UNSW Global
THE UNIVERSITY OF NEW SOUTH WALES
SYDNEY • AUSTRALIA

PAPER
E

Practice
Questions

ICAS

International
Competitions
and Assessments
for Schools

COMPUTER SKILLS

DO NOT OPEN THIS BOOKLET UNTIL INSTRUCTED.

STUDENT'S NAME:

Read the instructions on the **ANSWER SHEET** and fill in your
NAME, SCHOOL and **OTHER INFORMATION**.
Use a 2B or B pencil.
Do **NOT** use a pen.
Rub out any mistakes completely.

You **MUST** record your answers on the **ANSWER SHEET**.

Mark only **ONE** answer for each question.
Your score will be the number of correct answers.
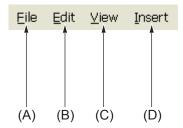Marks are **NOT** deducted for incorrect answers.

Use the information provided to choose the **BEST** answer from
the four possible options.
On your **ANSWER SHEET** fill in the oval that matches your answer.

**Educational
Assessment
Australia**

1. Sarah wants to replace a selected word with another word everywhere it appears in a word p document.

   Which option in the menu bar will Sarah select?

   File   Edit   View   Insert

   (A)   (B)   (C)   (D)

2. This is Peta's mail box.

   MY MAIL BOX [manage]
   Inbox (5)
   Deleted (2)   edit
   Draft   edit
   Family   edit
   Friends   edit
   Outbox   edit
   School   edit
   SINGAPORE   edit
   Travel   edit
   SPAM Folder   edit
   new folder
   Sent Items
   Deleted
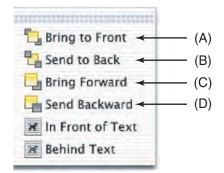   Items (24)   empty

   Which folder indicates there are new emails for Peta?

   (A)   Inbox
   (B)   Draft
   (C)   Outbox
   (D)   Sent Items

3. Mark created three letter shapes, as shown.

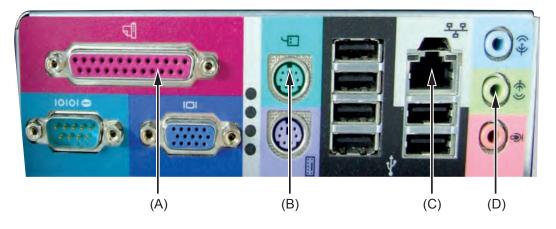   He wanted the 'M' to be on top of the other letters so he selected the 'M' and opened the drawing menu.
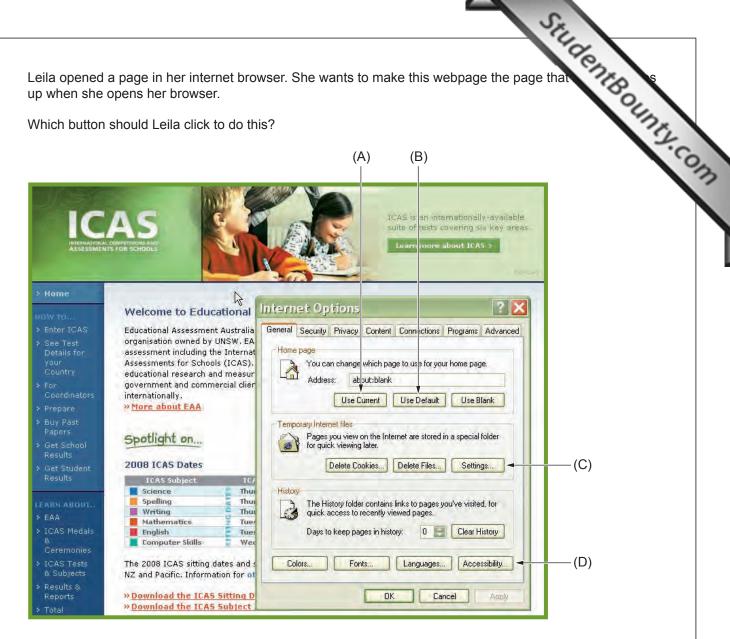
   Which command should he choose?

   Bring to Front ← (A)
   Send to Back ← (B)
   Bring Forward ← (C)
   Send Backward ← (D)
   In Front of Text
   Behind Text

4. Nick is going to connect his PC to his stereo system to listen to music.

   Which arrow is pointing to the connector that he will use for this?

   (A)   (B)   (C)   (D)

5. Leila opened a page in her internet browser. She wants to make this webpage the page that ⬚⬚⬚ up when she opens her browser.

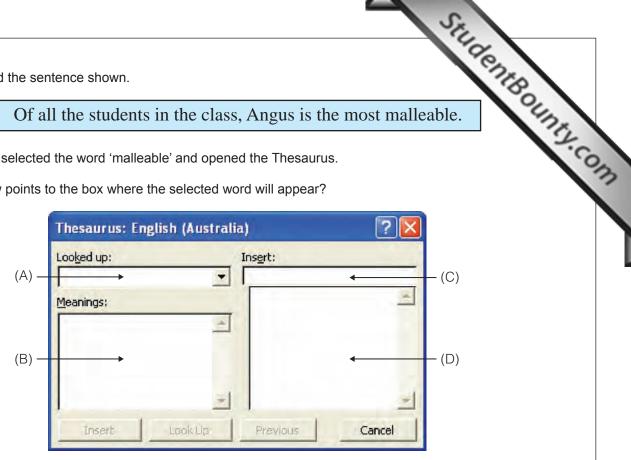Which button should Leila click to do this?

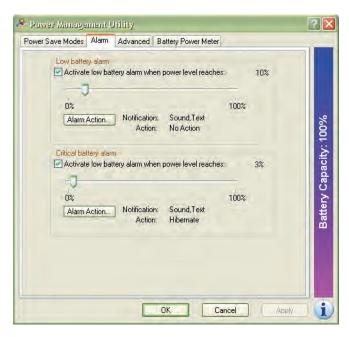(A)   (B)

6.   Miriam typed the sentence shown.

> Of all the students in the class, Angus is the most malleable.

Miriam then selected the word 'malleable' and opened the Thesaurus.

Which arrow points to the box where the selected word will appear?

Thesaurus: English (Australia)

(A) ——→ Looked up:

(C) ←—— Insert:

Meanings:

(B) ——→

(D) ←——

Insert   Look Up   Previous   Cancel

7.   Jai was working on a document on his laptop. He had earlier applied the settings shown below.

Power Management Utility

Power Save Modes | Alarm | Advanced | Battery Power Meter

Low battery alarm
☑ Activate low battery alarm when power level reaches: 10%

0%   100%

Alarm Action...   Notification: Sound,Text
                   Action: No Action

Critical battery alarm
☑ Activate low battery alarm when power level reaches: 3%

0%   100%

Alarm Action...   Notification: Sound,Text
                   Action: Hibernate

Battery Capacity: 100%

OK   Cancel   Apply

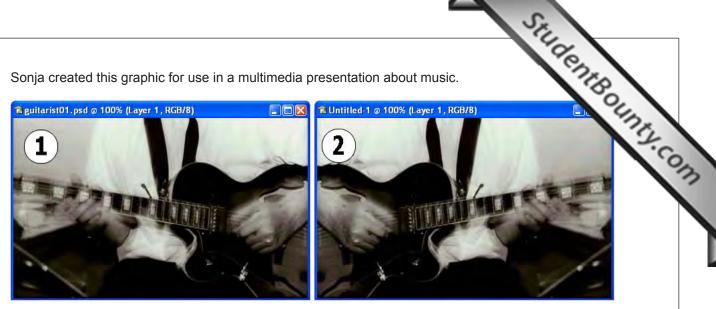What will happen after the alarm sounds indicating that the battery power level has reached 3%?

(A)   The computer will hibernate and the document will be lost.
(B)   The computer will shut down and the document will be lost.
(C)   The computer will hibernate and the document will not be lost.
(D)   The computer will shut down and the document will not be lost.

Use the following information to answer questions 8 and 9.

Jack created this spreadsheet to keep track of his pocket money.

	A	B	C	D	E
1					
2		Jack's Pocket Money			
3					
4	**Date**	**Description**	**Received**	**Spent**	**Balance**
5	28-Jun	Pocket money	$30.00		$30.00
6	29-Jun	Movie ticket		$8.00	$22.00
7	30-Jun	Lunch		$5.00	$17.00
8	1-Jul	Lunch		$5.00	$12.00
9	4-Jul	Pocket money	$30.00		$42.00
10					
11	**Balance**		$60.00	$18.00	$42.00

8. What formatting has Jack applied to the text in the column headings?

    (A)   bold and left alignment
    (B)   bold and centre alignment
    (C)   underline and left alignment
    (D)   underline and centre alignment

9. What formula could have been used in cell E11?

    (A)   =C11-D11
    (B)   =SUM(E5:E10)
    (C)   C11-D11
    (D)   SUM(E5:E10)

10. Sonja created this graphic for use in a multimedia presentation about music.

Which of the following changes was applied to image 1 to create image 2?

(A)   It was flipped vertically.
(B)   It was flipped horizontally.
(C)   It was rotated 90 degrees clockwise.
(D)   It was rotated 180 degrees clockwise.

StudentBounty.com

The following year levels should sit THIS Paper:

Australia	Year 7
Brunei	Form 1
Indonesia	Year 8
Malaysia	Form 1
New Zealand	Year 8
Pacific	Year 7
Singapore	Primary 6
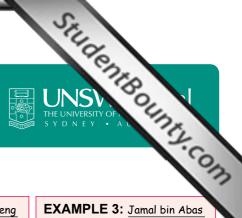
PAPER
E

PAPER E | CS

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HOW TO FILL OUT THIS SHEET:

USE 2B OR B PENCIL
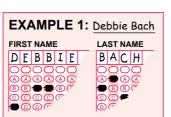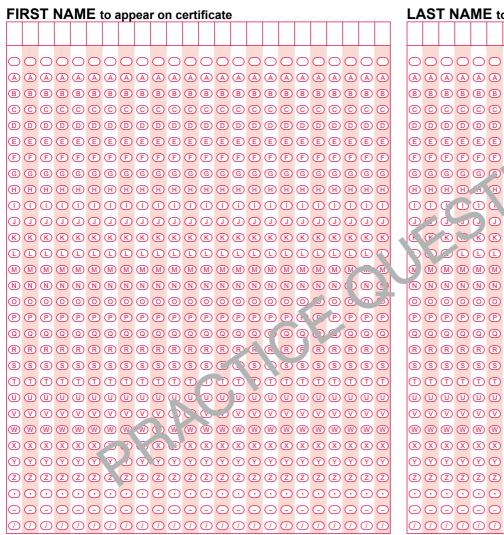
- Rub out all mistakes completely.
- Print your details clearly in the boxes provided.
- Make sure you fill in only <u>one</u> oval in each column.

EXAMPLE 1: *Debbie Bach*

FIRST NAME | LAST NAME
D E B B I E | B A C H

EXAMPLE 2: *Chan Ai Beng*

FIRST NAME | LAST NAME
C H A N | A I   B E N G

EXAMPLE 3: *Jamal bin Abas*

FIRST NAME | LAST NAME
J A M A L   B I N | A B A S

FIRST NAME to appear on certificate

LAST NAME to appear on certificate

Are you male or female?
○ Male   ○ Female

Does anyone in your home usually speak a language other than English?
○ Yes   ○ No

School name: _____

DATE OF BIRTH

Day		Month		Year	
0	0	0	0	0	0
1	1	1	1	1	1
2	2		2	2	2
3	3		3	3	3
	4		4	4	4
	5		5	5	5
	6		6	6	6

CLASS (optional)

A	K
B	L
C	M
D	N
E	O
F	P
G	Q

TO ANSWER THE QUESTIONS

Example: Using a computer to type a report is an example of

   (A)   emailing.
   (B)   a calculation.
   (C)   word processing.
   (D)   a computer game.

The answer is <u>word processing</u>, so you would fill in the oval Ⓒ,
as shown.

Ⓐ   Ⓑ   ⬤   Ⓓ   **USE 2B OR B PENCIL**

START

1	Ⓐ	Ⓑ	Ⓒ	Ⓓ
2	Ⓐ	Ⓑ	Ⓒ	Ⓓ
3	Ⓐ	Ⓑ	Ⓒ	Ⓓ
4	Ⓐ	Ⓑ	Ⓒ	Ⓓ
5	Ⓐ	Ⓑ	Ⓒ	Ⓓ
6	Ⓐ	Ⓑ	Ⓒ	Ⓓ
7	Ⓐ	Ⓑ	Ⓒ	Ⓓ
8	Ⓐ	Ⓑ	Ⓒ	Ⓓ
9	Ⓐ	Ⓑ	Ⓒ	Ⓓ
10	Ⓐ	Ⓑ	Ⓒ	Ⓓ

PAPER

IC AS   International

QUESTION	KEY	DESCRIPTION OF SKILL	AREA	LEVEL OF DIFFICULTY
1	B	understand the 'edit' function in a word processing program	2	Easy
2	A	understand the use of an email inbox	4	Easy
3	A	understand the 'order' function in a drawing menu	3	Medium
4	D	identify the audio input socket	1	Medium
5	A	understand how to create a home page in an internet browser	4	Medium
6	A	understand how to use the 'thesaurus' in a word processing program	2	Medium
7	C	identify the setting 'hibernate' and understand its effect	1	Medium
8	B	understand how to format column headings in a spreadsheet	5	Easy
9	A	identify the correct formula for the 'minus' function in a spreadsheet	5	Medium/Hard
10	B	identify the change made to a graphic - flipped horizontally	3	Medium/Hard

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LEGEND

Area refers to the particular curriculum area or strand assessed by the question.

1. General Skills

2. Word Processing

3. Graphics/Multimedia

4. Internet/Email

5. Spreadsheets/Databases

Level of difficulty refers to the expected level of difficulty for the question.

Easy	more than 70% of candidates will choose the correct option
Medium	about 50–70% of candidates will choose the correct option
Medium/Hard	about 30–50% of candidates will choose the correct option
Hard	less than 30% of candidates will choose the correct option