CONTACT: 0247150346

SAMPLE

MASTERPIECE SERIES





COMPUTING PRACTICAL MODEL

Based on NACCA Approved Computing Curriculum

BASIC 9



ENOCH ASARE

COMPUTING

PRACTICAL MODEL

FOR

BASIC 9

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

Components of computers and computer system	-	1 - 27
Health and Safety in using ICT tools	-	28
Introduction to Word Processing	-	29 - 39
Introduction to Presentation	-	40 - 48
Introduction to Electronic Spreadsheet	-	49 - 62
Computer Networks	-	63 - 64
Internet and Social media	-	65 - 67
Web Technologies	-	68 - 74
Programming, Algorithm and Robotics	_	75 - 85



Mas	toun	iece	Son	ies
vuus	wy	wee	ser	ues-

Exercise:	Date:

7) Identify each device shown below and state two applications or uses of each:

Device	Name	Two uses or applications
I.		
II.		
III.		
IV.		
V.		

44 , , , ,
Masterpiece Series
<u>Corrections</u>

Masterpiece Series

Exercise:	Date:
11) The devices shown below provides output from the carefully and answer the questions that follow:	ne computer system to the user. Study the devices
A	B
a) Write down the name of each device A and B .	
b) What type of output does device A produce?	
c) What type of output does device B produce?	
d) Name one other output device that can produce the	same type of output A produces?
e) Name one other output device that can produce the	same type of output B produces?
f) State two (2) differences between the types of outp	ut identified in questions (b) and (c) above.

Masterpiece Series=

Exercise: Date:

12) The images below show the icons of some cloud storage. Identify each icon and name the company that provides each of the cloud storage service.

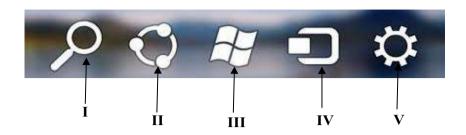
Icon	Name	Name of service provider
a)		
b)		
c)		
d)		
e)		

Masterpiece Series

Exercise: Date: Date:
13) Study the diagrams below carefully and answer the questions that follow:
A B
a) Identify device A and R
a) Identify device A and B .
b) State two differences between device A and B
c) Identify the suitable common unit for the storage capacities of both device A and B .
d) State two uses of both device A and B .
e) State the maximum storage capacities each for devices A and B

Exercise: Date:

15) Study the diagram below carefully and answer the questions that follow:



a) Identify the diagram shown above
b) Identify each of the parts labelled I, II, III, IV and V.
c) State the function for each of the parts labelled II, IV and V.

44 , , , ,
Masterpiece Series
<u>Corrections</u>

Exercise:

Date:

24) Identify the correct or wrong sitting postures in the diagrams below. Indicate the correct sitting posture with a plus symbol (+) and the wrong sitting posture with an (x) symbol.





























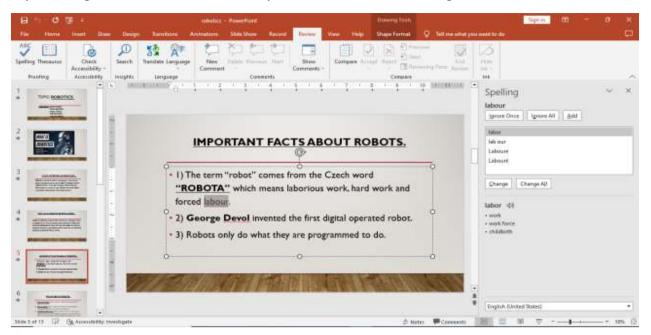




Masterpiece Series
<u>Corrections</u>

Exercise:	Date:
Exel Cise	Date

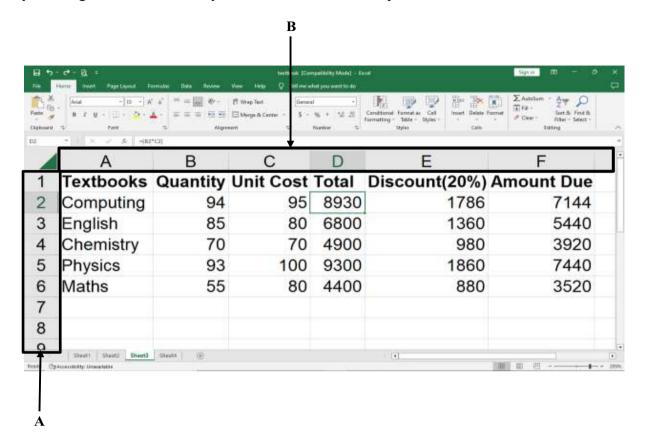
34) Study the diagram shown below carefully and use it to answer the questions that follow:



a) Identify the name of the task pane in the diagram above
b) State the function for each of the following commands on the task pane in the diagram above;
i. Change
ii. Change All
iii. Ignore
·
iv. Ignore Once
v Add

Exercise: Date:

50) Study the diagram below carefully and use it to answer the questions that follow:



a) Write down a suitable formula used to calculate the values in the following cells;

	i.	D4
	ii.	E3
	iii.	F5
	iv.	D5
	v.	F1
	vi.	E4
)	What i	s the use of the AutoSum feature in the diagram above?

c) Identify the parts labelled ${\bf A}$ and ${\bf B}$

A

B

Masterpiece Series
<u>Corrections</u>

Masterpiece Series≡

Exercise: Date:

51) Identify the following mouse pointer shapes and state the use of each in a spreadsheet application:

Button	Name	Use
a)		
b)		
c)		
d)		
e)		

Exercise: Date: Date:

52) Provide the shortcut keyboard keys combination for these **actions** in spreadsheet application:

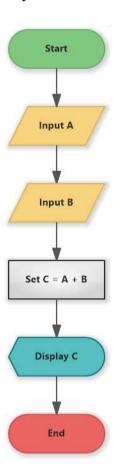
	Shortcut key	Action performed	
1		Cancel the entering of data into an active cell	
2		Move the cursor to the first cell on a worksheet	
3		Select an entire column	
4		Complete the entering of data into a cell and move the cursor to the next cell below	
5		Select range of cells to the right on the same row	
6		Select all the data and cells on a worksheet	
7		Add a comment to a selected cell	
8		Move to the first cell of the current row	
9		Select an entire row	
10		Move the cursor to the last cell on a worksheet	



Exercise:

Date:.....

63) Study the diagram shown below carefully and use it to answer the questions that follow:



a) What is the name of the diagram above?

.....

b) Name the other form the diagram above can be represented?

.....

c) What does the letter C represent in the fourth stage of the diagram above?

.....

d) What is the problem the diagram above is designed to solve?

e) Which of the stage in the diagram is the output stage?

.....

75)

Masterpiece Series
<u>Corrections</u>

44 , , , ,
Masterpiece Series
<u>Corrections</u>

Exercise: Date:

69) Identify each of the following components of a robot and state the function of each:

Device	Name	Function
a)		
b)		
c)		
d)		
e)		

Masterpiece Series Exercise: **Date:**..... 70) Study the image shown below carefully and answer the questions that follow: a) What does the image above represent? b) State three applications of the image identified in (a) above. c) List three mechanical components of the image identified in (a) above. d) List three types of sensors used in the image identified in (a) above.

Masterpiece Series
<u>Corrections</u>