**ICT BECE 2015**

**OBJECTIVE TEST QUESTIONS**

1. Which of the following computer keyboard keys is used to type upper case letters when the caps lock light is off?

A. control key

B. enter key

C. insert key

D. shift key

1. Which of the following devices are used to feed a computer system with data?

A. keyboard and monitor

B. keyboard and mouse

C. mouse and monitor

D. mouse and printer

1. A computer accepts data input, processes the data and produces

A. byte

B. data

C. output

D. storage

1. The component of the computer that houses the motherboard and the power supply unit is called A. central processing unit

B. monitor

C. printer

D. system unit

1. Which component of the computer resembles the typewriter?

A. keyboard

B. monitor

C. mouse

D. webcam

1. The optical storage media among the following is

A. compact disk

B. floppy disk

C. hard disk

D. magnetic disk

1. Which of the following media stores data temporarily?

A. floppy disk

B. hard disk

C. random access memory

D. read only memory

1. Which of the following devices must be turned on first when booting the computer?

A. central processing unit

B. monitor

C. printer

D. system unit

1. The part of the central processing unit responsible for performing all logical operations is A. ALU

B. CU

C. RAM

D. ROM

1. Which files and folders are deleted from the computer, they go into the

A. briefcase

B. desktop

C. delete bin

D. recycle bin

1. Which of the following gives the user a log of all opened programs?

A. start button

B. start menu

C. taskbar

D. title bar

1. Which of the following would happen when a user double clicks on a folder?

A. a sub-fold would be created

B. the folder would be closed

C. the folder would be deleted

D. the folder would be opened.

1. Dragging a folder from one drive to a window on the same drive is equivalent to a

A. copy operation

B. cut operation

C. delete operation

D. move operation

1. The process whereby the computer manipulates data to produce information is known as A. capturing

B. processing

C. recording

D. retrieving

1. The stages of information processing cycle under ICT are

A. input, output, process and distribution.

B. input, process, output and distribution

C. input, process, distribution and output

D. input, distribution, output and process.

1. Which of the following is a problem to computer users as a result of radiation from the monitor? A. body pains

B. dizziness

C. eye irritation

D. loss of grip strength

1. Which of the following is a reason for copyrighting ICT tools or technologies?

A. to avoid distribution of viruses

B. to encourage people to make illegal copies

C. to protect the intellectual works of the inventors

D. to ensure poorer people do not have access to ICT tools.

1. Which of the following is a bad practice in the usage of ICT tool?

A. making or receiving phone calls whilst driving

B. not receiving phone calls when charging it

C. use of air conditioning to improve dry atmosphere

D. uses of footstools to adjust leg positioning when working on computers.

1. To search for information on various topic, which of the following packages is used?

A. database

B. Encarta

C. presentation

D. spreadsheet

1. If a user places the mouse cursor at one end of a text, holds down the left button and drag to the other end of the text, the effect will be

A. copying the text

B. cutting the text

C. moving the text

D. selecting the text

1. To underline selected test(s) under a word processing environment, use the shortcut keys

A. Ctrl +U

B. shift + U

C. Alt + U

D. insert + U

1. A collection of separate windows applications sold as a group is called

A. command

B. communication

C. integrated

D. suite.

1. Adding 3-D effect to an object is done through the

A. auto formatting dialogue box

B. drawing toolbar

C. formatting toolbar

D. graphic style menu

1. Which of the following options is required to save a document with a different name?

A. File, New

B. File, Close

C. File, Save

D. File, Save As

1. The process of automatically moving an entire word to start the next line in a word processing program is called

A. text wrap

B. text movement

C. word wrap

D. word movement

1. In the symbol **H2O,** the 2 appears as a

A. number

B. positive integer

C. subscript

D. superscript

1. The shift key on a computer keyboard is used to

A. erase characters

B. toggle cases of letters

C. insert a space into a word document

D. type of word rather than a character

1. Which of the following document views will enable a user to view a document as it will appear on a printed page?

A. normal view

B. outline view

C. print layout view

D. web layout view

1. The print preview button is located on which of the following toolbars?

A. drawing toolbar

B. formatting toolbar

C. header/footer toolbar

D. standard toolbar

1. Which of the following is an icon on the drawing toolbar?

A. downlinking

B. downloading

C. uplinking

D. uploading

1. Transferring data from a local computer to a remote computer is referred to as

A. downlinking

B. downloading

C. uplinking

D. uploading

1. In computing, an element which links from one document to another or within the same document is called

A. hyperlink

B. pointer

C. web browser

D. web page

1. Information printed on paper is referred to as

A. carbon copy

B. hand copy

C. print copy

D. soft copy

1. The button that opens a dialogue box for users to create an email message is

A. back

B. compose

C. create

D. refresh

1. Computer virus is capable of

A. enhancing the contents of a file

B. maintaining the computer system

C. making the work of the computer easy

D. showing down the computer system performance

1. In an email environment, the acronym BCC refers to

A. Blank Carbon Copy

B. Bulk Carbon Copy

C. Blind Carbon Copy

D. Back Carbon Copy

1. A computer program that enable users to surf the internet is called

A. internet surfer

B. web browser

C. web navigation

D. web surfer

1. Specialized programs that assist a user to locate information on the internet is called A. electronic mail

B. search engine

C. web browser

D. web portal

1. The sign which represents an insertion of a formula in a spreadsheet program is

A. = or +

B. = or -

C. = or \*

D. = or /

1. Which of the following terms in a spreadsheet is identified by a letter and a number? A. column

B. cell

C. range

D. row

**ESSAY TYPE QUESTIONS - 2015**

1. (a) In the space provided below, draw a well labelled computer mouse.

(b) Outline the steps involved in performing the following tasks:

i) opening a document;

ii) saving a new created document;   
iii) changing the desktop of a personal computer

2. Identify the following ICT tools



a) b)





c) d)



e) f)

3. State two differences between

a) random access memory and read only memory

b) hard disk and pen drive

c) file and folder

4. a) Explain the term clicking as used in the computing

environment.

b) In a typical application window, list two command buttons

that are found on the control menu.

c) What is screen tip?

d) Describe a computer mouse pad

5. State the uses of the following email terminologies:

a) Carbon Copy;

b) Blind Carbon Copy;

c) To:

d) Subject:

**ANSWERS - 2015**

***Question 1***

(a)



Right (secondary) button

Left (primary)

button

Body

Cable

b) i) - Locate the document

- Select the document

- Clink on open button

ii) - Click on office button

-Click on Save as command

- Specify the name of the document

- Clink on the save command

iii) - Right-click a blank area on the desktop

- Click on properties on the displayed menu.

- Click on desktop tab.

-Choose preferred background

-Click on apply

-Click on OK

***Question 2***

1. Keyboard b) Monitor c) Joystick d) Printer

e) hard disk drive f) power supply unit

***Question 3***



|  |  |
| --- | --- |
| **DIFFERENCE** | |
| **READ ONLY MEMORY** | | **RANDOM ACCESS MEMORY** | |
| 1. This is Non-volatile 2. Not easily accessible by user. 3. Not usually upgraded 4. Storage contents are permanent | | 1. This is Volatile 2. Easily accessible by the user 3. Can be upgraded 4. Storage contents are transient(temporal) | |

|  |  |
| --- | --- |
| **DIFFERENCE** | |
| **FILE** | | **FOLDER** | |
| 1. Contains records. 2. Takes space on the computer storage medium. 3. Has name extension. | | 1. Contains files and other folders. 2. Takes virtually no space on the computer storage medium. 3. Has no name extension. | |



|  |  |
| --- | --- |
| **DIFFERENCE** | |
| **HARD DISK** | | **PEN DRIVE** | |
| 1. Much greater storage capacity. 2. Short access time. 3. Usually fixed. 4. Heavy in weight. | | 1. Less storage capacity. 2. Long access time. 3. Removable. 4. Lighter in weight. | |

***Question 4.***

1. Clicking is pressing and releasing the left mouse button once without moving the mouse. It is usually performed to select or deselect an object on the computer screen.
2. –Close - Restore - Maximise - Minimise
3. Screen tip gives computer user a brief description about an object.
4. Mouse pad refers to a surface on which a mouse can be moved. It is typically a rubber pad covered with fabric.

Question 5

1. It is used to send the same information to other recipients apart from the original recipient.
2. It is used to secretly send the same information to other recipients.

1. It is the location where the original recipient(s) email address (es) is / are inserted before sending a message.

1. It is the location where the title of the email message is inserted before sending a message.

**OBJECTIVE ANSWERS**

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| --- | --- |
| 2015 | |
| 1. D | 21. A |
| 2. B | 22. D |
| 3. C | 23. B |
| 4. D | 24. D |
| 5. A | 25. C |
| 6. A | 26. C |
| 7. C | 27. B |
| 8. D | 28. C |
| 9. A | 29. D |
| 10. D | 30. A |
| 11. C | 31. D |
| 12. D | 32. A |
| 13. B | 33. B |
| 14. B | 34. B |
| 15. B | 35. D |
| 16. B | 36. C |
| 17. C | 37. B |
| 18. A | 38. B |
| 19. B | 39. A |
| 20. D | 40. B |