

ADDITROM SCHOOL	
March, 2020 Information and Communication Technology Essay and Objective 070/2 and 070/1 2 hours	2 & 1

Name.....
 Index Number.....
 Signature.....
 Date of Examination.....March, 2020

1ST ASSIGNMENT

JUNIOR HIGH SCHOOL THREE (3)

SUBJECT: Information and communication Technology 2 & 1

DATE: March, 2020

DURATION: 2 hours

INSTRUCTIONS

Do not open this booklet until you are told to do so. While you are waiting, read and observe the following instructions carefully. Write your name and index number in ink in the spaces provided above.

This booklet consists of two papers. Answer Paper 2 which comes first, in your answer booklet and Paper 1 on your Objective Test answer sheet. Paper 2 will last 1 hour 15 minutes. Do not start Paper 1 until you are told to do so. Paper 1 will last 45 minutes. At the end of the examination, 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.

Do not start Paper 1 until you are told to so. Paper 1 will last 45 minutes.

PAPER 2
ESSAY
[60 MARKS]

This paper is in two Sections A and B. Answer **Question 1** in **SECTION A** and any other **three** questions in **SECTION B**.

SECTION A
[24 MARKS]

Answer Question 1 [**Compulsory**]

1. (a) Study the document below carefully and answer the questions that follow:

A deputy head in a school keeps a spreadsheet of pupil data on his laptop showing progress of pupils in the three main subjects. Below is a table which shows part of this spreadsheet.

	A	B	C	D	E	F	G	H
1	Second name	First name	Gender	English	Maths	Science	Average	
2								
3	Allen	Jeffrey	M	72	71	52	65	
4	Bi	Sabina	F	53	80	53	62	
5	Johal	Jatinder	M	72	61	68	67	
6	Ke Wong	Su	F	54	81	78	71	
7	McDonald	Calum	M	59	67	63	63	
8	Mohammed	Ali	M	71	60	82	71	
9	O'Neill	Michelle	F	50	49	45	48	
10	Rowlands	Jean	F	89	91	96	92	
11								

Fig.1

- (i) Name the column which this spreadsheet has been sorted.

[1 mark]

.....

- (ii) Write down the formula which is in cell G4.

[1 mark]

.....

- (iii) If all the data were now sorted on column G, in ascending order, write down the name of the student who would be at the top of the list.

[1 mark]

.....

- (iv) Write down the names of any four popular applications we use to create the document shown in fig.1.

[4 marks]

.....

.....

.....

.....

(b) Study the diagram carefully and answer the questions that follow.

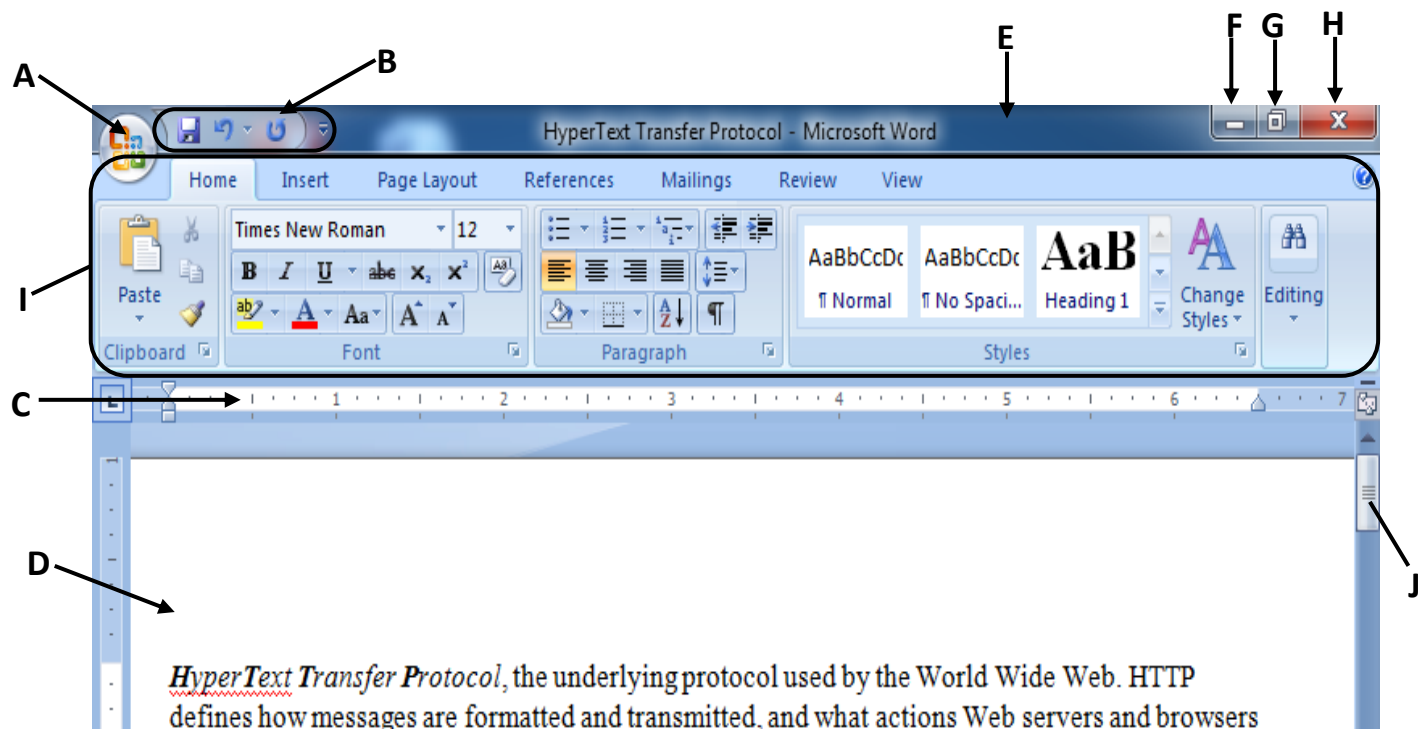


Fig. 2

(i) What is the name of the application shown in fig.2?

[1 mark]

(ii) Name the features marked A – J.

[10 marks]

(iii) Write down the name (title) of the file shown in fig.2.

[1 mark]

(c) Expand the following abbreviations:

[5 marks]

(i) CRT

(ii) RSS

(iii) LCD

(iv) GPRS

(v) DSL

SECTION A
[36 MARKS]
GENERAL KNOWLEDGE IN COMPUTING
Answer any three (3) questions from this part. All questions carry equal marks.

2. (a) Define the following terms computer hardware terms:

(i) storage medium [2 marks]

.....

.....

(ii) pointing device [2 marks]

.....

.....

(b) (i) Identify the types of system units shown below: [2 marks]



A



B

fig.3

.....

.....

(ii) State any two (2) storage media in the devices shown in fig.3. [2 marks]

.....

.....

(c) (i) Explain the term '*manipulative keys*'. [2 marks]

.....

.....

.....

(ii) Identify any two (2) manipulative keys. [2 marks]

.....

.....

3. (a) Complete the table below indicating the file type and application we can use to open it. [4 marks]

FILE EXTENSION	FILE TYPE	APPLICATION
.html		
.mp3		
.doc		
.xls		

(b) List the right steps one has to follow to shut down a PC. [2 marks]

.....

.....

.....

.....

(c) Write down the procedure for launching an application using the start menu. [2 marks]

.....

.....

.....

.....

(d) What is word processing? [2 marks]

.....

.....

.....

(e) In word processing, when is it appropriate to used cut and paste? [2 marks]

.....

.....

.....

4. (a) (i) What is ergonomics? [2 marks]

.....

.....

.....

(ii) What is copyright used for? [2 marks]

.....

.....

.....

(iii) Expand and define this acronym, '*computer malware*'. [2 marks]

.....

.....

.....

(b) Explain the following spreadsheet terms:

(i) range [2 marks]

.....

.....

.....

(ii) label [2 marks]

(iii) active cell [2 marks]

5. (a) (i) What is a search engine? [2 marks]

(ii) Describe the two main types of search engines. [3 marks]

(iii) Write down the URLs of any three (3) popular search engines. [3 marks]

(b) The steps for composing and sending an email have been misarranged. Rearrange them in the correct order.

- i. Click **Sign Out** to close the page
- ii. Type the recipient's email address
- iii. Click **Compose**
- iv. Type the **Subject** of your message
- v. Type the message in the box provided
- vi. Click **Send**

[4 marks]

.....

.....

.....

END OF ESSAY TEST

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
[40 MARKS]

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.

ANSWER ALL QUESTIONS IN THIS SECTION.

- | | |
|---|--|
| <p>1. Which of the following media stores data temporarily?
A. Floppy Disk
B. Hard Disk
C. Random Access Memory
D. Read Only Memory</p> <p>2. The sign which represents in insertion of a formula in a spreadsheet program is.....
A. = or +
B. = or –
C. = or *
D. = or /</p> <p>3. Which of the following terms in a spreadsheet is identified by a letter and a number?
A. column
B. cell
C. range
D. row</p> <p>4. The location where a file is stored is called.....
A. folder
B. icon
C. page
D. website</p> <p>5. Viewing television for long periods can damage an individual's.....
A. eye
B. head
C. mouth
D. nose</p> <p>6. The part of the central processing unit responsible for performing all logical operations is.....
A. ALU
B. CU
C. RAM
D. ROM</p> | <p>7. When files and folders are deleted from the computer, they go into the.....
A. Briefcase
B. Desktop
C. Delete bin
D. Recycle bin</p> <p>8. Which of the following gives the user a log of all opened programs?
A. Start button
B. Start menu
C. Taskbar
D. Title bar</p> <p>9. Which of the following would happen when a user double-clicks on a folder?
A. A sub-folder would be created
B. The folder would be closed
C. The folder would be deleted
D. The folder would be opened</p> <p>10. Dragging a folder from one drive to a window on the same drive is equivalent to.....
A. copy operation
B. cut operation
C. delete operation
D. move operation</p> <p>11. The process whereby the computer manipulates data to produce information is known as.....
A. capturing
B. processing
C. recording
D. retrieving</p> <p>12. 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</p> |
|---|--|

13. 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
14. 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
15. Which of the following is a bad practice in the usage of ICT tools?
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. Use of footstools to adjust leg positioning when working on computers
16. To search for information on various topics, which of the following packages is used?
A. Database
B. Encarta
C. Presentation
D. Spreadsheet
17. If a user places the mouse cursor at one end of a text, holds down the left button and drags 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
18. To underline selected text(s) under a word processing environment, use the shortcut keys.....
A. Ctrl + U
B. Shift + U
C. Alt + U
D. Insert + U
19. 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
20. 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
21. A computer accepts data input, processes the data and produces.....
A. byte
B. data
C. output
D. storage
22. 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
23. Which component of the computer resembles the typewriter?
A. Keyboard
B. Monitor
C. Mouse
D. Webcam
24. The optical storage media among the following is.....
A. compact disc
B. floppy disk
C. hard disk
D. magnetic disk
25. A collection of separate windows applications sold as a group is called.....
A. command
B. communication
C. integrated
D. suite
26. Adding 3-D effect to an object is done through the.....
A. Auto Formatting dialogue box
B. Drawing Toolbar
C. Formatting Toolbar
D. Graphic Styles menu

27. Which of the following options is required to save a document with a different name?
- File, New
 - File, Close
 - File, Save
 - File, Save As
28. The process of automatically moving an entire word to start the next line in a word processing program is called.....
- text wrap
 - text movement
 - word wrap
 - word movement
29. In the symbol H_2O , the 2 appears as a.....
- number
 - positive integer
 - subscript
 - superscript
30. The shift key on a computer keyboard is used to.....
- erase characters
 - toggle cases of letters
 - insert a space into a word document
 - type a word rather than a character
31. Which of the following document views will enable a user to view a document as it will appear on a printed page?
- Normal view
 - Outline view
 - Print layout view
 - Web layout view
32. The print preview button is located on which of the following toolbars?
- Drawing toolbar
 - Formatting toolbar
 - Header/Footer toolbar
 - Standard toolbar
33. Which of the following is an icon on the drawing toolbar?
- Arrows
 - Change case
 - Drop cap
 - Text direction
34. Transferring data from a local computer to a remote computer is referred to as.....
- down linking
 - downloading
 - up linking
 - uploading
35. In computing, an element which links from one document to another or within the same document is called.....
- hyperlink
 - pointer
 - web browser
 - web page
36. Information printed on paper is referred to as.....
- carbon copy
 - hard copy
 - print copy
 - soft copy
37. The button that opens a dialogue box for users to create an email message is.....
- Back
 - Compose
 - Create
 - Refresh
38. A computer program that enables users to surf the Internet is called.....
- Internet surfer
 - web browser
 - web navigation
 - web surfer
39. Specialized programs that assist a user to locate information on the Internet is called.....
- electronic mail
 - search engine
 - web browser
 - web portal
40. An example of a function key on a computer keyboard is
- F1
 - Q
 - @
 - NmLk