and a number?
A. Range
B. Cell
C. Range
D. Column

39. A selected cell in a Spreadsheet application is the
A. name box.
B. active cell.
C. address.
D. formula bar.

40. The sign used to prompt a Spreadsheet application that a user is about to apply a formula to cell is.
A. −
B. /
C. \
D. =

END OF PAPER