



**UNIVERSITY OF EDUCATION, WINNEBA  
INSTITUTE FOR TEACHER EDUCATION AND  
CONTINUING PROFESSIONAL DEVELOPMENT  
(ITECPD)**



**END-OF-SECOND-SEMESTER EXAMINATION AUGUST 2022**

**COURSE CODE: EBC 121**

**COURSE TITLE: INTRODUCTION TO INFORMATION AND  
COMMUNICATION TECHNOLOGY**

**TIME ALLOWED: 50 MINUTES**

**STUDENT'S INDEX NUMBER**

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- This paper is made up of ONE SECTION.
- Section B is made up of four essay type questions.
- Answer TWO questions. Write your responses in the answer booklet provided.
- All questions carry equal marks. You are expected to start your response to a question on a fresh page.
- You are expected to handover your answer booklet to the invigilator before you leave the examination hall.

**SECTION B**

1. a. The table below shows an invoice prepared for the ICT Department after buying ICTs. Use standard excel formula to answer the questions that follow.

	G	H	I	J
1				
2	ITEMS	QUANTITY	UNIT PRICE (GHC)	TOTAL AMOUNT (GHC)
3	LAPTOP	15	2000	
4	PRINTER	2		1000
5	SCANNER	1	800	
6	MOUSE	30	20	
7	KEYBOARD	30	50	
8	PENDRIVE	5	30	
9	CAMERA	2	750	
10				

- i. Write a formula to compute the amount paid in cell J3. [1Mark]
- ii. Write a formula in cell J10 to calculate the total amount paid by the department. [1Mark]
- iii. Write a formula to determine the highest amount paid by the department. [1Mark]
- iv. Write a formula to determine the unit price in cell I4. [1Mark]

*Please turn over*

- b. i. What is a word processor? [1Mark]  
 ii. Give two examples of word processing applications [2Marks]
- c. Explain the following as used in MS Word. [3Marks]  
 i. Cut and paste.  
 ii. Find and replace.  
 iii. Word wrap.
2. a. State four (4) functions of the operating system. [4Marks]  
 b. Explain three (3) importance of ICT in education. [6Marks]
3. a. The CPU is a very important hardware component of the computer and for this reason it is referred to as the brain or heart of the computer. Identify the two (2) major components of the CPU and state one (1) function each. [4 marks]
- b. Explain the following terms [4 marks]  
 i. Intellectual property *right of an author to own a document*  
 ii. copyright
- c. Write the keyboard short cut keys for the following actions: [2 marks]  
 i. Print *ctrl + P*  
 ii. Paste *ctrl + V*
4. a. State the stages involved in information processing cycle and give an example of one device used at each stage. [4 marks]  
 b. State four (4) benefits of the internet to you as a teacher trainee. [4 marks]  
 c. What is netiquette? [2 marks]

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