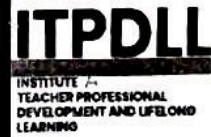




**Akenten Appiah-Menka University  
of Skills Training and Entrepreneurial  
Development**

**Institute for Teacher Professional Development and  
Lifelong Learning**

**End of Second Semester Examinations - October, 2024**



<b>College:</b>	
<b>Course Code:</b>	GRC 121
<b>Course Title:</b>	INTRODUCTION TO INFORMATION COMMUNICATION AND TECHNOLOGY
<b>Duration:</b>	Two (2) Hours
<b>Instruction:</b>	This paper consists of five sections (A-D). Answer questions under each section (as instructed) in the answer booklet provided.



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For questions 1 – 25, choose the most appropriate answer from the options lettered A, B, C, and D provided.

1. Which of the following statements **best** captures the multifaceted nature of defining ICT in a global context?
  - A. ICT can be narrowly defined to encompass only digital communication technologies within educational frameworks.
  - B. ICT can be reduced to its hardware components without losing significant meaning.
  - C. The definition of ICT varies significantly based on sociocultural and economic factors, complicating its universal application.
  - D. There exists a universally accepted definition of ICT that

transcends all disciplines and industries.

2. Considering the challenges faced by ICT in educational settings, which factor presents the most significant obstacle to its effective implementation?
  - A. A lack of empirical evidence linking ICT to measurable improvements in student performance
  - B. The absence of reliable remote access to digital educational resources
  - C. The heterogeneous nature of ICT applications across various sectors, resulting in fragmented adoption in educational contexts
  - D. The comparatively slow pace of technological innovation in the

education sector relative to other industries

3. In the context of an information society, who is most accurately identified as a primary creator of knowledge?
- A. Business leaders, employees, and manufacturers involved in production
  - B. Content creators including writers, artists, and researchers who produce original works
  - C. Government and regulatory agencies shaping information dissemination
  - D. Publishers, vendors, and corporate entities
4. In what ways has technology mechanized agricultural practices to enhance productivity? By .....
- A. enabling the reduction of polluted water usage in agriculture
  - B. facilitating higher yields and pest resistance through advanced technologies
  - C. increasing the labour force required for farm operations
  - D. limiting crop diversity to streamline production

5. How does technology enhance the evaluation of student learning outcomes? By .....

- A. discouraging the use of data management systems and statistical methods
- B. employing analytical tools such as rubrics and surveys to generate actionable data
- C. focusing on conventional in-person evaluation methods
- D. minimizing the role of standardized assessments and student portfolios

6. Which factor has most significantly contributed to the development of the Information Society?

- A. Globalization
- B. Increased literacy rates
- C. The invention of the steam engine
- D. The rise of the internet and digital technologies

7. In the Information Society, which skill is particularly important for problem-solving and decision-making?

- A. Basic arithmetic
- B. Creativity and critical thinking
- C. Memorization of data
- D. Physical strength



8. How does ICT afford collaboration in educational settings? By .....
- A. increasing physical barriers between students and teachers
  - B. limiting student access to group discussions
  - C. providing tools such as online forums, shared documents, and virtual classrooms
  - D. restricting interaction to face-to-face communication
9. Which of the following **best** describes the use of ICT in a learner-centred environment?
- A. ICT restricts students from exploring topics outside the syllabus.
  - B. ICT tools are used to adapt learning materials to individual student needs.
  - C. Teachers focus on lecturing while students listen passively.
  - D. The curriculum remains unchanged, and students rely solely on textbooks.
10. Which type of intellectual property protects original literary, dramatic, musical, and artistic works?
- A. Copyright
  - B. Patent
  - C. Trademark
  - D. Trade secret
11. Which of the following body parts is not affected by Repetitive Strain Injury?
- A. Brain
  - B. Fingers
  - C. Hands
  - D. Wrists
12. Which of these options is a way to avoid overloading electrical sockets.
- A. Add more electrical sockets.
  - B. Overload your sockets.
  - C. Use fewer devices in your sockets.
  - D. Use more appliances.
13. What type of reference source provides detailed information on a specific subject or field?
- A. Almanac
  - B. Atlas
  - C. Dictionary
  - D. Encyclopaedia
14. Which of the following options is a reference sources used in research?
- A. Abstract
  - B. Annotation
  - C. Bibliography
  - D. Index
15. Which of the following options is a useful reference source for finding synonyms and antonyms of words?
- A. Dictionary
  - B. Encyclopaedia
  - C. Glossary
  - D. Thesaurus

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16. Which of the following options is used to get around (navigate) and manage the computer's drives, folders, and files.
- A. Dialog boxes
  - B. File explorer
  - C. Menus
  - D. Taskbar
17. You are about to start a course that requires using a current version of the Windows operating system. Which of the following versions will you be using?
- A. Windows 11
  - B. Windows 98.
  - C. Windows Vista
  - D. Windows XP.
18. Which of the following options is used when the order of numbering is not essential?
- A. Bulleted lists
  - B. Numbered lists
  - C. Both options A and B
  - D. None of the options above
19. This offers options related to the item, selection, or document area where you right-click.
- A. Drop down menu.
  - B. Pop up menu
  - C. A shortcut menu
  - D. All the options A to C above
20. The special effects in a PowerPoint presentation used to introduce slides are called ... ..
- A. custom animation
  - B. effect
  - C. slide animation
  - D. Transitions
21. How would you insert a logo that will appear in the same position on all the slides in a PowerPoint presentation? Insert the logo on ... ..
- A. each slide of the presentation individually
  - B. handout master
  - C. notes master
  - D. the slide master
22. Which of the following shortcut keys is used to stop the slide show?
- A. Esc key
  - B. Ctrl + K
  - C. Ctrl + N
  - D. Ctrl + O
23. Which of the following options is called a page and is used to create a presentation in PowerPoint?
- A. Paper
  - B. Sheet
  - C. Slide
  - D. None of the options A to C above
24. How do you make a cell active? When you ... ..
- A. triple-click on a cell
  - B. double-click on a cell
  - C. right-click on a cell
  - D. click on a cell
25. A set of worksheets in one file is called .... ..
- A. Presentation
  - B. Document
  - C. Workbook
  - D. All the options A to C above



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### SECTION B

Indicate whether the statements below are true or false for items 26 to 30.

- 26. The number of pixels displayed on the computer screen is called resolution
- 27. Plotter is commonly used to create large, detailed maps and architectural plans.

- 28. Addition, Subtraction, Data storage and Logical operations are all performed by the ALU of a processor.
- 29. The Central Processing Unit (CPU) is an example of a secondary storage device.
- 30. The insert tab can be used to add pictures to the slides.

### SECTION C (10 Marks)

Use the following preamble to answer questions 31 - 35.

If you have a file saved on the computer's desktop and named as: MyAdasa budget.xlsx,

- 31. What application (program) is used to create the file? \_\_\_\_\_
- 32. What is the file extension? \_\_\_\_\_
- 33. What is the file name? \_\_\_\_\_
- 34. Windows, Mac OS, UNIX, Linux, and Chrome OS are all examples of \_\_\_\_\_
- 35. The devices that allow you to send/put data into the computer are called \_\_\_\_\_

Use the diagram below to answer questions 36 - 40 that follow.

	A	B	C	D	E	F	H
1	MyAdasa Fruit Shop						
2	Date: September 24, 2024						
3							
4	<b>Product</b>	<b>Rate</b>	<b>Quantity</b>	<b>Amount</b>	<b>Tax</b>	<b>Balance (Earning)</b>	
5	<i>Vegetables</i>						
6	Cucumber	15	3				
7	Celery	50	5				
8	Kyle	25	4				



9	<b>Fruit</b>							
10	Mango	13	4					
11	Pineapple	20	6					
12	Banana	16	3					
13								

36. Which of the following options is a correct formula to calculate the amount for cucumbers in cell D6?

- A.  $B6 \times D6$
- B.  $B6 * C6$
- C.  $B6 * D6$
- D.  $B6 \times D6$

37. The autofill option can be used to fill the rest of the total amount.

- A. True
- B. False

38. If the tax is 2%, write down a formula to calculate the tax component of cucumber.

- A.  $=0.02 * D6$
- B.  $=2/100 * D6$
- C. Both A and B
- D. None of the options A to C above

Write down the formula to calculate the:

39. Total rate: \_\_\_\_\_

40. Total amount: \_\_\_\_\_



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Section D (20 Marks)

Answer any Two (2) questions from this section.

Question 1a

Match the keywords with their description (4 marks)

S/N	Keyword	Description
i.	Bold	A. Check and correct spelling mistakes
ii.	Spell Check	B. Apply emphasis to text by making it thicker
iii.	SUM Function	C. Control how slides move from one to the next during a presentation
iv.	Slide Transition	D. Add up values in selected cells

Question 1b. (6 marks)

Discuss any three (3) affordances of ICT and how they enhance the learning experience in a learner-centred classroom. Compare these benefits with traditional teaching methods and assess the overall impact on student learning outcomes.

Question 2

The Excel worksheet below contains an invoice presented by MyAdasa and Co for the supply of IT equipment. Study it carefully and use it to answer the questions that follow: (4 marks)

	A	B	C	D	E	F	H	
1	MyAdasa and Co							
2	Invoice of Supply							
3								
4	S/N	Item	Quantity	Unit Price (£)	Total (£)			
5	1.	Joystick	8	250				
6	2.	HDMI cable	16	50				
7	3.	Wireless mouse	5	100				
8	4.	Ergonomic keyboard	6	300				
9	5.	NIC	2	400				
10				Sub Total				



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11				VAT (4%)				
12				NHIL (1%)				
13				Grand Total				

- Write down a formula to calculate the total value of wireless mouse to be supplied.
- State a function to generate the sub total of the of the items.
- Write a formula to calculate the 4% VAT of the products to be supplied.
- Write the function to calculate the Grand Total of the items to be supplied.

2b. Discuss any three (3) positive impacts of Technology on the society. (6 marks)

### Question 3

Explain the following terms as used in the Conceptual Computer. State at least one example of each

- Input devices/ Units (2 marks)
- Output devices/ Units (2 marks)
- Central Processing Unit (2 marks)
- Secondary Storage (2 marks)
- Application Software (2 marks)



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