

2019 BECE ICT Past Questions – Paper One

1. An electronic and programmable device that processes data into useful information is called
 - A. computer
 - B. peripheral
 - C. processor
 - D. technology
2. Which of the following media uses laser technology to write and read data?
 - A. Floppy disk
 - B. Hard disk
 - C. Optical disc
 - D. Pen drive
3. Turning off the computer is known as
 - A. booting
 - B. installation
 - C. programming
 - D. shut down
4. The following are items located on the default taskbar except
 - A. date
 - B. clock
 - C. recycle bin
 - D. start menu button
5. Files are best kept in
 - A. icons
 - B. folders
 - C. programs
 - D. applications
6. The end results of the information processing cycle that cannot be touched is referred to as
 - A. hard copy
 - B. hardware
 - C. soft copy
 - D. software
7. A malicious software specially designed to cause a computer system to be slow and malfunction is
 - A. an application
 - B. aa bacteria
 - C. a germ
 - D. a virus

8. The arrow keys on the computer keyboard are also referred to as
- A. cursor keys
 - B. function keys
 - C. shift keys
 - D. special purpose keys
9. The name given to each cell according to its column label and row number is called
- A. active cell
 - B. cell formula
 - C. cell reference
 - D. highlighted cell
10. Which of the following applications is an example of a Word processor?
- A. Excel
 - B. Lotus 1-2-3
 - C. Notepad
 - D. Print artist
11. The only software that runs without a user's instruction on a computer is the
- A. application software
 - B. operating software
 - C. scanner program
 - D. storage program
12. The liquid Crystal Display Monitor of a computer is also known as the
- A. cathode ray tube
 - B. display screen
 - C. flat panel display
 - D. television display
13. A pen-like device that is used to enter data by applying pressure on a screen is the
- A. joystick
 - B. mouse
 - C. pointer
 - D. stylus
14. One gigabyte of data approximates to
- A. 10 megabytes of data
 - B. 100 megabytes of data
 - C. 1000 megabytes of data
 - D. 10,000 megabytes of data
15. Which of the following devices will turn off first when shutting down the computer?
- A. Monitor
 - B. Stabilizer

- C. System unit
- D. Uninterruptible Power Supply

16. The title bar of an opened application always displays the name of the application and the name of the

- A. computer
- B. document
- C. software
- D. system

17. To remove unwanted shortcuts from the desktop which of the following options will be appropriate?

- I. Click on the short icon once and press delete key on the keyboard
 - II. Drag the shortcut icon into the Recycle Bin
 - III. Right-click on the shortcut icon and select delete from the pop-up menu.
- A. I and II only
 - B. I and III only
 - C. II and III only
 - D. I, II and III

18. The safety measure to prevent back ache when using the computer for a very long time is to

- A. answer or receive calls when charging mobile phone
- B. avoid plugging ICT tools on damaged sockets
- C. position the body correctly
- D. use plastic chair always

19. The best measure that computer users should practice to reduce the chances of wrist and finger pains due to long term usage of the computer is to

- A. adjust the lightening of the computer screen
- B. close the eyes and rest them for one minute
- C. spread fingers apart
- D. use adjustable chair always

20. Illegal copying of operating system, application software, music and videos is referred to as copyright

- A. law
- B. issues
- C. protection
- D. infringement

21. To resave an edited document, use

- A. Ctrl + C
- B. Ctrl + S
- C. Ctrl + V
- D. Ctrl + X

22. A collection of linked documents or pages stored on millions of computers and distributed across the world is called
- A. browser
 - B. hyperlink
 - C. internet
 - D. world wide web
23. The device used to transform digital signals to analogue signals and vice versa on a network is a
- A. hub
 - B. modem
 - C. telephone
 - D. digital box
24. Google is an example of a
- A. browser
 - B. search engine
 - C. spam mail
 - D. website
25. Mrs Famiyeh wants to copy information onto a compact disc, clean the content and later copy the information again. Which of the following media would advise her to use?
- A. CD
 - B. CD-R
 - C. CD-RW
 - D. CD-ROM
26. To execute more than one program at the same time, the system software being used should be capable of
- A. compatibility
 - B. multitasking
 - C. multiprocessing
 - D. portability
27. Which of the following statements best describes a computer operator? A person who
- A. carries a computer from one location to the other to work
 - B. obtains a degree in computer science and its related fields of study
 - C. operates the device which inputs and outputs data from the computer
 - D. writes computer programs for a specific purpose
28. A document which shows its entire text in upper case means that the user has activated the
- A. alt key
 - B. caps lock key
 - C. num lock key
 - D. shift + F3

29. Pressing and releasing the left mouse button twice in quick succession is termed
- A. dragging
 - B. double-clicking
 - C. left-clicking
 - D. right-clicking
30. Which of the following keys is used to create a new line in Word processing?
- A. Ctrl key
 - B. Enter key
 - C. Esc key
 - D. Shift key
31. The feature in Word processors that automatically moves the cursor to the beginning of the next line when the current typing line ends is called
- A. auto text
 - B. auto correct
 - C. line flow
 - D. word wrap
32. A red wavy line under a word in a Word processing document refers to word
- A. not in the computer dictionary
 - B. not recognized by the computer
 - C. too long for the computer
 - D. too short for the computer
33. The shortcut to some commands on the menu bar of a Word processing application program can be found on the
- A. scroll bar
 - B. status bar
 - C. standard toolbar
 - D. title bar
34. Which of the following document views would show the document as it would look when it is printed?
- A. Normal view
 - B. Outline view
 - C. Print layout view
 - D. Web layout view
35. The buttons for reload/ refresh, back, stop and forward can be found on the following applications except
- A. Search engine
 - B. Web browser
 - C. Website
 - D. WhatsApp

36. The software that enable users access web pages on the internet is called
- A. browser
 - B. website
 - C. access engine
 - D. search engine
37. In computing, the exchange of information is referred to as
- A. communication
 - B. conversation
 - C. education
 - D. entertainment
38. Which of the following functions is used to find the mean number in a set of numbers in Spreadsheet?
- A. Average
 - B. Maximum
 - C. Minimum
 - D. Summation
39. The content of a selected cell is shown in the
- A. formula bar
 - B. name box
 - C. status bar
 - D. title bar
40. An application that helps the user to change any number in a cell and immediately see the result of that change in another cell is a
- A. Database
 - B. Presentation
 - C. Spreadsheet
 - D. Word processor

PAPER 1 ANSWERS

- 1. A. computer
- 2. C. Optical disc
- 3. D. shut down
- 4. C. recycle bin
- 5. B. folders
- 6. C. soft copy
- 7. D. a virus
- 8. A. cursor keys
- 9. C. cell reference
- 10. C. Notepad

11. B. operating software
12. C. flat panel display
13. D. stylus
14. C. 1000 megabytes of data
15. C. System unit
16. B. document
17. D. I, II and III
18. C. position the body correctly
19. C. spread fingers apart
20. D. infringement
21. B. Ctrl + S
22. D. world wide web
23. B. modem
24. B. search engine
25. C. CD-RW
26. B. multitasking
27. C. operates the device which inputs and outputs data from the computer
28. B. caps lock key
29. B. double-clicking
30. B. Enter key
31. D. word wrap
32. A. not in the computer dictionary
33. C. standard toolbar
34. C. Print layout view
35. D. WhatsApp
36. A. browser
37. A. communication
38. A. Average
39. A. formula bar
40. C. Spreadsheet

2019 BECE ICT Past Questions – Paper Two

1. Study the text below carefully and use it to answer questions 1(a) to (g).

A.

DISEASES: HOW TO CONTROL THE RISK

Everyday our body wages war against **enemies** that are silent and unseen but **potentially deadly**. Foreign invaders, such as **bacteria**, **viruses**, and **parasites**, threaten your health. You are not likely to be aware of those battles because your **immune system** repels or destroys most of the invaders before the onset of the **symptoms**.

For thousands of years, people knew virtually nothing about the dangers of microscopic or other small harmful organizations. However, when the 19th-century scientists confirmed the link between germ and diseases, we became better equipped to defend ourselves.

Medical researchers have since eliminated or greatly reduced the threat of some infectious diseases, including smallpox and polio. Recently, however, others, such as yellow fever and dengue, have made a comeback

(a) Write down the application software that was used to create above text.

(b) List two examples of the application software mentioned in (a) above.

(c) Give the name of the text area labelled A.

(d) Write down the name of the font styles applied to the following words in the text

(i) potentially deadly

(ii) harmful organisms

(iii) medical researches

(e) Write down the type of alignment applied to the paragraphs labelled B,C and D in the text.

(f) List the steps used in underlining the words in the text area labelled A, which was typed with the caps lock key on

(g) write down the name given to the process of applying the various styles and paragraphs to the text

2. (a) Using the table below, indicate where the following components can be seen on the computer system unit.

CD/DVD slot, CPU, Floppy disk slot, Memory, Motherboard, Power button, Power supply port, PS/2 port, VGA port.

BACK VIEW	FRONT VIEW	INSIDE VIEW

(b) What is copyright?

3. Explain the following computer terms:

(a) Hardware

(b) Network

(c) Software

(d) Virus

4. (a) State the function of each of the following devices:

(i) Floppy disk

(ii) Keyboard

(iii) Uninterruptible power supply

(b) Explain each of the following terms:

(i) Clicking;

(ii) Dragging

5. State three uses of computers each of the following areas:

(a) Education;

(b) Everyday life

Paper 2 Answers

1. (a) Word Processing Software

(b) Microsoft Office, OpenOffice and wordpad.

(c) Heading / Title

(d) potentially deadly – Bold Text

(ii) harmful organisms – Italic

(iii) Medical researchers – Bold italic

(e) B – Justify

C – left Align

D- Right Align

(f) To underline the given text, first select the text you want to underline by holding the left mouse button and dragging it over the text you want to underline.

Then Press Ctrl + U

(g). Text formatting

2. (a).

BACK VIEW	FRONT VIEW	INSIDE VIEW
VGA Port	CD/DVD Slot	CPU
Power supply	Floppy Disk slot	Memory
PS/2 Port	Power button	Motherboard

(b) Copyright is a legal right given to an author that prevents unauthorized copying and distribution of a person's intellectual property.

3. (a) Hardware – The physical components of a computer system that can be seen and touched.

(b) Network – A connection between two or more computers.

(c) Software – A software is a set of instructions or programs that instructs a system for performing a task.

(d) Virus – A computer virus is a software program that can spread from one computer system to another and cause interference with normal computer operations.

4. (a)(i) Floppy disk – Storing Data

(ii) Keyboard – It is used as an input device.

(iii) Uninterruptible power supply – It is a device that allows a computer to keep running for at least a short time when the primary power source is lost.

(b) (i) Clicking – Pressing and releasing a mouse button without moving the mouse.

(ii) Dragging – Pressing and holding a button whilst moving the mouse.

5. (a) Education

1. Researching
2. Teaching
3. Learning.
4. Communication between students, parents, and teachers.

(b) Everyday life

1. For entertainment (listening to music, watching movies)
2. For business
3. communication
4. Seeking information