

CONTACT: 0247150346

SAMPLE

MASTERPIECE **SERIES**

COMPUTING PRACTICAL MODEL

Based on NACCA Approved Computing Curriculum



BASIC 5



Masterpiece Publication

ENOCH ASARE

COMPUTING

PRACTICAL MODEL

FOR

BASIC 5

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.

ISBN: 978-9988-1-6933-6

Copyright © 2023: By Enoch Asare

All rights reserved.

Content and / or cover may not be reproduced
in whole or in part in any form without the
express written permission of the publisher.

Masterpiece Publication
Accra Ghana

Telephone : 024-7150346
027-2949373
050-1198504

Website: <https://www.masterpiecehouse.com>

Table of Content

Generation of computers and parts of a computer	-	1 - 16
Introduction to Windows Interface	-	17 - 31
Data, Sources and Usage and Technology	-	32 - 34
Introduction to Databases, Algorithm and Programming	-	35 - 37
Introduction to Presentation	-	38 - 42
Introduction to Word Processing	-	43 - 49
Introduction to Electronic Spreadsheet	-	50 - 55
Web Browsers, Web Pages and Search Engines	-	56 - 60
Using Online Forms	-	61
Electronic Mail	-	62 - 70
Internet of Things	-	71
Health and Safety in Using ICT Tools	-	72 - 77

Exercise:.....

Date:.....

1) Identify each of the device shown in the table below and indicate whether it produces softcopy or hardcopy output.

Device	Name	Type of output
a) 		
b) 		
c) 		
d) 		
e) 		

Masterpiece Series

Corrections

Masterpiece Series

Corrections

Exercise:.....

Date:.....

5) Ama who is professional nurse prefers using device **B** to **A** for her daily work. Study the devices carefully and respond to the questions that follow.



A



B

a) Write the specific name each for device A and B.

.....

.....

.....

b) State two differences between device A and B

.....

.....

.....

.....

.....

c) Give two reasons why Ama prefers device B to A

.....

.....

.....

.....

.....

d) State the use of the devices above.

.....

.....

.....

.....

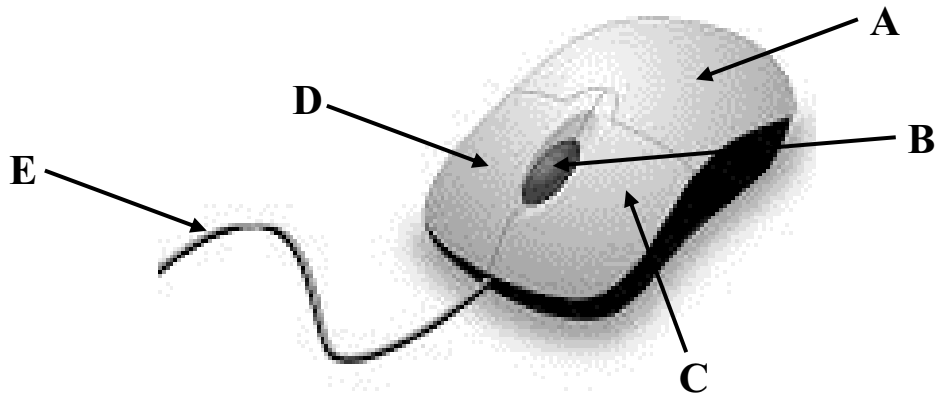
e) Which of the device above reads data in the form of discrete value?

.....

Exercise:.....

Date:.....

6) Study the image below carefully and answer the questions that follow.



a) Identify each of the parts labelled **A**, **B**, **C**, **D** and **E**

.....

b) State **three** actions the image above can be used to perform on a computer system.

.....

.....

.....

.....

c) State the function for each of the parts labelled **C** and **D**

.....

.....

.....

.....

.....

.....

.....

d) What is the name given to the image above that does not have the part labelled **E**.

.....

Masterpiece Series

Corrections

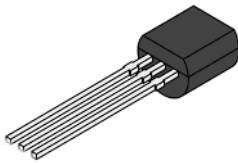
Masterpiece Series

Corrections

Exercise:.....

Date:.....

11) Study the images shown below carefully and respond to the questions that follow.



I



II



III

a) Identify each of the image shown above

- I**
- II**
- III**

b) Name the generation of computer that used each of the components you have identified in (a)

- I**
- II**
- III**

c) State **two** application of the image labelled **III** in a computer system

-
-
-
-
-
-
-

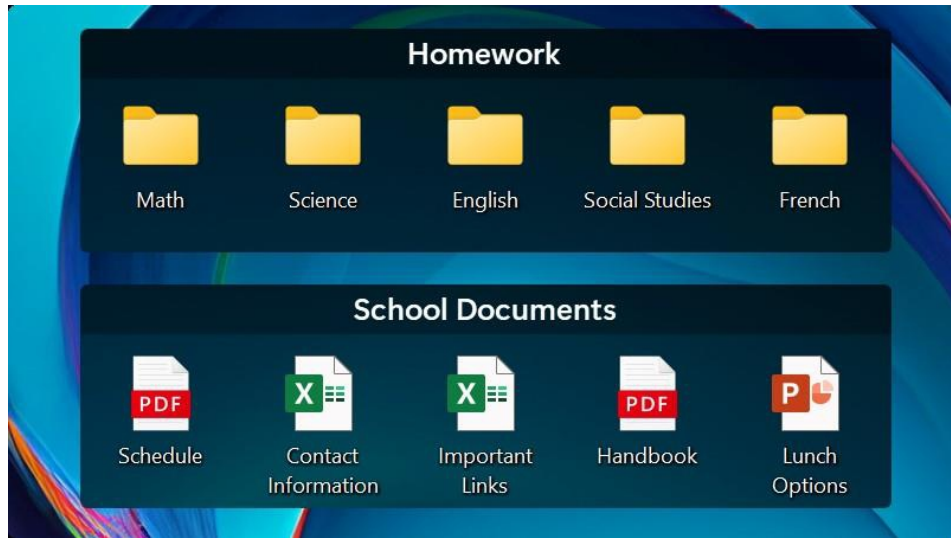
d) Name **two** electronic devices that has image labelled **I** as one of its components.

-
-
-
-
-

Exercise:.....

Date:.....

- 18) A Basic 5 student used the cut and paste commands to move his file named '**Lunch Options**' from a the '**Math**' folder onto the desktop screen. The image of the desktop with the files and folders are shown below. Study it carefully and respond the questions that follow.



- a) Outline the steps the student followed to cut and paste her file named '**Lunch Options**' from the '**Maths**' folder onto the desktop screen.

.....

.....

.....

.....

.....

.....

.....

.....

.....

- b) State the reason why the student used **cut and paste** commands instead of copy and paste.

.....

.....

.....

.....

- c) When the user cuts or copies a file, where is it stored temporarily before pasting?

.....

Masterpiece Series

Corrections

This image shows a full page of handwriting practice paper. At the top right, the words "Masterpiece Series" are written in a decorative, italicized font. Below this, centered at the top, is the word "Corrections" underlined. The rest of the page is filled with horizontal lines for writing. Each line set consists of a solid top line, a dashed midline, and a solid bottom line, providing a guide for letter height and placement.

Exercise:.....

Date:.....

25) Study the diagram below carefully and respond to the questions that follow.

	A	B	C	D	E	F	G
1							
2		Student Database					
3							
4		Std ID	Std Name	Marks	Percentage	Grade	Remark
5		GA-001	Jhon	285	71.25	A	Pass
6		GA-002	Smith	248	62	B	Pass
7		GA-003	Emma	329	82.25	A+	Pass
8		GA-004	Sandy	249	62.25	B	Pass
9		GA-005	Olivea	150	37.5	F	Fail
10		GA-006	James	187	46.75	D	Pass
11		GA-007	Eva	352	88	A+	Pass
12		GA-008	Noah	279	69.75	B	Pass
13		GA-009	Charlotte	282	70.5	A	Pass
14		GA-010	Elijah	301	75.25	A	Pass

Use the list provided below to answer questions (a) to (e).

Integer, String, Char, Float, Double

a) Identify the data type of the data in the cell C6

.....

b) What is the data type of the data in the cell F13

.....

c) Identify the data type of the data in the cell E8

.....

d) Write the data type of the data in the cell E6

.....

e) What is the data type of the data in the cell G14

.....

Masterpiece Series

Corrections

[illegible]

Exercise:.....

Date:.....

37) Examine the figure shown below carefully and respond to the questions that follow:

SALES RECORD						
Serial	Product	Qty	Unit Price (c)	Amount (c)	Discount (c)	Amount Payable (c)
1	Coconut	100	5.00	500	50	450
2	Kiwi	300	3.00	900	90	810
3	Apricot	600	3.00	1800	180	1620
4	Jackfruit	32	9.00	288	29	259
5	Guava	124	4.00	496	50	446
6	Orange	67	8.00	536	54	482
7	Watermelon	560	7.00	3920	392	3528
8	Apple	453	4.00	1812	181	1631
9	Lemon	789	7.00	5523	552	4971

a) What is the cell reference of the active cell?

.....

b) How many sheets are shown in the figure above?

.....

c) What is the data type of the data in cell **B2**?

.....

d) What is the data type of the data in cell **F8**?

.....

e) What is the purpose of the Name box in the diagram above?

.....

.....

.....

.....

f) What is the function of the Formula bar in the diagram above?

.....

.....

.....

.....

Masterpiece Series

Corrections

[illegible]

Exercise:.....

Date:.....

42) Examine the diagram shown below carefully and use it to answer the questions that follow:

Create your Google Account

First name Last name

Charles Afful

A → Username

charlesafful @gmail.com

You can use letters, numbers & periods

Available:

casarosae6 elenacasarosa895 casarosaelena106

[Use my current email address instead](#)

B → Password Confirm password

.....

.....

Use 8 or more characters with a mix of letters, numbers & symbols

a) Give two examples of correct email addresses

.....

.....

.....

b) State why the password typed appeared in dots in the part labelled B

.....

.....

.....

c) Give one reason why the system asked the user to confirm password in the part labelled B.

.....

.....

.....

.....

d) What is the term used to describe the process of creating a new email account?

.....

Masterpiece Series

Corrections

[illegible]

Exercise:.....

Date:.....

48) Study the IoT images carefully and identify each from A - J. Use these lists as a guide.

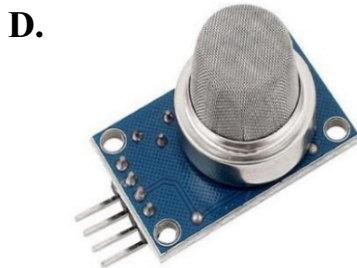
Smart plug, Smart watch, Telephone, *CCTV camera, Door bell, Typewriter,* *Sensor, microwave, Smart air-condition, Digital camera,* *Wireless Bluetooth, Smart lock, Foobot, Google home voice controller*



.....

.....

.....



.....

.....

.....



.....

.....

.....



.....

.....

.....

Corrections *Masterpiece Series*

[illegible]

Exercise:.....

Date:.....

49) Study the ICT tool shown below carefully and respond to the questions about it.



a) Write the specific name for the device shown above.

.....

b) Identify four health dangers associated with prolong use the device.

.....
.....
.....
.....
.....
.....
.....

c) State four safety precautions when using the device above.

.....
.....
.....
.....
.....
.....
.....
.....
.....