

## INFORMATION AND COMMUNICATIONS TECHNOLOGY

### 1. GENERAL COMMENTS

The standard of the paper compared favourably with that of previous years.

The questions were standard, unambiguous, straight forward and well spread within the scope and content of the syllabus.

On the whole, the performance was below average. Only a few of the candidates exhibited adequate knowledge on the subject matter. Majority of the candidates did not understand the demand of the questions, most especially question one; the compulsory and practical question based on MS excel.

### 2. SUMMARY OF CANDIDATE'S STRENGTHS

- Most candidates gave correct and concise answers to the questions they answered and in a whole, demonstrated adequate knowledge in the subject.
- Majority of the candidates who answered questions on; *identifying the image of displayed web browsers, full meaning of the listed acronyms, ways through which computers may be damaged, functions of input and output devices, the matching items, specific areas of learning where ICT tools can be integrated, and keyboard shortcut keys combination* performed extremely well.
- The coherence and concise manner in which some candidates responded to most of the questions should be commended and encouraged.

### 3. SUMMARY OF CANDIDATES WEAKNESSES

- Some candidates could not comprehend the demand of the questions due to inadequate command of the English Language. As such they were not able to articulate their responses very clearly. Further, some candidates cannot distinguish when to define or explain a given terminology.
- Question one, the compulsory question on Spreadsheet (MS Excel) was poorly answered by most candidates. Majority of the candidates have no idea about the steps to follow in generating the series of numbers. Most of the candidates could not distinguish between a formula and function in Spreadsheet. Most candidates had difficulty in identifying cell names and cell ranges.

- Most candidates as well could not give examples of specific learning areas where ICT tools can be integrated. The sad story is that; some candidates cannot spell English language and Mathematics which are subjects they learn always and even found on the school's time table.
- It was also apparent that some candidates found it difficult in outlining the steps in shutting down a computer after using it.
- The handwritings of some candidates were very horrible and difficult to be read by examiners. This is a worrisome situation since it keeps on re-occurring each year.
- Quite a good number of the candidates did not write their index numbers correctly. A few of them did not write both their index numbers and names; making it difficult for examiners to record their scores.

#### 4. **SUGGESTED REMEDIES**

- Candidates must improve upon their English Language learning skills. They must acquire and master vocabulary and grammar to enable them understand the demand of each question and express themselves appropriately. They should also learn how to write computing terminologies correctly and produce legible handwriting.
- Teachers must as well ensure the use of appropriate ICT terminologies and be meticulous about their correct spellings.
- Practical aspects of the subject, especially Spreadsheet (MS Excel), Word processors (MS Word) and Graphical User Interface (Windows Management) must be taken very seriously by both teachers and schools to enable candidates understand the theory lessons better.
- Candidates should be made aware that, the examination requires basic ICT concepts and skills and that, they must practice enough to enable them acquire the needed skills before attempting the examination.
- Teachers should endeavour to complete the entire ICT syllabus adequately by giving attention to all topics, backed by practicals where needed before the students go in for their final examination.
- Institutions should get a copy of the Chief Examiners Report and made them available to teachers. This will guide the teachers to instruct and direct candidates appropriately to avoid recurrence of same or similar mistakes yearly.

## 1. DETAILED COMMENTS

### Question 1

- (a) Candidates to study an Excel worksheet and used to answer questions  
(i – vi)
- (i) Outline the steps by which the serial No. (1, 2...7) were generated without typing them one by one.
  - (ii) What is the cell address in which the name “MATHS” was entered?
  - (iii) Write down the cell range in which “BECE CLASS 3 RESULTS” was typed.
  - (iv) Write the spreadsheet formula that was used in computing the total value “202” in cell G5.
  - (v) Write the spreadsheet function used in computing the total “417” in cell E9.
  - (vi) How many cells are in the cell range C3:E6?
- (b) Outline the proper way of shutting down a computer after using it.
- (c) Identify some displayed web browsers.

- (a) Most candidates could not answer questions 1a (i-iv) correctly.
- (i) There were few guesses by the candidates at the first and second steps in generating the serial numbers but that fetched them least marks.

***Expected steps are:***

Type 1 in cell A3

Type 2 in cell A4

Select cells A3 and A4

Click on the fill handle

Hold and drag to cell A9

Alternate steps to achieve same results are acceptable.

- (ii) Majority of the candidates were able to answer this question correctly. However, few of them couldn't identify the cell address.

***Expected response:***

D2

- (iii) Whilst most candidates answered this question correctly, few could not provide the cell range and didn't know the symbol to represent the range. They were providing answers like *A1 to G1* and other stuffs.

***Expected response:***

A1: G1

- (iv) Most candidates can't differentiate between an Excel formula and function. Most of them omitted the equal sign (=) preceding the formula.

**Expected response:**

=D5+E5+F5

- (v) Differentiating between a function and a formula was a problem for most of the candidates. Most of them omitted the equal sign (=) preceding the function.

**Expected response:**

=SUM(E3:E8)

- (vi) Majority of the candidates could not count and give the number of cells in the cell range C3:E6.

**Expected response:**

12

Only few candidates were able to score this question correctly. Majority of the candidates were not able to answer this question correctly. They gave responses like; *Press the power button of the system unit and the monitor and then switched off the socket. After using it switch off the socket. Close all running programs and click on start menu.*

**Expected response:**

Close all running program/opened window

Click on the start button

Click on turn off computer button

Click on shut down and wait for the system unit to go off

Turn off monitor

Unplug the power socket

All the steps carry 6 marks and even if a candidate ends up at step 4, he/she still earns the full mark.

- a. Basic computer terms demanded by this question were poorly spelt. Candidates provide responses as *maxilla, mozilla fire force, mozilon fire foam, mozilla fire fod etc. internet explore, internet explorer, internet exploryl etc. And opera meni, opero mina etc.*

**Expected response:**

i. Internet Explorer

ii. Mozilla Firefox

iii. Opera Mini

Apparently, question one was badly answered.

### **Question 2**

**(a) State three uses of the shift key on the computer keyboard.**

**(b) Write down the acronyms below in full:**

**(i) HDD**

**(ii) VDU**

**(iii) BIOS**

- a. This question was generally well answered. Candidates who answered the question scored higher marks as a result of providing correct responses.

Consequently, most candidates had this question entirely wrong. Either they could not state the functions correctly, or were having words or terminologies wrongly spelt, or were mistaking the functions of the shift key for the shift key as an input device in general. Some of the responses were: *It is used to give paragraphs. It is used to shift words to the left and right etc.*

#### ***Expected responses:***

It is used to type upper case letters when the caps lock key is off.

It is used to type lower case letters when the caps lock is on.

It is used in combination of the arrow keys to select series of text.

It is used to type the upper character of a keypad that has two characters.

It is used in playing computer games etc.

- b. Majority of the candidates who answered this question did extremely well and therefore scored higher marks as well. However, few candidates had it tough in writing the acronyms in full. Some were writing the full meaning as:

*HDD - High Disk Drive, High Disc Display, High Digital Operation*

*VDU - Virtual Display Unit, Video Display Unity*

*BIOS - Basic Input Output Software, Basic Information Operation System, Bold Internet Operation System etc*

#### ***Expected responses:***

HDD – Hard Disk Drive

VDU – Visual Display Unit / Video Display Unit

BIOS – Basic Input / Output System

### **Question 3**

**(a) State two functions:**

**(i) of an input device;**

**(ii) performed by an output device.**

**(b) Match the items in GROUP 1 to those in GROUP 2 with lines.**

**GROUP 1**

**Speedometer**

**Electric stove**

**Money Counting Machine**

**X-ray Machine**

**GROUP 2**

**Bank**

**School**

**Hospital**

**Vehicle**

**Home**

- a. This question was popularly and satisfactorily answered by most candidates who attempted it.

Alternatively, most candidates messed their responses up. Whilst some were rather stating examples of input and output devices, others were stating the functions of input devices for output devices and vice versa, and others too were repeating the functions of input devices for output devices and vice versa.

***i. Expected responses:***

Converts human readable data or information into machine readable form

Give/Send/Feed the computer with data or information

Give the computer commands and instructions etc

***ii. Expected responses:***

Converts machine readable information into human readable information

Display information from the computer to the user

They indicates what the computer needs from the user etc

- b. Even though a few of the candidates who tackled this question could not pair the terms with the appropriate arrow lines and did not perform well, majority of the candidates correctly matched the terms with the appropriate arrow lines and scored high marks.

***Expected response:***

**GROUP 1**

Speedometer

Electric stove

Money Counting Machine

X-ray Machine

**GROUP 2**

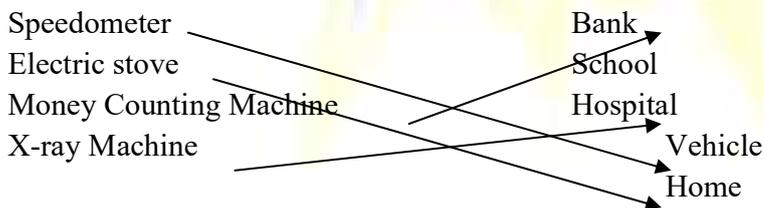
Bank

School

Hospital

Vehicle

Home



#### **Question 4**

- (a) State three ways through which computers may be damaged.**
- (b) List three specific areas of learning where ICT tools can be integrated.**
- (c) List three devices that may be used for transmission of messages on the internet**

This question was fairly answered and as such, spelling mistakes did cost most of the candidates.

- (a) Only few candidates provided the exact responses and scored the full mark. However, majority of the candidates did not understand the demand of the question and resulted in stating laboratory rules and regulations as: *Do not eat in the laboratory. Do not send bag to the laboratory etc.*

***Expected responses;***

Exposing the computer to dirty environment  
Virus infestation  
Exposing the computer to excessive heat  
Plugging the computer to faulty sockets  
Fire outbreak etc

- (b) Most candidates who attempted this question deviated entirely from the question and related the areas of learning where ICT could be integrated rather to places of learning and listed them as; *internet, schools, hospitals, offices, ICT laboratory, homes among others*. Most candidates could also not spell simple words correctly and wrote them as; *Mathmatis, Sciense etc.*

***Expected responses:***

Mathematics  
English Language  
Science  
History etc

- (c) Although, majority of the candidates understood the question and provided the exact responses, few of them were marked down because of wrongly spelt words. Some of their answers were: *moderm, mobil, moble etc*

***Expected responses:***

Computer  
Router  
Modem  
Mobile Phone  
Telephone etc.

**Question 5**

**(a) The Operating System makes it easy to store files in places that make a lot of sense. Give the default folder or storage area for the following files:**

- (i) Text files;**
- (ii) Image files;**
- (iii) Music files.**

**(b) Write the keyboard shortcut keys combination for the following commands as used in a word processing environment:**

- (i) Undo;**
- (ii) Find;**
- (iii) Select All.**

**(c) List three toolbars available in a word processing application**

- (a) Generally, majority of the candidates did not tackle this question. Those who attempted it also gave wrong responses such as: Text files – *.txt, folder*. Image files – *.jpeg, gallery*. Music files – *.png, sound etc*. There are all indications from the responses that, candidates have absolutely no idea as to default storage location for the given folders.

***Expected responses:***

Text files – My Documents / Documents  
Image files – My Pictures / Pictures  
Music files – My Music / Music

- (b) Most candidates tackled this question but performed poorly. There were problem with spelling and writing of the abbreviations. Some wrote; *crtl, crlt, ctl*. Some spelt the word *(plus)* instead of *(+)* symbol as *Ctrl plus Z*. Others were writing *Ctrl-Z, Ctrl + U* for *undo* etc.

***Expected responses:***

Undo – Ctrl + Z or Control + Z  
Find – Ctrl + F or Control + F

Select All – Ctrl + A or Control + A

- (c) While few candidates had no difficulty in answering this question, majority of them did not know what a toolbar is. They gave answers as; *ClipArt Toolbar, Textbar, Bold, Underline, Italic etc.*

***Expected responses:***

Formatting Toolbar

Standard Toolbar, Drawing Toolbar etc.

