PAPER 2
SECTION A – 24 MARKS
QUESTION ONE

(a)   **IDENTIFYING TOOLS AND THEIR USES**

I – *PowerPoint software:* A software used to create clean slideshow presentations.

II – *Electronic whiteboard / smartboard:* Used to display as well as interact with text, graphic and video content on a screen.

III – *Tablet computer:* A small handheld computer used to perform various computing tasks.

IV – *Spreadsheet:* Used to store, manipulate and analyze data.

V – *Projector:* Used to project video, slides, and images onto a screen.

VI – *Laptop computer:* A mobile computer used to perform various computing tasks.

VII – *YouTube:* An online social media platform for accessing videos.

[7 marks @ 1 mark each]

(b)   (i)   **NAME OF FILE NAME**
SCORESHEET   **[1 mark]**

(ii)   **FILE EXTENSION**
.xlsx   **[1 mark]**

(iii)   **WORKSHEETS IN THE WORKBOOK**
Scores, Attendance, Timetable   **[1 mark]**

(iv)   **USE OF COMMANDS**
I   – Used to perform copy paste operations on data
II   – Used to modify the appearance of data
III – Used to modify the arrangement of data in cells
IV – Used to edit the format of numerical data in cells   **[2 marks @ ½ mark each]**

(v)   **FORMULAS USING SUM AND AVERAGE FUNCTIONS**
=SUM (B2:D6)/15
=AVERAGE (B2:D6)   **[1 mark @ ½ mark each]**

(vi)   **FORMULA USING OPERATORS AND CELL REFERENCES**
= B2+ C2+ D2   **[2 marks @ 1 mark each]**

(vii)   **CALCULATIONS USING AUTOSUM**
1.   Calculating the total marks in all three subjects for each individual student
2.   Calculating the total marks scored in each subject by all students
[2 marks @ 1 mark each]

(c)   (i)   **IDENTIFICATION OF EMAIL SERVICE PROVIDER**
G-MAIL   **[1 mark]**

(ii)   **NAME OF THE SENDER**
Michael Miller   **[1 mark]**

(iii)   **EMAIL ADDRESS OF THE RECEIVER**
molehillgroup@gmail.com   **[1 mark]**

(iv) <u>**FUNCTIONS OF COMMAND**</u>

Archives – moves the email from the inbox to another location for later access

Reports Spam – Flags the email as a spam message and removes it from the inbox

Forward – Used to send the current message to another user

[3 marks @ 1 mark each]

QUESTION TWO

(a) <u>**WAYS A LAPTOP CAN BE USEFUL TO A STUDENT AS AN EDUCATIONAL ICT TOOL**</u>

- Storing and organizing information
- Writing reports
- Researching information on the internet
- Preparing project presentations.
- Watching educational videos
- Collaborating with other students online
- Sending and receiving information

[4 marks @ 1 mark each]

(b) <u>**BENEFITS OF USING POWERPOINT SOFTWARE IN THE CLASSROOM**</u>

- Helps in the use of images, animations, videos etc. for teaching and learning which helps students remember information for a long time.
- Helps to project visuals that would otherwise be difficult to bring to class.
- Helps to bullet major points thereby encouraging effective teaching and learning in the classroom.
- **Etc**.

[2 marks @ 1 mark each]

(c) <u>**BENEFITS OF USING E-MAIL**</u>

- Messages can be accessed from anywhere on the internet
- Files can be sent along with messages
- It's quick and easy to use
- A single message can be sent to multiple recipients
- Allow sending of multimedia messages e.g. text, audio, video, images
- Messages can be forwarded to another recipient upon receipt.
- One can save money since it is inexpensive.

[4 marks @ 1 mark each]

(d) <u>**WAYS STUDENTS CAN MISUSE SMART PHONES**</u>

- They may become addicted
- Accessing inappropriate content e.g. pornographic materials
- It may reduce physical activity among students
- Some may use it for fraudulent activities
- **Etc**. **[2 marks @ 1 mark each]**

<u>QUESTION THREE</u>

(a) <u>**BENEFITS OF INTEGRATING ICT TOOLS INTO EDUCATION**</u>

- Motivates students
- Improves engagement and understanding
- Encourages individual learning
- Improves skills development
- Improves knowledge retention
- Encourages collaboration **[3 marks @ 1 mark each]**

(b) **(i)** <u>**DIFFERENCE BETWEEN A WORKBOOK AND A WORKSHEET**</u>

A worksheet is a single set of where data is being entered while a workbook is an entity where multiple worksheets can be added to access the data. **[2 marks]**

(ii) **STEPS TO CREATE A NEW WORKBOOK**
1.   Click on the start button
2.   Click on All Programs
3.   Click on Microsoft Office
4.   Click on Excel   **[2 marks @ ½ mark each]**

(c)   WAYS TO SAVE INFORMATION FROM A WEB PAGE FOR LATER ACCESS
1.   Using the browser menu to save the page using the Save As command
2.   Copying and pasting the web page into a word processing application and saving it as a document.
3.   Bookmarking the web page using the browser menu.
                                                       [3 marks @ 1 mark each]

(d)   BENEFITS OF SAVING TEXT FROM A WEB PAGE IN A WORD DOCUMENT
-      Allows formatting the text with more visually appealing features
-      Allows the editing of the text
-      Allows the text to be accessed later even without an internet connection
                                                       [2 marks @ 1 mark each]

QUESTION FOUR

(a)   (i)   MEANING OF THE WORLD WIDE WEB
The World Wide Web—commonly referred to as WWW, W3, or the Web—is an interconnected system of public webpages accessible through the Internet.   **[1 mark]**

(ii) **HOW INFORMATION CAN BE ACCESSED FROM THE WEB**
1.   Install a web browser on the computer
2.   Launch the web browser
3.   In the address bar of the browser type the web address www.ghanaweb.com
4.   Click on the hyperlink of any news article of interest.
                                                       [3 marks]

(b)   (i)   MEANING OF VIDEO CONFERENCE
A video conference is a live, visual connection between two or more people residing in different locations.   **[1 mark]**

(ii)   BENEFITS OF VIDEO CONFERENCING
-      It increases productivity
-      It saves money
-      It saves time
-      Many people can share information at the same time.   **[2 marks @ 1 mark each]**

(c)   CHARACTERISTICS OF SECURE EMAIL PASSWORDS
-      Is long, at least 8 characters.
-      A mixture of both uppercase and lowercase letters
-      A mixture of letters and numbers
-      Does not include names and dictionary words
-      Is not personalized
-      Is not made up of patterns and predictable formulas
-      Is unique for all accounts   **[2 marks @ 1 mark each]**

(d)   (i)   **CALCULATING THE TOTAL PHONE CALLS IN CELL B6 USING CELL REFERENCES ONLY.**
= B2 + B3 + B4 + B5   **[1 mark]**

    (ii)   **CALCULATING TOTAL LEADS USING AUTOSUM**
1. Select the cell C6
2. Click on AutoSum command
3. Verify the cell references
4. Press Enter   **[2 marks @ ½ mark each]**

QUESTION FIVE

(a)   **DESCRIPTION ICT OF WORD FEATURES**

    (i)   **RULE**

A feature in Word used to see and set tab stops, move table borders and line up objects in a document.   **[1 ½ marks]**

    (ii)   **SPELLING AND GRAMMAR**

A feature in Word used to grammar and spelling related corrections in a document

    [1 ½ marks]

(b)   **DISADVANTAGES OF E-MAIL**
- Used to spread viruses
- Used to spread alarm messages
- Used by fraudsters to dupe people
- **Etc.**

    [3 marks @ 1 ½ mark each]

(c)   **STEPS TO OBTAIN INFORMATION FROM THE INTERNET**
1. Open a web browser
2. Enter the website address of a search engine in the address bar
3. Enter search keywords of the information you wish to find in the search bar of the search engine
4. Click on the link of the website from the search results that matches the information you wish to find.   **[3 marks]**

(d)   **RECTIFYING AN EXCEL FORMULA**

All calculations in a worksheet need to begin with an equal sign (=). Therefore, to rectify this situation, Sena simply needs to type '=' in front of his formula.

    [3 marks]

PAPER 1 [40 MARKS]

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