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## Directions to Candidates:

Answer ALL questions in Section A on this paper;
Answer any TWO questions from Section B on separate foolscaps;
The use of flow chart template is permitted;
Calculators are NOT allowed;
Good English and orderly presentation are important.

For office use only:

| Question | $\mathbf{1}$ | $\mathbf{2}$ | $\mathbf{3}$ | $\mathbf{4}$ | $\mathbf{5}$ | $\mathbf{6}$ | $\mathbf{7}$ | $\mathbf{8}$ | $\mathbf{9}$ | $\mathbf{1 0}$ | $\mathbf{1 1}$ | $\mathbf{1 2}$ | $\mathbf{1 3}$ | $\mathbf{1 4}$ | Paper <br> Total | Course <br> Work | Final <br> Mark |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Max | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 15 | 15 | 15 | $85 \%$ | $15 \%$ | $100 \%$ |
| Mark |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Section A - Answer all Questions

1
Tick $(\checkmark)$ to show whether the devices given below are input or output. For each device select the most suitable application from the following list: Word-processing, Cheque processing, Preparing invoices, Pointing Applications, POS(Point Of Sale), CAD (Computer Aided Design)
The first one has been provided as an example to help you answer this question.

| Device | Input | Output | Application |
| :---: | :---: | :---: | :---: |
| Mouse | $\checkmark$ |  | Pointing Applications. |
| MICR |  |  |  |
| Plotter |  |  |  |
| Dot Matrix Printer |  |  |  |
| Bar Code Reader |  |  |  |
| Keyboard |  |  |  |

2 Format, Scandisk, Defrag, Antivirus and Winzip are five useful utilities in the computer. Briefly explain the main function for each utility.

## Format:

Scandisk: $\qquad$
$\qquad$
Defrag: $\qquad$
$\qquad$
Antivirus: $\qquad$
$\qquad$
Winzip: $\qquad$
$\qquad$
3 (a) What is a Logic Gate?

## Logic Gate:

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$\qquad$
(b) What do we mean by the 2 -states of a logic gate?

2-states: $\qquad$
$\qquad$
(c) One common gate used in computers is the AND gate. Give the names of the other two gates.

## Gates:

(d) What is the purpose of a Truth Table?

## Truth Table:

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$\qquad$
(e) In the space provided below draw the truth table for the AND gate. Space for Truth Table:

4 (a) i. What is the name of the standard character coding system used in microcomputers?

## Name of code:

$\qquad$
ii. Why is it important for microcomputer systems to use the same standard character coding system?

## Reason:

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$\qquad$
(b) i. What is the difference between an Analogue device and a Digital device?
ii. Give an example of an analog device and another of a digital device.

## Analogue vs. Digital:

## Example Analogue:

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Example Digital:
5 (a) i. Although a computer system has the Central (Main) Memory, Secondary Storage is a necessity with computers. Why do computers need secondary storage?

## Reason:

$\qquad$
$\qquad$
ii. A secondary storage medium can be one of three different types. One type is the magnetic medium and the floppy disk is an example of such a medium. Name the other two types of media and provide an example of each type.
$1^{\text {st }}$ type and example: $\qquad$
$2^{\text {nd }}$ type and example: $\qquad$
(b) List two main differences between RAM and ROM.
$1^{\text {st }}$ difference: $\qquad$
$\qquad$
$2^{\text {nd }}$ difference: $\qquad$

6 (a) A word processor is very useful in an office. Name and briefly describe two ways how a word processor helps a clerk to carry out his/her work better in the office.
$1^{\text {st }}$ help:
$2^{\text {nd }}$ help:
$\qquad$
$\qquad$
$\qquad$
(b) With reference to word processing explain briefly the terms: Table of Contents, Indexing and Spell Checker.

Table of Contents: $\qquad$
$\qquad$
Indexing: $\qquad$
$\qquad$
Spell Checker: $\qquad$
$\qquad$
7 Fill in the table below to obtain the conversion of each number in binary, hexadecimal and decimal.


## Working Space:

8 The incomplete spreadsheet below shows some data for a payroll system for a particular week for three employees. An employee must work a minimum of 40 hours per week. Any additional hours worked are the overtime hours.

|  | A | B | C | D | E | F | G | H | I | J | K | L |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Name | Surname | Mon | Tue | Wed | Thu | Fri | Total <br> Hours | Overtime <br> Hours | Payment <br> Overtime <br> Lm1.50 | Payment <br> @ <br> Lm2.50 | Total <br> Due |  |
| 2 | John | Abela | 10 | 8 | 12 | 8 | 8 |  |  |  |  |  |
| 3 | Steve | Curmi | 8 | 8 | 8 | 12 | 12 |  |  |  |  |  |
| 4 | Marija | Said | 8 | 8 | 8 | 8 | 8 |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |

Read through the following information that explains the spreadsheet columns:

- Columns C, D, E, F and G show the Number of hours worked on a day to day basis.
- Column H is to store the Total number of hours an employee has worked during the week
- Column I would be used for the overtime hours (if any) for each employee.
- Column J would hold the payment for the normal standard 40 hours. This is calculated at the rate on Lm1.50 per hour.
- Column K represents the overtime payment, calculated at the rate of Lm2.50 per hour.
- Column L would be used to store the Total amount of money each person would receive at the end of the week.

Write down the formulas that you should type in the cells given below.

## H2:

I2:
J2: $\qquad$
K2: $\qquad$
L2: $\qquad$

9 (a) i. A certain application allows graphics to be stored either as a vector image or a raster image. Explain the difference between them.

## Vector Image:

$\qquad$
$\qquad$
Raster Image: $\qquad$
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ii. Write down the name of an output device which gives a raster image and another output device providing a vector image.

## Vector Output Device:

Raster Output Device:
(b) Explain briefly how an image is displayed on a CRT.

## CRT:

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$\qquad$
10 (a) i. List an advantage and a disadvantage of speech recognition.

## Advantage:

$\qquad$
$\qquad$
Disadvantage: $\qquad$
$\qquad$
ii. How can speech output help a person with special needs?

## Help:

$\qquad$
$\qquad$
(b) In relation to peripheral devices, explain when buffering is required.

## Buffering:

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$\qquad$
11 Draw a flowchart to enable a user to input a month in numeric format, i.e. January $=1$, February $=2 \ldots$ December $=12$ and then outputs the number of days in the inputted month. This process is repeated until the value of 0 is given for the month. Assume that February has always 28 days.

## Section B - Answer any TWO Questions

12 (a) What is a Database?
(b) Differentiate between a field and a record.
(c) What is a relational database?
(d) A DVD rental shop was advised that with the amount of clients and DVDs available it was better for him to computerize his system. It was suggested to use relational databases and create three files: DVDs file, Clients file and Transactions file.
i. Suggest three important field names with their data type that you would expect to find in the DVDs file.
ii. Suggest three important field names with their data type that you would expect to find in the Clients file.
iii. What is the purpose of the Transaction file?
iv. Which two fields, one from the DVDs file and the other from the Clients file, would be used to relate (link) these two files with the Transaction file?
v. A database can be used to obtain the records for particular clients from a particular town only. What is this feature called? Briefly describe how this is done.

13 (a) i. What is the Internet?
ii. Give two advantages and two disadvantages when using the Internet.
iii.Briefly describe the following Internet-related terms:

- Web Browser
- URL
- Search Engines
(b) i. What is the Windows Explorer used for?
ii. The items in Windows Explorer are organized in a tree structure. What is the meaning of tree structure?
iii.The Folder Computer, contains two sub-folders Computer Studies and ICT. While the sub-folder Computer Studies contains 3 sub-folders: Form 3, Form 4 and Form 5. Draw the tree structure of such a layout and label the items.

14 (a) Algorithm, Structure Chart and Pseudo-code are terms used when designing a solution to a problem. Briefly define the three terms.
(b) Draw the flowchart for the following problem:

A teacher wants to process the examination marks for a group of students. She has to input the name and the mark (out of 100) for the students. For each name and mark entered, the output required is the name of the student, followed by the message 'Fail', 'Pass' or 'Distinction'. The pass mark is 45 and the minimum mark for distinction is 85 .
The number of students in the group is unknown and therefore inputting the value -1 for the mark is used to terminate the input. At the end, the percentage of students in each category should be output (for example, Fail 20\%, Pass 70\%, Distinction 10\%).

## Hints:

- The total number of students inputted must be recorded
- The amount of students in each category must be recorded
- The percentage(for example in the Fail category) is calculated as follows: (Amount of students in Fail category / Total number of students) * 100

