

# **TRENDING-GHANA EXAMINATIONS CONSULTS**

(INTELLIGENCE IS OUR HALLMARK)

NAME: .....

INDEX NUMBER: .....

DATE: .....

## **FIRST TERM MOCK ASSESSMENT I**

**FORM THREE (3)**

**MOCK ONE (1)      INFORMATION AND COMMUNICATION TECHNOLOGY 2 & 1      2 HOURS**

*This examination consists of two papers. Paper 2 consists of sections A and B. Answer all questions in section A and any three questions in section B. Paper 1 contains the objectives.*

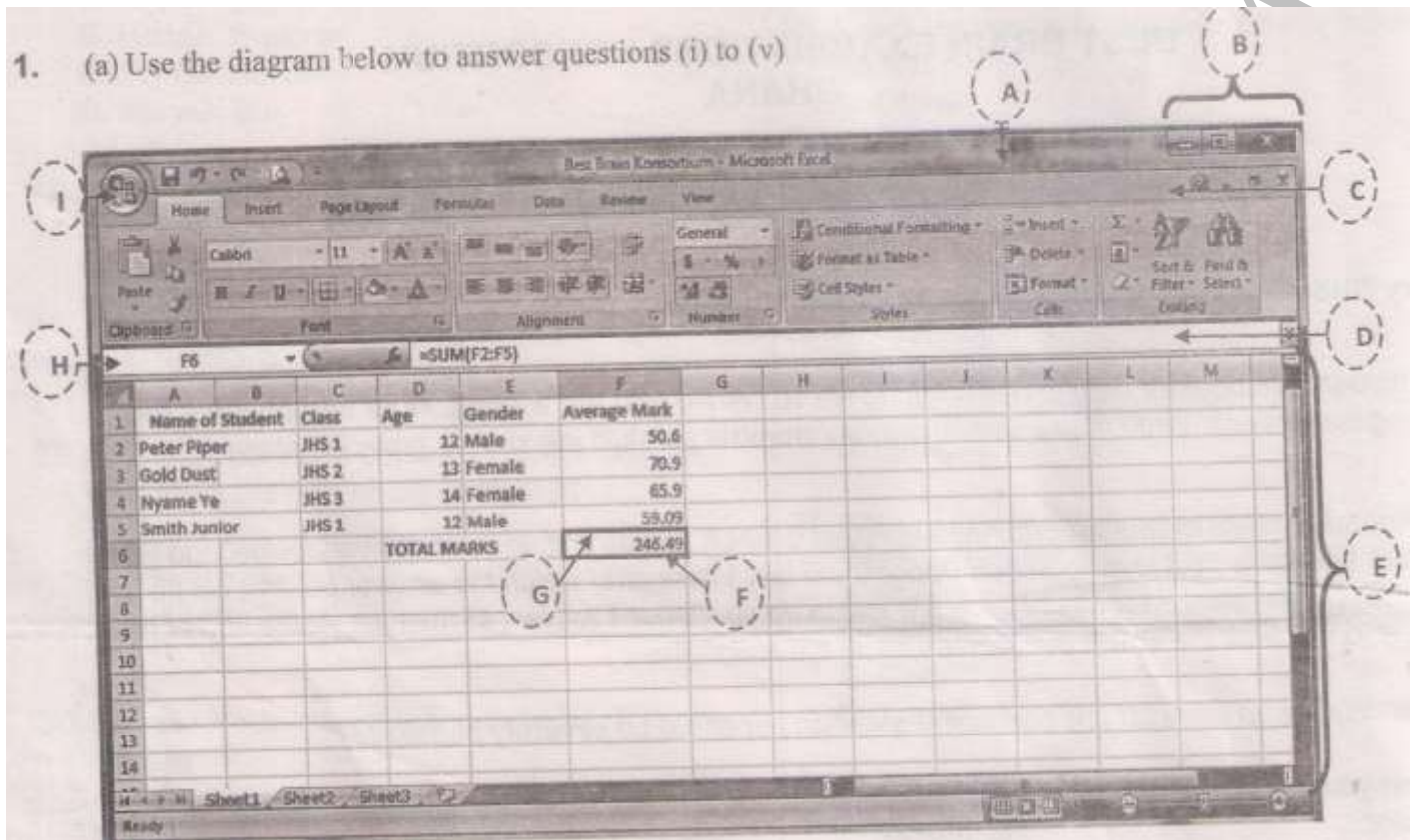
### **INSTRUCTIONS**

- *Do not open this booklet until you are told to do so*
- *While you are waiting, read the instructions carefully*
- *Write your **name, index number and date***
- *Do not talk to your friends during exams*
- *Leave space between every sub – question*
- *Direct all questions to the invigilator during exams*
- *Do not start work until you are told to do so.*

SECTION A – 24 MARKS

Answer **all** Questions  
[Compulsory]

1a. Use the diagram below to answer questions (i) to (iv)



- i) Name the parts labelled **A, B, C, D, E, F, G, H** and **I**
- ii) Name the application program used for the above.
- iii) Write the formulae/function used to calculate the total average marks in cell **F6**
- iv) Write the data type in the cells **F2, F3, F4 and F5**.
- v) Name the:
  - a) **Active cell**
  - b) **File name**
  - c) **Active tab**

b) Complete the table below

<i>Feature on E-mail compose space</i>	<i>Purpose</i>
In the To box	
In the CC box	
In the subject box	
In the large blank area	

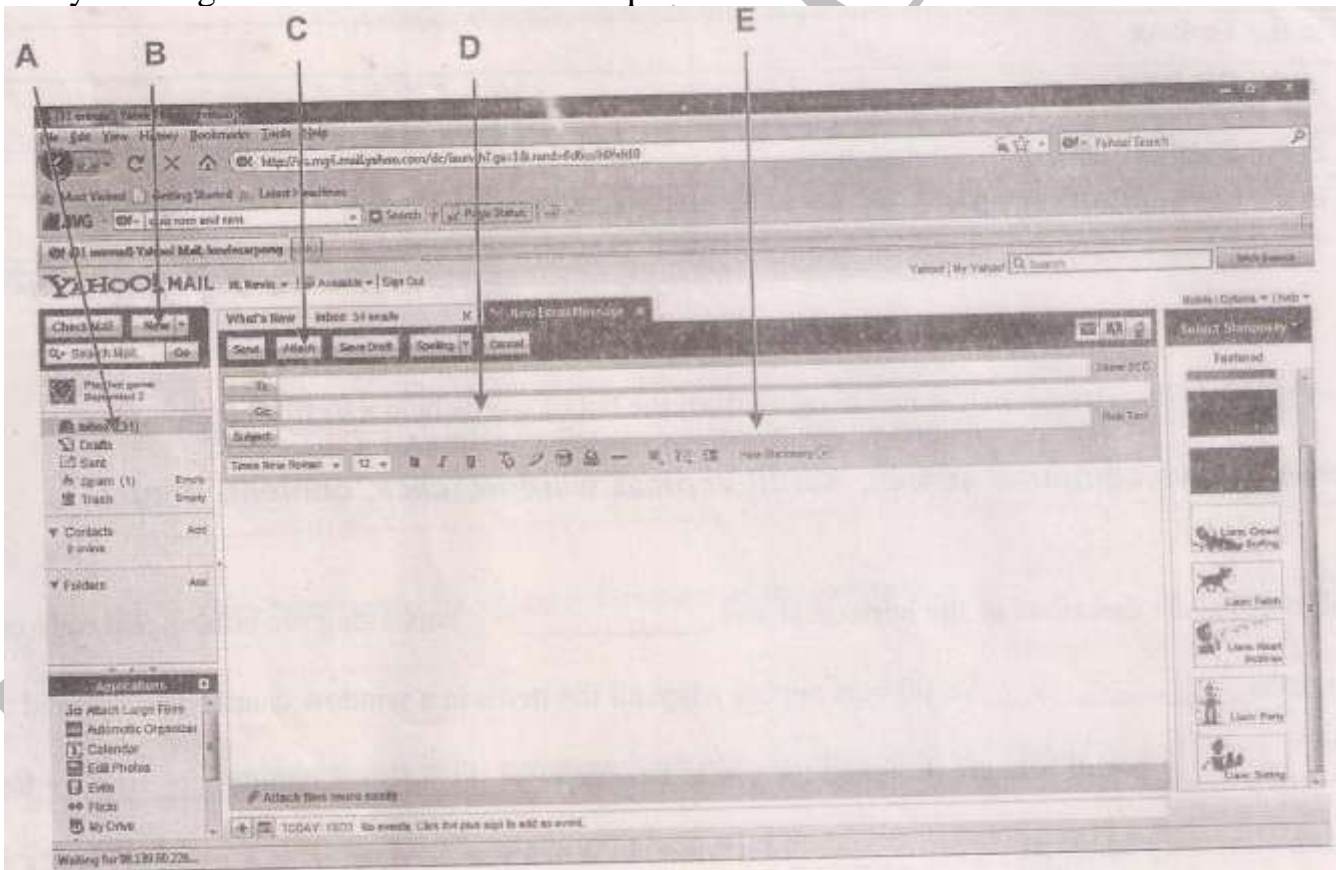
c) Complete the passage below by choosing from the list of words below to fill the gaps:

***scroll arrows, computer screen, scroll, vertical, window, click, content, drag***

Scroll bars can be described as the horizontal and ..... bars along the bottom and right corners of an open

..... Scroll bars appear when all the items in a window cannot be displayed on the ..... Scroll bars are designed for you to be able to ..... and ..... items so you can view the additional ..... of a window. When you need to ..... only a short distance you can use the .....

d) Study the diagram below and answer the questions that follows.



i) Name the feature labeled **A - E** above.

ii) State **one** function of each of the parts labelled **A - E**

## SECTION B – THEORY (36 MARKS)

Answer *three* questions *only*

2a. i) Complete the table by putting in the appropriate words.

<i>Terms</i>	<i>Meaning</i>
	It is collection of text or data(information) stored under a unique name
	In an open word document it is in the form of I beam, blinking at the insertion point. You can type any words or figures or paste a picture there
	The holder of files, documents and sub folders no longer needed.
	A text editor that can be used through the start menu. It is often used in places of MS word.

ii) Give **two** reasons for saving a document on the computer.

b. i) Name **two** parts of the computer keyboard and give **three** keys found on each

ii) State **two** uses of the computer keyboard

c. Describe how you will use the Encarta software to look for information on Ghana.

d. i) State **four** uses of the mouse

ii) Describe the mouse action you would perform to select the following:

An entire document

A paragraph

Line of text

An object

3a. Outline the steps in the right order in creating an email account with yahoo or g-mail

b. i) Give **three** differences between files and folders

ii) State **three** reasons for renaming a file.

c. i) What is the difference between Maximize button and Restore down button.

ii) Outline **four** uses of bullets and numbering in word processing

d. Give **three** functions of the start button menu in the use of the computer.

4a. i) Describe how these data types are recognized on a spreadsheet application:

¥) Number

α) Text

ii) Give **two** tasks a spreadsheet application can be used to accomplish.

b. i) List **two** I.C.T based works that can be copyrighted in Ghana.

ii) Identify **two** acts that constitute copyright infringement.

- c. i) What is UPS?  
 ii) What are the benefits of a UPS to the system unit?
- d. Give **four** symptoms of virus infection on a computer.

- 5a. i) What is printing a document?  
 ii) Give **two** reasons for printing documents on paper.
- b. i) What is educational software?  
 ii) Give **two** examples of educational software.
- c. i) Explain the difference between *cut* and *paste*  
 ii) Identify when it is appropriate to cut and paste in word processing
- d. i) What is a hyperlink?  
 ii) Identify **four** keys that are used to move through a web page.

**PAPER ONE**

45 MINS

1. The internet is a..... of information  
 a) Network                      b) Globe                      c) file                      d) reservoir
2. .... is used to search for information of specific keywords form web pages on the internet.  
 a) web browser                      b) website                      c) search engine                      d) Mozilla Firefox
3. To search for information from the internet, you must first.....  
 a) launch the web browser                      b) be connected to the internet  
 c) have antivirus on your computer                      d) have media player and downloader on your computer
4. The types of search engines are.....  
 a) Indexers, crawlers and meta crawlers                      b) Crawlers, directories and meta crawlers  
 c) Indexers, crawlers and directories                      d) Web crawlers, indexers and meta crawlers
5. .... is divided up into categories with entries assigned partly or entirely by man.  
 a) Crawlers                      b) Meta crawlers                      c) Directories                      d) Indexers
6. Which of the types of search engines in the hybrid?  
 a) Crawlers                      b) Meta crawlers                      c) Directories                      d) Indexers
7. Example of crawler search engine is  
 a) Excite                      b) Galaxy                      c) Google                      d) Lylos
8. Yahoo is an example of ..... search engine  
 a) Indexers                      b) Directories                      c) Meta crawlers                      d) Crawlers
9. I.C.T is the acronym for  
 a) Information, communication, technology                      b) Information and communication technology  
 c) Information technology                      d) information and communication techniques
10. Examples of educational software is  
 a) FIFA '09                      b) Microsoft Windows 7  
 c) Microsoft Encarta                      d) Window Media Player
11. The spreadsheet application can be likened to .....  
 a) accountant's ledger notes used for calculation

- b) Microsoft word processing application used for typing  
c) Computer games used for entertainment  
d) Accessories
12. The Presidential initiative program (P.I.G).....  
a) encourages distant learning                      b) encourages team work  
c) makes student learn at their own pace        d) enhances student participation
13. The integration of ICT in education  
a) makes learning of difficult subjects easy      b) has distanced teachers and students  
c) Promotes laziness among students            d) enhances student participation
14. .... has predefined formula and equations for solving mathematical problems  
a) computers                      b) calculators                      c) Ms word processor                      d) MS word
15. .... can help spice up your vocabularies  
a) Medical dictionaries                      b) Ms word spelling and grammar checker  
c) Microsoft vista home premium        d) Microsoft Word Publisher
16. Toolbar contains.....  
a) button for frequently performed functions  
b) scroll bars for viewing different parts of the document  
c) Menu button for saving word document  
d) Title of a document
17. The toolbars of a word document windows are  
a) formatting and editing toolbars                      b) Standard and editing toolbars  
c) Standard and formatting toolbars                      d) Menu buttons
18. The ..... contains buttons for editing and formatting word document.  
a) Editing and formatting                      b) formatting toolbar  
c) Standard toolbar                      d) Menu buttons
19. Toolbars are located.....  
a) Just above the menu bar                      b) Just below the title bar  
c) Just below the menu bar                      d) Just below the scroll bar
20. Save, open blank document and the print buttons are found on the  
a) Standard toolbar                      b) Formatting toolbar                      c) Editing toolbar                      d) Menu bar
21. The Microsoft office word help button is used to  
a) increase the typing speed  
b) increase the appearance of the characters in a document  
c) provide help assistance when using word  
d) Helps to answer questions
22. The redo button cannot be used if the  
a) undo button has not been used                      b) undo button has been used  
c) Redo button has been used                      d) Redo button has not been used
23. The default font style in MS Word 2003 is  
a) Times New Roman                      b) Calibri                      c) Tahoma                      d) Arial
24. The features of the MS Word 2003 and ..... document window is the same.  
a) MS word 2013                      b) MS word 2007                      c) MS word 2004                      d) MS word 2008
25. What is the importance of the help facility?  
a) Helps to increase the appearance of the characters in a document  
b) Helps to increase the typing speed  
c) Helps to answer questions when working with MS word  
d) Helps navigate documents
26. The spreadsheet applications allow us to  
a) Type and print our letters and assignments                      b) Organize and perform calculations on data  
c) Save and retrieve information more quickly                      d) Send to friends and relatives



27. Which of the following is not a feature of Microsoft Excel application?  
 a) Auto sum      b) spelling and grammar checker      c) merge and center      d) worksheet
28. The title bar of the MS word Excel application windows is located.....  
 a) Between the toolbars      b) Between the formatting toolbar  
 c) On top of the standard toolbar      d) Below the status bar
29. A cell is formed by the intersection of .....  
 a) column and row      b) Column and the status bar  
 c) Horizontal scroll bar and the vertical scroll bar      d) Row and the work sheet
30. The rows and columns in MS application are collectively called  
 a) Book      b) worksheet      c) Notebook      d) files
31. A cell named C4 is formed by.....  
 a) row C and column 4      b) Column C and row 4  
 c) Row A and column 4      d) column 4 and row C
32. When 'Ready' is displayed on the status bar, it means .....  
 a) Excel is ready to save your file  
 b) Excel is in ready mode waiting for next command  
 c) Excel is saving a file  
 d) Excel is about to copy information
33. By default.....is MS Excel  
 a) Text is right aligned and figures left aligned  
 b) Text is centered and figures right aligned  
 c) Text is left aligned and figures right aligned  
 d) None of the above
34. Data entered in an active cell is displayed on the .....  
 a) Cell name box      b) Formula bar      c) The status bar      d) Menu bar
35. The merge and center button when pressed twice will.....  
 a) Merged selected cells and center the contents  
 b) Split merged and centered cell to the individual cells  
 c) Sum the contents of the cells and provide answer in the next cell  
 d) Save the current file
36. We format work sheet to  
 a) Emphasize entries      b) Describe entries      c) Examine entries      d) Save entries
37. How can a cell be adjusted?  
 a) Only by increasing the width of the column  
 b) Only by decreasing the height of the row  
 c) Only by increasing or decreasing the width and height  
 d) Only by increasing or decreasing the column
38. Columns are named by..... and rows are named by;  
 a) Numbers, alphabets      b) Alphabets, symbols  
 c) symbols, numbers      d) Numbers, symbols
39. Title bar displays.....  
 a) The menu name      b) List of commands you can use to enter data  
 c) Name of work sheet you are working on      d) Standard and formatting toolbar
40. Which of the following is an example of two-way instant communication?  
 a) Website      b) Internet chatting      c) Personal blogs      d) E- mail