

07001/2&1 BECE
 June 2023
 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 2023 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 Examiner's Use Only	
Question Number	Mark
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. Study Figure 1 carefully and use it to answer questions 1(a) to (f).

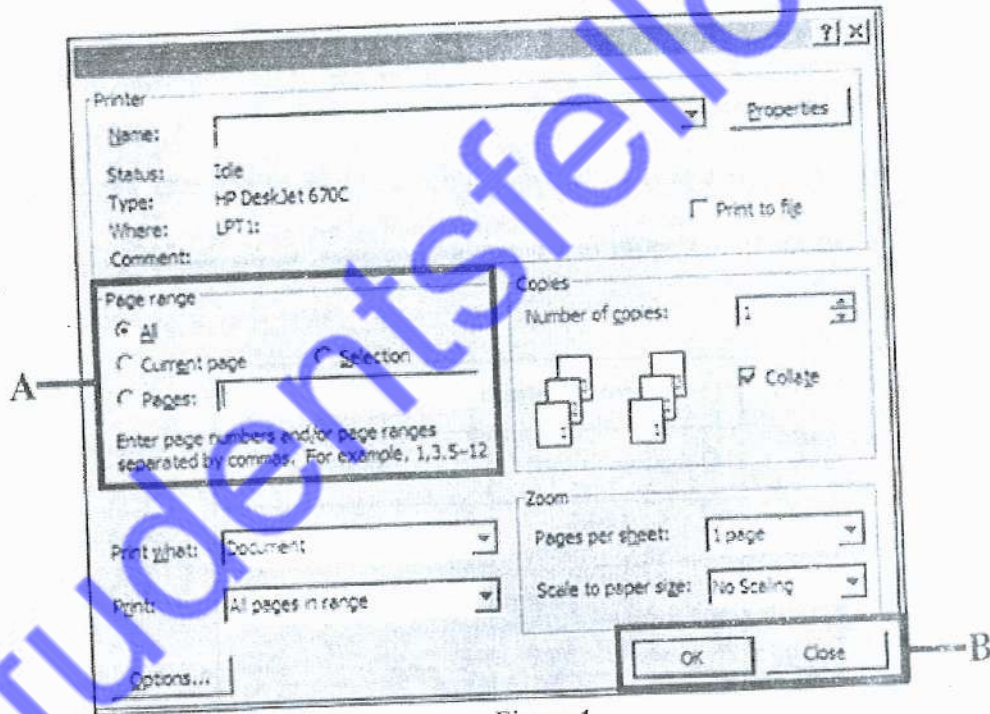


Figure 1

(a) Write the name of the image shown.

[2 marks]

(b) State the function of each of the following commands on the part labelled A.

(i) All:

- (ii) Current page:
 -
 - (iii) Selection:.....
 -
 - (iv) Pages:
 -
- [8 marks]

(c) Write the keyboard keys combination that could be used to display the image shown.

.....

[2 marks]

(d) Outline the steps involved to display the image shown using the appropriate menu command.

.....

.....

.....

.....

.....

[4 marks]

(e) List **two** applications that can use the image shown.

- (i)
 - (ii)
- [4 marks]

(f) State the function of **each** of the commands shown on the part labelled **B**.

- (i) Ok:.....
 -
 - (ii) Close:.....
 -
- [4 marks]

SECTION B
[36 marks]

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

2. (a) What is *text formatting*?

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

[3 marks]

(b) List **three** ways by which a character could be formatted.

- (i)
- (ii)
- (iii)

[6 marks]

(c) A user typed **forem** instead of **form**. Write the steps to be followed to delete the letter (e) using the keyboard only.

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

[3 marks]

3. Use the image shown in Figure 2 to answer questions 3(a) to (c).



Figure 2

(a) Write the name of the image shown.

.....
.....

(b) List **three** ICT tools that make use of the image shown.

[2 marks]

- (i)
- (ii)
- (iii)

[3 marks]

(c) State **two** actions a user could take when the image shown is pressed and the device did not respond.

- (i)
- (ii)

[4 marks]

(d) What is *launching* as used in computing environment?

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

[3 marks]

5. (a) Table 1 contains items. Complete the table by indicating against each item whether it is a *formula*, *function*, *text* or *value* in the appropriate data type column.

Table 1

ITEM	DATA TYPE
Days of the week	
=Sum(A2 : G2)	
4020201010	
Days of the month	
BECE candidates	
=A2+G2+M2*P17	
233244042761	
We are writing ICT exams now	
201020112012	
=Product(A1 : Z100)	
= B4*C4*H25	
202120222023	

[12 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. E-mail messages are sent through
 - A. e-mail password.
 - B. e-mail account.
 - C. e-mail address.
 - D. e-mail username.
2. The information that a spreadsheet displays when a user inputs incorrect formula is called
 - A. user message.
 - B. notification message.
 - C. system message.
 - D. error message.
3. Which of the following devices provides the function as a pointing object on the screen?
 - A. Microphone
 - B. Bar code reader
 - C. Digitizer
 - D. Touchpad
4. Which of the following is **not** a data storage unit in the field of computing?
 - A. KB
 - B. DB
 - C. MB
 - D. GB
5. DVD **mostly** used in computing is a type of
 - A. optical disc.
 - B. magnetic disc.
 - C. optical drive.
 - D. magnetic drive.
6. Personal images from a mobile phone or digital camera are **best** stored in
 - A. My documents.
 - B. My computer.
 - C. My downloads.
 - D. My pictures.
7. The type of alignment that positions the selected text for both left and right margins to be straight is termed
 - A. justify.
 - B. left align.
 - C. centre.
 - D. right align.
8. A wrongly typed text in a word processing document will be prompted by the
 - A. Grammar checker.
 - B. AutoCorrect.
 - C. Spell checker.
 - D. Find and Replace.

9. In a spreadsheet application, when a user presses the tab key on the keyboard, the cursor moves
- to the right of the active cell.
 - to the left of the active cell.
 - below the active cell.
 - above the active cell.
10. To print different pages of a document, enter the page numbers and separate them with a
- dash.
 - full stop.
 - comma.
 - question mark.
11. The start button is located on the
- status bar.
 - tool bar.
 - menu bar.
 - taskbar.
12. Both the hard disc drive and the floppy disk drive are examples of
- storage device.
 - input device.
 - output device.
 - storage media.
13. An application window can be exited using an option on the
- scroll bar.
 - status bar.
 - dialogue box.
 - control box.
14. For a computer to be useful, the hardware must work together with the
- peripheral devices.
 - liveware components.
 - operating system.
 - application software.
15. A file that is cut is temporarily sent to the
- folder.
 - scissors.
 - recycle bin.
 - clipboard.
16. The platform provided by the operating system for user's interaction is called
- data interface.
 - graphical user interface.
 - image user interface.
 - computer interface.
17. Computer virus can also be classified as computer
- firmware.
 - software.
 - liveware.
 - hardware.
18. The process of pressing and releasing the default mouse button once is **best** called
- pointing.
 - dragging.
 - clicking.
 - selecting.
19. To browse through webpages means to
- save webpages for information.
 - move through webpages for information.
 - select webpages for information.
 - locate webpages for information.
20. The process of gaining unauthorized access into a computer system is referred to as
- stealing.
 - unlawful access.
 - hacking.
 - unauthorized entry.
21. In word processing environment, text selection can also be referred to as text
- editing.
 - highlighting.
 - copying.
 - formatting.
22. Using two or more keys on the computer keyboard to perform an action is termed
- keyboard shortcut.
 - keyboard selection.
 - keyboard skills.
 - keyboard technology.

23. Which of the following options is **not** part of a spreadsheet data type?
- A. Word
 - B. Text
 - C. Currency
 - D. Number
24. Which finger is usually placed on the spacebar during typing?
- A. Index
 - B. Middle
 - C. Little
 - D. Thumb
25. Numbering and bulleting tool in word processing application is located on the
- A. Format menu.
 - B. View menu.
 - C. Insert menu.
 - D. Edit menu.
26. The process where a user can save the address of a webpage so that it can be easily visited is called?
- A. Download
 - B. Session
 - C. History
 - D. Bookmark
27. Which of the following applications makes teaching and learning easy and interesting?
- A. Facebook
 - B. Educational software
 - C. Spreadsheet
 - D. Word processor
28. The step by step instructions that tell the computer what to do is
- A. a data.
 - B. an information.
 - C. a hardware.
 - D. a software.
29. The various forms of document view mode in word processing application is located on the
- A. title bar.
 - B. status bar.
 - C. scroll bar.
 - D. taskbar.
30. Working with the computer at the office makes a user more
- A. active.
 - B. creative.
 - C. productive.
 - D. attentive.
31. The use of someone's intellectual property and presenting it as yours is called
- A. copyright ethics.
 - B. copyright law.
 - C. copyright protection.
 - D. copyright infringement.
32. Which of the following symbols is **not** part of a website address?
- A. :
 - B. "
 - C. /
 - D. =
33. Digital data can be transferred over the telephone lines with the help of
- A. a transformer.
 - B. a wi-fi device.
 - C. an adaptor.
 - D. a modem.
34. One example of an input device is
- A. printer.
 - B. monitor.
 - C. projector.
 - D. stylus.
35. Information in the computer is represented in
- A. digital format.
 - B. analogue format.
 - C. continuous format.
 - D. straight format.
36. In a computing environment, joystick is generally used to control
- A. the monitor.
 - B. the screen.
 - C. audio games.
 - D. video games.

37. When a user clicks on the start button, it displays
- A. opened applications.
 - B. running applications.
 - C. deleted applications.
 - D. installed applications.
38. The importance of password in an e-mail is to
- A. hide the e-mail account from others.
 - B. verify the type of e-mail the user is sending.
 - C. be a security measure in accessing the e-mail account.
 - D. provide another way of signing into the e-mail account.
39. Which of the following features will display the content of the active cell in a spread sheet?
- A. Formula bar
 - B. Name box
 - C. Cell address
 - D. Column header
40. Which of the following options is **not** a hardware component of a computer system?
- A. Processing devices
 - B. Storage devices
 - C. Input devices
 - D. Operating system

END OF PAPER