**April 2012**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

### OBJECTIVE TEST

45 Minutes

1. The device that converts computer output into displayed images is the
   1. hard disk
   2. monitor
   3. printer
   4. processor

1. The least number of input devices that a computer system can have is
   1. 1 B. 2 C. 3

D. 4

1. Which of the following devices has the largest storage capacity
   1. Compact disc
   2. Digital versatile disc
   3. Floppy disk
   4. Hard disk

1. The device used to ensure a constant flow of power supply to a computer system is the
   1. stabilizer
   2. step-down transformer
   3. step-up transformer
   4. uninterruptible power supply

1. The total number of command buttons on the title bar of an opened word processing window is
   1. 2 B. 3 C. 5 D. 6

1. Processed or transformed facts which are meaningful to the user is called
   1. data
   2. information
   3. input
   4. output

1. The following are possible health hazards of prolonged use of the computer system except A. back and neck pains
   1. eye strain
   2. tuberculosis
   3. wrist pains

1. Which key on the keyboard is used to erase characters from right to left in word processing application?
   1. Backspace
   2. Delete
   3. Insert
   4. Pause

1. The key on the QWERTY keyboard used to produce alphabetic upper case letters is
   1. Caps Lock
   2. Home
   3. Num Lock
   4. Tab

1. Given sizes and designs of letters, numbers and symbols that are displayed in a word processing document are referred to as
   1. align
   2. bullet
   3. font
   4. indent

1. Which of the following is a tool on the drawing toolbar of a word processing program?
   1. Align
   2. Bold
   3. View
   4. Oval

1. When an image is copied, it first goes to the
   1. clip art
   2. clipboard
   3. my document
   4. recycle bin

1. To press the letter J, which finger is appropriate to use on a QWERTY keyboard? A. Left index finger B.

Left middle finger C. Right index finger

D. Right middle finger

1. The internet is a
   1. global network of computers
   2. government agency that links computers
   3. software for designing programs
   4. special network of computers in an office
2. The computer equivalence of a sheet of paper divided into rows and columns in the office suite is called
   1. database
   2. electronic sheet
   3. spreadsheet
   4. word processor

1. The temporary working memory of a computer system is the
   1. arithmetic logic unit
   2. flash memory
   3. random access memory
   4. read only memory

1. The software responsible for the management of the basic operations of the computer is the
   1. application program
   2. device drivers
   3. operating system
   4. utility program

1. The bar on the desktop which displays opened applications and other icons is referred to as A. scroll bar
   1. taskbar
   2. title bar
   3. toolbar

1. The act of pressing a computer mouse button twice quickly without moving the mouse is termed
   1. double clicking B. right clicking C. single clicking D. normal clicking

1. The following are good practices in the computing environment except
   1. copyrighting of software
   2. designing of cards
   3. networking of computers
   4. pirating of software

1. Which of the following software can be used to enhance teaching and learning through the use of pictures, video and sound? A. Multimedia software
   1. Network software
   2. Programming software
   3. Utility software

1. The total number of keys on a standard QWERTY keyboard is
   1. 96
   2. 104
   3. 108
   4. 116

1. Which of the following is a valid folder name?
   1. Black/Stars
   2. Black\_Stars
   3. Black:Stars
   4. Black\*

1. A program on the computer which enables users to type letters to friends is the
   1. browser
   2. spreadsheet
   3. utility
   4. word processor

1. The command that enables the user to save a previously saved document under a new name is
   1. new
   2. rename
   3. save
   4. save as

1. The standard toolbar contains buttons that
   1. close and resize windows
   2. control page margins and tabs
   3. perform the most common tasks
   4. help users to navigate through the document

1. To see exactly how the pages of a current document will appear when printed, the command given is the
   1. page setup command
   2. print command
   3. print preview command
   4. view command

1. A tool for locating information on the internet is the
   1. database engine B. internet browser
   2. search engine
   3. web browser

1. An entity in a file system which contains a group of files is called a
   1. cabinet
   2. container
   3. document
   4. folder

1. The creation of a copy of data on a computer system for safe keeping externally is referred to as
   1. data backup
   2. data entry
   3. data filtering
   4. data restoration

1. The letter that normally represents the floppy disk in an operating system is
   1. A
   2. C
   3. D
   4. E

1. Recycle bin or trash bin contains deleted files and folders from the
   1. floppy disk
   2. flash disk
   3. hard disk
   4. zip disk

1. Keys on a computer keyboard which are used to move the cursor in a specified direction are called
   1. arrow keys
   2. function keys
   3. shift keys
   4. special purpose keys

1. To underline a selected text in a word processing program, the keys used are
   1. Ctrl + U
   2. Shift + U
   3. Alt + U
   4. Del + U

1. Double clicking on a word in a word processing program selects the
   1. document
   2. paragraph
   3. sentence
   4. word

1. All of the following are reasons for using ICT in education except
   1. forcing students to learn at others’ pace
   2. increasing learner motivation and engagement
   3. facilitating the acquisition of basic skills in subject areas
   4. enhancing teaching through the use of presentation software

1. In word processing program, lines, block arrows and flow charts are found on which of the following toolbars?
   1. Drawing
   2. Formatting
   3. Picture
   4. Standard

1. Which program icon on the desktop leads to the disk drives A. Internet Explorer
   1. My Computer
   2. My Document
   3. My Network Places

1. Which of the following terms refers to unsolicited emails in the form of advertising or chain letters?
   1. Compose
   2. Inbox
   3. Spam
   4. Trash

1. Computer virus is capable of
   1. enhancing the contents of a file
   2. maintaining the computer system
   3. making the work of the computer easy
   4. slowing down the computer system performance

**April 2012**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

## SOLUTIONS

**OBJECTIVE TEST**

45 Minutes

1. B. monitor

1. B. 2

1. D. Hard disk

1. D. uninterruptible power supply

1. B. 3

1. B. information

1. C. tuberculosis

1. A. Backspace

1. A. Caps Lock

1. C. font

1. D. Oval

1. B. clipboard

1. C. Right index finger

1. A. global network of computers

1. C. spreadsheet

1. C. random access memory

1. C. operating system

1. B. taskbar

1. A. double clicking

1. D. pirating of software

1. A. Multimedia software

1. A. 96

**23.** B. Black\_Stars

**24.** D. word processor

**25.** D. save as

**26.** C. perform the most common tasks

**27.** C. print preview command

**28.** C. search engine

**29.** D. folder

**30.** A. data backup

**31.** A. A

**32.** C. hard disk

**33.** A. arrow keys

**34.** A. Ctrl + U

**35.** D. word

**36.** A. forcing students to learn at others’ pace

**37.** A. Drawing

**38.** B. My Computer

**39.** C. Spam

**40.** D. slowing down the computer system performance

**April 2011**

**INFORMATION AND COMMUNICATION TECHNOLO GY 1**

### OBJECTIVE TEST

45 Minutes

1. The **most** common means by which data are input into the computer is through the
   1. mouse
   2. keyboard
   3. microphone
   4. joystick

1. Computer devices such as mouse, trackpad and joystick are referred to as
   1. Output devices
   2. Pointing devices
   3. Standard devices
   4. Internal devices

1. The flat panel screen is also known as
   1. LCD
   2. VCD
   3. CRT
   4. OCR

1. Which of the following is a storage medium?
   1. Mouse
   2. Printer
   3. Keyboard
   4. Flash memory

1. The two components of the personal computer main memory are
   1. RAM and CU
   2. RAM and ROM
   3. ROM and CU
   4. ALU and CU

1. Which of the following devices has the largest storage capacity?
   1. Digital versatile disc
   2. Compact disc
   3. Floppy disk
   4. Hard disk

1. The process that starts an operating system when a computer system is turned on is referred to as
   1. loading
   2. start up
   3. booting
   4. shut down

1. Which of the following statements is not true?
   1. Remove all removable storage media or device from the system unit when switching on a computer.
   2. Shut down a computer system before removing the electric power supply
   3. Random access memory is part of main memory
   4. The application software must be loaded before an operating system can be loaded when a computer system is switched on.

1. GUI stands for
   1. Grand User Interface
   2. General User Interface
   3. Graphic User Interface
   4. Graphical User Interrupt

1. The software that manages the communication between the hardware and the application software of a computer system is called
   1. open office
   2. Microsoft office
   3. operating system
   4. internet

1. Windows organizes information on computers using a
   1. directory
   2. folder
   3. subdirectory
   4. disk

1. Which of the following are valid folder names
   1. Black/Stars
   2. Black **:** Stars
   3. Black\_Stars
   4. Black Stars

* 1. I and II only B.

II and III only

* 1. III and IV only
  2. II and IV only

Use the following information to answer question 13

* 1. Processing
  2. Data
  3. Information

1. The sequence of the stages in the information processing cycle is
   1. I, II and III B. II, III and I
   2. II, I and III
   3. III, I and II

1. Which of the following is **not** a safety measure to consider in the ICT environment?
   1. Not overloading a socket
   2. Sitting in a correct posture behind the computer
   3. Allowing the battery of a laptop to run-down before charging D. Avoid plugging computers in damaged sockets

1. The legal right to control the production and selling of a book, play, film and software is known as A. production right
   1. copyright
   2. trade mark
   3. patent

1. Which of the following can bring enhanced learning experience to the classroom through the use of pictures, videos and sound? A. Software application B. Multimedia software
   1. Learning software
   2. Teaching and learning software

1. Which of the following is an effect of a loud ringing tone of a mobile phone?
   1. Wrist pain B. Neck pain
   2. Headache
   3. Hearing impairment

1. To which of the following activities is ICT useful?

I. Education II. Farming

III. Medicine

* 1. I and II only
  2. I and III only
  3. II and III only
  4. I, II and III

1. Which of the following keys are frequently used in our daily typing work on a computer system? I. Enter key II.

Space Bar

* 1. Print Screen
  2. Delete Key

* 1. I, II, III and IV
  2. I, II and III only
  3. I, II and IV only
  4. II, III and IV only

1. During typing lessons, computer users are supposed to use
   1. 5 fingers B. 6 fingers
   2. 8 fingers
   3. 10 fingers

1. The most appropriate finger required to type the letter F on a standard QWERTY computer keyboard

is the

* 1. left middle finger
  2. right middle finger
  3. left index finger
  4. right index finger

1. In the absence of a mouse, which of the following devices could be used to perform its functions?
   1. Scanner
   2. Webcam
   3. Keyboard
   4. Microphone

1. In typing a class assignment given by a Ghanaian Language teacher using the computer, which of the following application programs will be appropriate to use by the student?
   1. Spread sheet program
   2. Word processing program
   3. Database program
   4. Graphical program

1. A key on a keyboard of a computer has two symbols on it, top and down. Which of the following procedures will be appropriate to use to get the top key?
   1. Hold down the Shift key and press the identified key
   2. Hold down the Alt key and press the identified key
   3. Hold down the Ctrl key and press the identified key
   4. Hold down the Del key and press the identified key

1. To save a previously saved document under a new name, use the
   1. save command
   2. rename command
   3. resave command
   4. save as command

1. To bold a text in a word processing environment, first select the text, then use the shortcut keys
   1. Ctrl + B
   2. Shift + B
   3. Alt + B
   4. Insert + B

1. The symbols **B, I, U** are commonly used buttons found on the
   1. standard toolbar
   2. menu bar
   3. formatting toolbar
   4. drawing toolbar

1. Which of the following is not a tool on the drawing toolbar?
   1. Arc
   2. Oval
   3. Drop cap
   4. Lines

1. Which of the following is not a toolbar?
   1. Drawing toolbar
   2. Picture toolbar
   3. Word Art toolbar
   4. Word Wrap toolbar

1. Lines, block arrows and flowcharts are located on the
   1. drawing toolbar
   2. standard toolbar
   3. formatting toolbar
   4. menu bar

1. The default orientation for a word processing document is
   1. landscape
   2. portrait
   3. legal
   4. A4

1. To preview a document before printing is necessary because
   1. it displays the name of the document
   2. it displays how the document will look like after printing
   3. it displays copy and paste of the document
   4. it formats the document

1. A computer program that enables users to surf the internet is known as
   1. internet surfer
   2. internet browser
   3. web surfer
   4. web navigator

1. A teacher using the internet decided to send an electronic mail to Junior High School Students in Ghana. Which of the following will the teacher use to accomplish his/her mission?
   1. Website address
   2. Data file address
   3. E-mail address
   4. Modern address

1. In e-mail context, what does **bcc** stand for?
   1. Blank carbon copy
   2. Bulk carbon copy
   3. Blind carbon copy
   4. Backup carbon copy

1. The world wide network that makes electronic information available to users is also known as
   1. site
   2. web
   3. browser
   4. map

1. Transferring data from a remote computer to a local computer is referred to as
   1. downloading
   2. downlinking
   3. uploading
   4. uplinking

1. A tool for locating information on the internet is the
   1. universal engine B. database engine
   2. search engine
   3. deep web

1. A mathematical calculation in a spreadsheet is called
   1. label
   2. formula
   3. number
   4. value

1. Which of the following features in a browser enables users to fetch the latest copy of a web page?
   1. Refresh B.

Forward

* 1. Backward
  2. Stop

**April 2011**

**INFORMATION AND COMMUNICATION TECHNOLOGY 1**

## SOLUTIONS

### OBJECTIVE TEST

45 Minutes

1. B. keyboard
2. B. Pointing devices
3. A. LCD
4. D. Flash memory
5. B. RAM and ROM
6. D. Hard disk
7. C. booting

1. D. The application software must be loaded before an operating system can be loaded when a computer system is switched on
2. C. Graphic User Interface

1. C. operating system

1. A. directory

1. C. III and IV only

1. C. II, I and III

1. C. Allowing the battery of a laptop to run-down before charging

1. B. copyright

1. B. Multimedia software

1. D. Hearing impairment

1. D. I, II and III

1. C. I, II and IV only

1. D. 10 fingers

1. C. left index finger

**22.** C. Keyboard

**23.** B. Word processing program

**24.** A. Hold down the Shift key and press the identified key

**25.** D. save as command

**26.** A. Ctrl + B

**27.** C. formatting toolbar

**28.** C. Drop cap

**29.** D. Word Wrap toolbar

**30.** A. drawing toolbar

**31.** B. portrait

**32.** B. it displays how the document will look like after printing

**33.** B. internet browser

**34.** C. E-mail address

**35.** C. Blind carbon copy

**36.** B. web

**37.** A. downloading

**38.** C. search engine

**39.** B. formula

**40.** A. Refresh

**ESSAY TYPE QUESTIONS – 2012**

1. Use the diagram below to answer questions (a) and (b)



A

B

C

D

E

F

1. Identify the diagram
2. Name the parts labeled A, B, C, D, E and F
3. List the five main components of a computer keyboard
4. Give the stages involved in the information processing cycle
5. List, in the right order, the steps involved in turning off a personal computer.

2 (a) State the function of each of the following devices:

i. Floppy disk ii. Printer iii. Scanner

iv. Uninterruptible power supply

(b) Write the following in full

(i) ALU (ii) CPU

3. a) Explain the following types of softwares:

i. System software

ii. Application software

(b) State the function of each of the following buttons as used in application software:

i. Minimize ii. Maximize iii. Close

4(a) Explain internet fraud

(b) State three ways ICT can be used in basic education in

Ghana

(c) List three devices that may be used when connecting to

the internet.

5(a) Explain the following terms as used in spreadsheet:

i. Worksheet ii. Active cell iii Workbook

**ANSWERS – 2012**

1(a) Computer system/personal computer

(b) A - System unit B - Monitor / Visual Display Unit

C – Speaker D - Microphone (Mic)

E – Mouse F - Keyboard

(c) - Alphanumeric keys (typewriter keys)

- Numeric key pad

- Function keys

- Navigation keys (cursor control keys)

- Special purpose keys

(d) - Close all running programs

- Click on start button

- Select turn off (shut down)

- Turn off the monitor

- Switch off power supply

- Unplug from the power supply

2(a) (i) Floppy Disk – is used for storing information/data for

future use.

(ii) Printer – it produces permanent/hard copy output.

(iii) Scanner – it sends images into the computer in digital

format.

(iv) Uninterrupted Power Supply – is used to ensure constant

flow of electrical power to the computer system.

(b) (i) ALU – Arithmetic Logic Unit

(ii) CPU – Central Processing Unit

3 (a) (i) System Software – is the set of programs that helps the computer perform operating tasks and enables the application software to run.

(ii) Application Software – is a program that helps users to

accomplish specific tasks.

(b) (i) Minimize – it reduces the size of the current opened / active window into a button located on the taskbar.

(ii) Maximize – It enlarges the size of the current opened window

to cover the entire desktop.

(iii) Close – It exists the current opened window on the desktop

4. (a) Internet Fraud – It refers to the means or intention by which the internet is used to cheat or steal from other internet users.

(b) - It may be used in teaching

- It may be used to search for information

- It may be used to communicate with friends and family about academic issues.

- It may be used to share ideas with peers and Teachers

- It may be used to research on issues about children

- It may be used to build vocabulary in English language.

(c) - Computer - Satellite

- Modem - Wireless device

- Mobile phone - Router

- Telephone - I-Pad

5 (a) Worksheet – Is an electronic sheet containing rows and

Columns

(b) Active cell – Is the current or selected cell being used for data

Entry

(c) Range – Is a group of specified or selected adjacent cells.

(d) Workbook – Is a spreadsheet file which consists of one or

more worksheets.