



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 the text below carefully and use it to answer questions 1(a) to (g).

**A** ————— { **DISEASE: HOW TO REDUCE THE RISK**

Everyday our body wages war against **enemies** that are silent and unseen but **potentially deadly**. Foreign invaders, such as **bacteria, viruses, and parasites, threaten your health**. You are not likely to be aware of those battles because your **immune system** repels or destroys most of the invaders before the onset of the **symptoms**. } **B**

For thousands of years, people knew virtually nothing about the dangers of *microscopic or other small harmful organisms*. However, when the 19<sup>th</sup> century scientists confirmed the link between *germ* and *disease*, we became better equipped to defend ourselves. } **C**

**Medical researchers have since eliminated or greatly reduced the threat of some infectious diseases, including smallpox and polio. Recently, however, others, such as yellow fever and dengue, have made a comeback.** } **D**

- (a) Write down the application software that was used to create the above text.

.....  
.....  
[2 marks]

- (b) List **two** examples of the application software mentioned in (a) above.

.....  
.....  
[2 marks]

(c) Give the name of the text area labelled A.

.....  
[2 marks]

(d) Write down the name of the font styles applied to the following words in the text:

(i) potentially deadly;

.....  
(ii) harmful organisms;

.....  
(iii) Medical researchers.

FRONT VIEW	BACK VIEW

.....  
[6 marks]

(e) Write down the type of alignment applied to the paragraphs labelled B, C and D in the text:

B; .....

C; .....

D. ....

[6 marks]

(f) List the steps used in underlining the words in the text area labelled A which was typed with the caps lock key on.

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

[4 marks]

(g) Write down the name given to the process of applying the various styles and paragraphs to the text.

.....  
.....

[2 marks]

SECTION B  
[ 36 marks ]

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

2. (a) Using the table below, indicate where the following components can be seen on the computer system unit.

*CD/DVD slot, CPU, Floppy disk slot, Memory, Motherboard, Power button, Power supply port, PS/2 port, VGA port.*

BACK VIEW	FRONT VIEW	INSIDE VIEW

[9 marks]

- (b) What is *copyright*?

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

[3 marks]

3. Explain the following computer terms:

- (a) Hardware;

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

[3 marks]

- (b) Network;

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

[3 marks]

(c) Software;

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

[3 marks]

(d) Virus.

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

[3 marks]

4. (a) State the function of **each** of the following devices:

(i) floppy disk;

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

[2 marks]

(ii) keyboard;

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

[2 marks]

(iii) uninterruptible power supply.

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

[2 marks]

(b) Explain **each** of the following terms:

(i) clicking;

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

[3 marks]

(ii) dragging.

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

[3 marks]

5. State **three** uses of computers in **each** of the following areas:

(a) Education;

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

[6 marks]

(b) Everyday life.

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

[6 marks]

# 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  
OBJECTIVE TEST

45 minutes

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 Communications Technology* 1 and the *Paper Code* is 0701

## THE WEST AFRICAN EXAMINATIONS COUNCIL, GHANA BASIC EDUCATION CERTIFICATE EXAMINATION OBJECTIVE ANSWER SHEET

CANDIDATE NAME: <b>AMU JOAN ESI</b>	SUBJECT NAME: INFORMATION AND COMMUNICATIONS TECHNOLOGY 1
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- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Use 2B pencil. Press firmly.</li> <li>2. Answer each question by choosing one letter and then, shade through the letter chosen like this: <input type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E</li> <li>3. If you want to change an answer, erase your first mark completely.</li> </ol> | <ol style="list-style-type: none"> <li>4. If only four alternative answers are given, tick the right question, ignore the letters.</li> <li>5. Your question paper may have fewer than 60 questions.</li> </ol> |
|---|---|

CANDIDATE NUMBER										CENTRE NUMBER					PAPER CODE				For Supervisors only. If candidate is absent shade this space.
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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. An electronic and programmable device that processes data into useful information is called
  - A. computer.
  - B. peripheral.
  - C. processor.
  - D. technology.
  
2. Which of the following media uses laser technology to write and read data?
  - A. Floppy disk
  - B. Hard disk
  - C. Optical disc
  - D. Pen drive
  
3. Turning off the computer is also known as
  - A. booting.
  - B. installation.
  - C. programming.
  - D. shut down.
  
4. The following are items located on the default taskbar **except**
  - A. date.
  - B. clock.
  - C. recycle bin.
  - D. start menu button.
  
5. Files are **best** kept in
  - A. icons.
  - B. folders.
  - C. programs.
  - D. applications.

6. The end results of the information processing cycle that **cannot** be touched is referred to as
- hard copy.
  - hardware.
  - soft copy.
  - software.
7. A malicious software specially designed to cause computer system to be slow and malfunction is
- an application.
  - a bacteria.
  - a germ.
  - a virus.
8. The arrow keys on the computer keyboard are also referred to as
- cursor keys.
  - function keys.
  - shift keys.
  - special purpose keys.
9. The name given to each cell according to its column label and row number is called
- active cell.
  - cell formula.
  - cell reference.
  - highlighted cell.
10. Which of the following applications is an example of a Word processor?
- Excel
  - Lotus 1-2-3
  - Notepad
  - Print artist
11. The **only** software that runs without a user's instruction on a computer is the
- application software.
  - operating system.
  - scanner program.
  - storage program.
12. The Liquid Crystal Display monitor of a computer is also known as the
- cathode ray tube.
  - display screen.
  - flat panel display.
  - television display.
13. A pen-like device that is used to enter data by applying pressure on a screen is the
- joystick.
  - mouse.
  - pointer.
  - stylus.

14. One gigabyte of data approximates to
- A. 10 megabytes of data.
  - B. 100 megabytes of data.
  - C. 1,000 megabytes of data.
  - D. 10,000 megabytes of data.
15. Which of the following devices will turn off **first** when shutting down the computer?
- A. Monitor
  - B. Stabilizer
  - C. System unit
  - D. Uninterruptible Power Supply
16. The title bar of an opened application always displays the name of the application and the name of the
- A. computer.
  - B. document.
  - C. software.
  - D. system.
17. To remove unwanted shortcuts from the desktop which of the following options will be appropriate?
- I. Click on the shortcut icon once and press the delete key on the keyboard.
  - II. Drag the shortcut icon into the Recycle Bin.
  - III. Right-click on the shortcut icon and select delete from the pop-up menu.
- A. I and II only.
  - B. I and III only.
  - C. II and III only.
  - D. I, II and III.
18. The safety measure to prevent back ache when using the computer for a very long time is to
- A. answer or receive calls when charging mobile phone.
  - B. avoid plugging ICT tools on damaged sockets.
  - C. position the body correctly.
  - D. use plastic chair always.
19. The **best** measure that computer users should practice to reduce the chances of wrist and finger pains due to long term usage of the computer is to
- A. adjust the lightening of the computer screen.
  - B. close the eyes and rest them for one minute.
  - C. spread fingers apart.
  - D. use adjustable chair always.
20. Illegal copying of operating system, application software, music and videos is referred to as copyright
- A. law.
  - B. issues.
  - C. protection.
  - D. infringement.

21. To resave an edited document, use
- A. Ctrl + C.
  - B. Ctrl + S.
  - C. Ctrl + V.
  - D. Ctrl + X.
22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
- A. browser.
  - B. hyperlink.
  - C. internet.
  - D. world wide web.
23. The device used to transform digital signals to analogue signals and vice versa on a network is a
- A. hub.
  - B. modem.
  - C. telephone.
  - D. digital box.
24. Google is an example of a
- A. browser.
  - B. search engine.
  - C. spam mail.
  - D. website.
25. Mrs Famiyeh wants to copy information onto a compact disc, clean the content and later copy the information again. Which of the following media would you advise her to use?
- A. CD.
  - B. CD-R.
  - C. CD-R/W.
  - D. CD-ROM.
26. To execute more than one program at the same time, the system software being used should be capable of
- A. compatibility.
  - B. multitasking.
  - C. multiprocessing.
  - D. portability.
27. Which of the following statements **best** describes a computer operator? A person who
- A. carries a computer from one location to the other to work.
  - B. obtains a degree in computer science and its related fields of study.
  - C. operates the device which inputs and outputs data from the computer.
  - D. writes computer programs for a specific purpose.

28. A document which shows its entire text in upper case means that the user has activated the
- alt key.
  - caps lock key.
  - num lock key.
  - shift key + F3.
29. Pressing and releasing the left mouse button twice in quick succession is termed
- dragging.
  - double-clicking.
  - left-clicking.
  - right-clicking.
30. Which of the following keys is used to create a new line in Word processing?
- Ctrl key
  - Enter key
  - Esc key
  - Shift key
31. The feature in Word processors that automatically moves the cursor to the beginning of the next line when the current typing line ends is called
- auto text.
  - auto correct.
  - line flow.
  - word wrap.
32. A red wavy line under a word in a Word processing document refers to word
- not in the computer dictionary.
  - not recognized by the computer.
  - too long for the computer.
  - too short for the computer.
33. The shortcut to some commands on the menu bar of a Word processing application program can be found on the
- scroll bar.
  - status bar.
  - standard toolbar.
  - title bar.
34. Which of the following document views would show the document as it would look when it is printed?
- Normal view
  - Outline view
  - Print layout view
  - Web layout view

35. The buttons for **reload/refresh**, **back**, **stop** and **forward** can be found on the following applications **except**
- A. Search engine.
  - B. Web browser.
  - C. Web site.
  - D. WhatsApp.
36. The software that enable users access web pages on the internet is called
- A. browser.
  - B. web site.
  - C. access engine.
  - D. search engine.
37. In computing, the exchange of information is referred to as
- A. communication.
  - B. conversation.
  - C. education.
  - D. entertainment.
38. Which of the following functions is used to find the mean number in a set of numbers in Spreadsheet?
- A. Average
  - B. Maximum
  - C. Minimum
  - D. Summation
39. The content of a selected cell is shown in the
- A. formula bar.
  - B. name box.
  - C. status bar.
  - D. title bar.
40. An application that helps the user to change any number in a cell and immediately see the result of that change in another cell is a
- A. Database.
  - B. Presentation.
  - C. Spreadsheet.
  - D. Word processor.

**END OF PAPER**