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SAMPLE

MASTERPIECE SERIES

COMPUTING PRACTICAL MODEL

Based on NACCA Approved Computing Curriculum

BASIC 4



Masterpiece Publication

ENOCH ASARE

COMPUTING

PRACTICAL MODEL

FOR

BASIC 4

PERSONAL INFORMATION

NAME OF STUDENT:.....

LEVEL:.....

NAME OF SCHOOL:.....

DEDICATION

This book is dedicated to the **LORD JESUS CHRIST**
the chief corner stone, the very essence of life
and the embodiment of all Wisdom..
I am forever grateful to you for your eternal love.

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Exercise:.....

Date:.....

1) The diagram below represents a personal computer Adom’s father bought for him.
Study the computer system carefully and use it to answer the questions that follows;



a) Write the name for each of the computer parts labelled I, II, III and IV.

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.....
.....

b) Name **one** peripheral each that will help Adom do each of the following task on the computer;

i. listening to music on his computer

.....

ii. print the story he has typed on the computer on a paper

.....

iii. play electronic games on his computer

.....

c) List **three (3)** hardware components that can be found inside the part labelled I.

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Exercise:.....

Date:.....

3) Study the image shown below carefully and answer the questions concerning it.



a) Write the name of the image shown above

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b) List four electronic devices that make use of the image above

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c) A user pressed the image above on his television but the television did not turn on. Give two possible reasons why the television did not respond.

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Exercise:.....

Date:.....

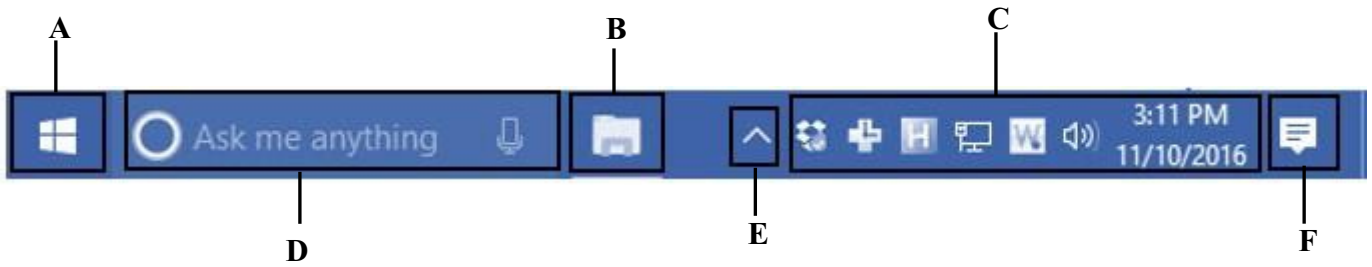
9) Input devices help computer users to send data or instructions into the computer. For each of the task below, name one suitable input device that a user can use to perform the task.

	Task	One input device
1	Drawing an object on the computer	
2	Inputting the voice of a music artiste into the computer	
3	Controlling electronic games on the computer	
4	Typing computing notes on the computer	
5	Capturing images of friends into the computer	

Exercise:.....

Date:.....

18) Use the diagram below to answer the questions that follow.



a) What is the name of the diagram shown above?

.....

b) Name the parts labelled **A**, **B**, **C**, **D**, **E** and **F**.

A:.....

B:.....

C:.....

D:.....

E:.....

F:.....

c) State the function of the diagram shown above.

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d) State **three (3)** uses of the part labelled **A**.

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Exercise:.....

Date:.....

19) Ben a Pupil in Basic 4 displayed the icon below on the windows 10 desktop screen. Study it carefully and answer the questions that follow.



a) *The steps for displaying the Network icon have been miss-arranged. Re-arrange them in the correct order.*

- Click on Personalize
- Right-click any empty space on the desktop
- Click on Desktop icon settings.
- Click on Themes
- Choose Network by ticking the box beside it.
- Click on Apply and ok.

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b) State the purpose of the icon shown above.

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Corrections

A series of horizontal dotted lines for writing corrections.

Exercise:.....

Date:.....

27) Study the data in the diagram below carefully and respond to the questions that follow.

	A	B	C	D	E
1	BANSO INTERNATIONAL SCHOOL				
2	STUDENTS DATA				
3	CLASS	BOYS	GIRLS	TOTAL	AVERAGE
4	BASIC 1	40	20	60	30
5	BASIC 2	30	60	90	45
6	BASIC 3	40	80	120	60
7	BASIC 4	50	62	112	56
8	BASIC 5	33	40	73	36.5
9	BASIC 6	40	45	85	42.5
10	TOTAL	233	307	540	270

a) How many students are in the school?

.....

b) How many boys are in the school?

.....

c) What is the average of students in Basic 4?

.....

d) How many boys are in Basic 5?

.....

e) How many students are in Basic 3?

.....

f) How many girls are in the school?

.....

g) What is the total for **Average** in the school?

.....

Corrections

A series of horizontal dotted lines for writing corrections.

Exercise:.....

Date:.....

45) Examine the diagram below carefully and answer the questions that follow.



a) What is the name of the application used to create the above presentation?

.....

b) How many slides are shown above?

.....

c) What is the name of the file?

.....

d) How many devices are shown in the first slide?

.....

e) Mention **three (3)** features of the diagram shown above.

i)

ii)

iii)

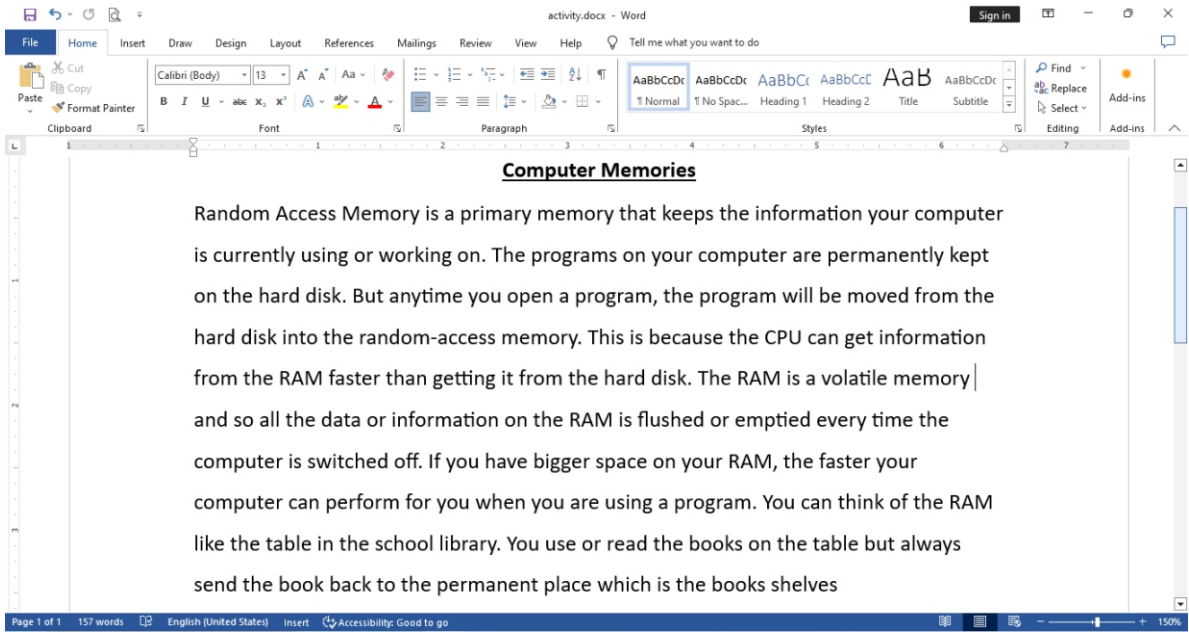
Corrections

A large area consisting of numerous horizontal dotted lines, intended for writing corrections.

Exercise:.....

Date:.....

51) The diagram below shows a document that was created by a Basic 4 pupil in a certain school using a computer system. Study the diagram carefully and answer the questions that follows:



a) Name the key on the keyboard that was used to create spaces between each word?

.....

b) Which key on the keyboard can be used to erase text to the left of the insertion point

.....

c) Identify the key on the keyboard which was used to switch between uppercase and lowercase characters.

.....

d) Give the name of the application that the student used to create the document above.

.....

e) While the student was typing, he observed that some of the text he typed was automatically underlined with a red wavy line. Give **one** reason for the red wavy line.

.....

.....

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Exercise:.....

Date:.....

52) Write the shortcut keyboard key combination for the following commands found in a word processing application such as Microsoft Word.

	Command	Shortcut key
1	Open	Control + O
2	Redo	
3	Bold	
4	Italic	
5	Underline	
6	New	
7	Save As	
8	Cut	
9	Undo	Control + Z
10	Print	