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END OF FIRST TERM EXAMINATION

JHS 3 ICT – TERM 1

PAPER 1

1. The best way to organize files is to
 - A. keep them in the recycle bin
 - B. delete them
 - C. keep them in a folder
 - D. print them
2. All these are reasons why the LCD monitor is most preferred to the CRT except
 - A. It consumes less electricity
 - B. It is less expensive
 - C. It occupies less space
 - D. It emits less radiation
3. The tangible parts of the computer are referred to as
 - A. Hardware
 - B. Hard Components
 - C. Software
 - D. Metallic Components
4. Which of these is not a component of the system unit?
 - A. CPU
 - B. RAM
 - C. ROM
 - D. LCD
5. USB stands for
 - A. Universal Storage Bus
 - B. Universal Serial Bus
 - C. Universal Serial Block
 - D. Universal Storage Bus
6. Which of these is not a type of computer mouse?
 - A. QWERTY mouse
 - B. Mechanical mouse
 - C. Optical mouse
 - D. Trackball mouse
7. Opening an application is also termed
 - A. Loading
 - B. Launching
 - C. Closing
 - D. Installing
8. Which of the following is an input device?
 - A. Printer
 - B. Monitor
 - C. Scanner
 - D. Plotter
9. A processed data is
 - A. computer
 - B. Information
 - C. datum
 - D. document
10. Which of the following command buttons drops an open window onto the taskbar?
 - A. Minimize
 - B. Maximize
 - C. Restore
 - D. Close
11. The computer monitor is sometimes referred to as
 - A. CPU
 - B. USB
 - C. UPS
 - D. VDU
12. Choose the right order of the Information Processing Cycle.
 - A. Output, Processing, Input, Storage
 - B. Input, Processing, Storage, Output
 - C. Input, Processing, Output, Storage
 - D. Input, Output, Processing, Storage
13. The utility software is one of the basic types of
 - A. system software
 - B. application software
 - C. communication software
 - D. word processing software

14. You can use the as both input and output device.
- A. Modem
 - B. Speaker
 - C. Microphone
 - D. Printer
15. is used to move text in word processing.
- A. Ctrl + C
 - B. Ctrl + P
 - C. Ctrl + X
 - D. Ctrl + S
16. A set of cells in the horizontal direction in a spreadsheet application is called
- A. active cell
 - B. column
 - C. row
 - D. sheet
17. Which feature of a web browser enables a user to access the **latest** information from the browser?
- A. Home
 - B. Refresh
 - C. Forward
 - D. Backward
18. The process of moving different portions of a document on the screen into view is called
- A. downward
 - B. upward
 - C. moving
 - D. scrolling
19. In word processing, Ctrl+Z is used to
- A. redo an action
 - B. delete text
 - C. undo an action
 - D. open a new document
20. MS Word is an example of a
- A. Presentation software
 - B. Graphical software
 - C. Word processor
 - D. Typing software
21. One advantage of the internet is that
- A. it helps in watching pornography
 - B. it encourages laziness
 - C. it helps in preventing computer virus
 - D. it helps students in their research work
22. Which of the following storage media has the highest storage capacity?
- A. HDD
 - B. FDD
 - C. CD
 - D. DVD
23. Pen drives are connected to the computer through the
- A. VGA port
 - B. USB port
 - C. PS/2 port
 - D. Drives port
24. Which of the following computer keyboard keys can be used to delete a character?
- A. Alt key
 - B. Shift key
 - C. Enter key
 - D. Backspace key
25. To underline selected text in a Word document, the computer keyboard shortcut keys used are
- A. Alt + U
 - B. Tab + U
 - C. Ctrl + U
 - D. Shift + U
26. Pressing the SHIFT key followed by 5 on the alphanumeric keys will produce the sign.
- A. exclamation
 - B. pound
 - C. percentage
 - D. slash
27. refers to unwanted internet mail promoting the sale of products.
- A. Email
 - B. Spam
 - C. SMS
 - D. EMS
28. Which of the following commands is used to save an existing document with a new name?
- A. Save As
 - B. Save
 - C. File

D. Resave

29. The fastest form of sending information is through the

- A. Ghana Post
- B. EMS
- C. E-mail
- D. DHL

30. In an email environment, the acronym CC refers to

- A. Carbon Copy
- B. Cut and Copy
- C. Create Copy
- D. Correct Copy

31. A file which is added to an email is referred to as

- A. a folder
- B. an attachment
- C. a file
- D. a media

32. Which of these is a web browser?

- A. Microsoft Access
- B. Microsoft Edge
- C. Microsoft Word
- D. Microsoft Excel

33. During typing lessons, which finger is used to type the letter **K**?

- A. Left index finger
- B. Left middle finger
- C. Right index finger
- D. Right middle finger

34. The location for storing files is called

- A. folder
- B. icon
- C. page
- D. website

35. Which of the following is a spreadsheet application?

A. Lotus 1-2-3

B. MS Word

C. MS PowerPoint

D. Word Star

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

- A. Column
- B. Cell
- C. Range
- D. Row

37. The sign used to prompt a Spreadsheet application that a user is about to apply a formula to a cell is

- A. – or %
- B. / or \
- C. % or #
- D. = or +

38. In spreadsheet, you can create a relationship between two cells using

- A. numbers
- B. text
- C. formulae
- D. rows

39. What is the name assigned to a cell which is ready to receive data?

- A. Cell reference
- B. Active cell
- C. Cell name
- D. New cell

40. When browsing on the internet, the cursor changes to _____ when placed on a hyperlink.

- A. pointing finger
- B. cross pointer
- C. arrow pointer
- D. I-beam pointer

PAPER 2
ESSAY
[24 marks]

Answer Question 1 (**Compulsory**)

1. a) Alpha Grocery Shop has just installed a new software to compute their sales more accurately and eliminate the frequent errors committed by the sales manager who, hitherto, uses a note book to do the recording. Below is an extract from the January 2023 sales. The amount for each item is a product of the quantity and unit price.

Use the information to answer question 1.

	A	B	C	D
2	ALPHA GROCERY SHOP			
3				
4	ITEM	Quantity	Unit Price (GHC)	Amount (GHC)
5	Canned beef	43	22	946
6	Toothpaste	21	18	X
7	Washing Powder	29	Y	124.7
8	Boxes of noodles	10	87	870
9	Packs of water	100	Z	2000
10	Total			4318.7

IV
III

- a) i) Name three software that can perform the function above. 6marks
- ii) Identify the parts labelled **I**, **II**, **III** and **IV**. 8marks
- b) Provide the formula for calculating the amount in the following cells; 6marks
 - i) D6
 - ii) C7
 - iii) C9
- c) Write down the address of the **Active Cell**. 2marks
- b) Write down the function that computed the total amount in cell D10. 2marks

SECTION B
[36 marks]

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

2. a) State three disadvantages of using the internet to communicate. 6marks
- b) Define the following internet terminologies; 6marks
 - i) Web page
 - ii) Web browser
3. a) Your teacher sent you an assignment via your email account. Outline the steps you will take to access the mail. 6marks
- b) Aside using email, state three other ways your teacher can use to share information with your class. 6marks
4. a) Define;

i) Application Software. – 3mrks

ii) System Software. - 3mrks

b) List three examples each of;

i) Application Software. – 3mrks

ii) System Software. 3marks

5. a) Explain these terminologies as used in email context. – 6mrks

i) Compose

ii) Spam

b) List two email service providers. 2mrks

c) State two advantages of electronic mail. – 4mrks