Junior Lyceum
Annual Examinations 2001
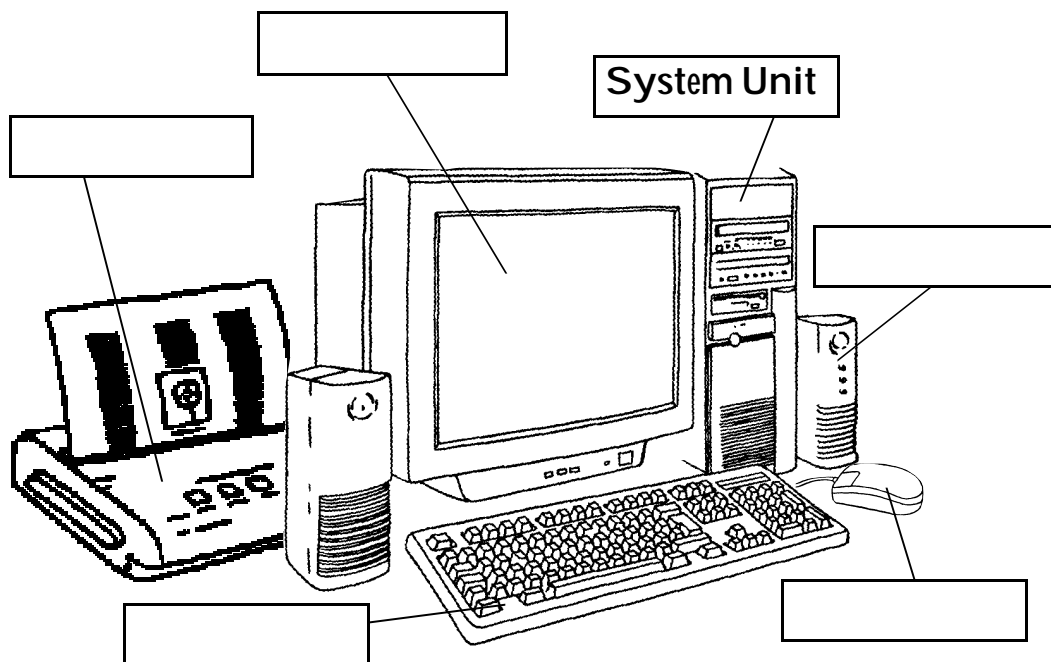Education Assessment Unit - Education Division

1   i)   **Finish the diagram below by filling in the name of each device in the appropriate box.** An example is provided.
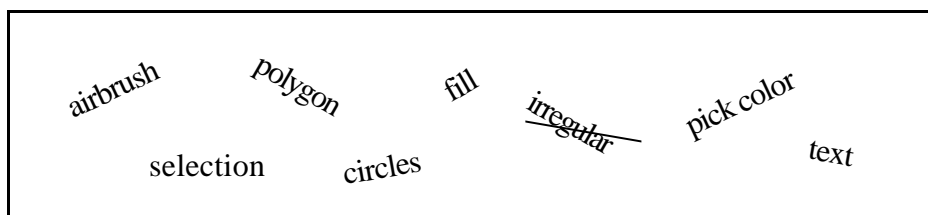
System Unit

5

ii) **Fill in the table below by writing names of appropriate devices under the two categories.**
You may use device names from exercise (i)

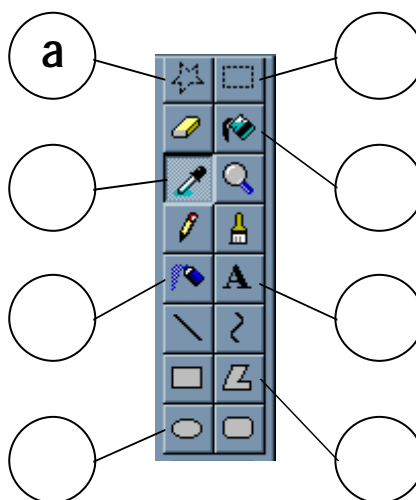| Input Devices	Output Devices

6

2   i)   Maria uses the Paint program. Help her make some notes about the tools she uses. **Using the words in the box below, fill in the blanks in each of the sentences.**

airbrush   polygon   fill   irregular   pick color   selection   circles   text

a)   The free-form select tool can be used to make __irregular__ selections.

b)   Use this button to _____ a shape with the foreground colour.

c)   We use the ellipse tool to draw _____ as well as ellipses!

d)   This is the _____ tool. It is used to select areas of your drawing.

e)   You can type in letters by using the _____ tool.

f)   It is as if you are spraying paint with this tool. It's called the _____ tool.

g)   The _____ tool lets you draw many-sided shapes.

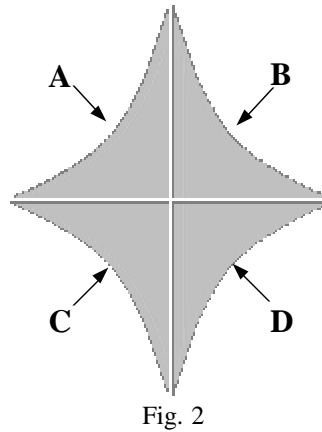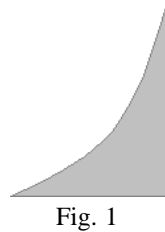h)   When the _____ _____ tool is selected, it is used to choose colours from your painting.

7

ii)   **Match each of the sentences you have completed above to a tool button by writing its letter in the appropriate circle. The first one has been done for you.**
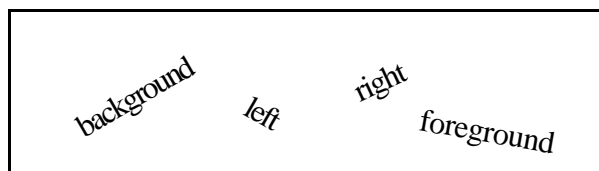

7

iii) Janet used a paint program to draw the design shown in Fig. 1 and developed it into Fig. 2 . She made notes while she did it but they are not in order...
Put the sentences into the correct order. Examples are provided:

A   B

C   D

Fig. 1

Fig. 2

	Pasted the shape B once.
3	Selected and copied the shape A. (Fig. 1)
1	Used line and curve tools to draw shape A.
	Filled shape A with paint bucket.
	Flipped shape B horizontally and placed it next to shape A
	Pasted shapes C and D and flipped them vertically
	Positioned shapes C and D just below the others
	Selected and copied shapes A and B

6

iv) The picture below shows part of the colour bar from MS Paint. The enlarged part shows the currently selected colours. **Fill in the blanks using words from the box below.**

background   left   right   foreground

The picture shows black as the _____ colour, this is selected by clicking the _____ mouse button. The _____ colour is white and this is selected by clicking the _____ mouse button.

4

3   Alex is using Microsoft Excel to keep record of the results of a football league.
He uses spreadsheet functions to make automatic calculations for him.
In cell **C3** he adds the values under W, D and L.
In cell **I3**, he deducts the value under A from F.
In cell **J3**, he calculates the number of points a team has. Teams receive <u>3 points for each win, and no points for losses</u>. (Refer to Key when necessary)

i)   **Write the appropriate formula in each of the boxes a; b; and c.**
N.B. Make sure that the results of the formulas remain correct even if the values change.

a) [   ]   b) [   ]   c) [   ]

  (3 marks)   (3 marks)   (6 marks)

Key	
Pd	Matches Played
W	Matches Won
D	Matches Drawn
L	Matches Lost
F	Goals in Favour
A	Goals Against
GD	Goal Difference
Pts	Number of Points

ii) **Insert one of the following in each of the blank spaces:-**
      column; value; formula; label; row;

a) Cell C3 contains a _____.

b) Cells next to each other are known as a _____.

c) Cell B4 contains a _____.

d) Many cells on top of each other are called a _____.

e) Cell F4 contains a _____.

iii) **Name some of the advantages of using a spreadsheet:-**
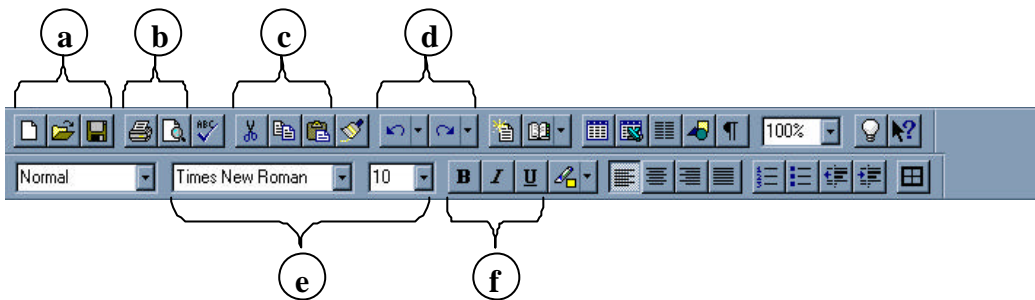_____
_____
_____
_____

iv) **Write down the filename that Alex used to save his spreadsheet:**
_____

12

5

5

2

4 i) **Refer to the toolbar illustrated and complete the table below.** An example is given:

(a) (b) (c) (d)

(e) (f)

	Name	Button/Control Function
a	New	Starts a new document
b		
c		
d		
e		
f		

7

ii) Carine prefers using a word processor to a type-writer? **Give three important reasons why:**
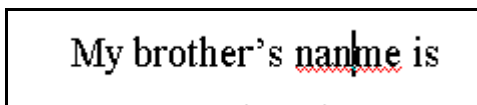
1_____

_____ 1

2_____

_____ 1

3_____

_____ 1

5   Michael is using a word-processor to type a composition. The image below shows part of a sentence that he is typing.

i)   **Answer the questions based on the picture below:**

My brother's nan|me is

a)   In between the letters "n" and "m" there is a vertical line which blinks. What is this line called?

_____   1

b)   What is it really used for?

_____   2

c)   With the blinking vertical line as shown, which key should Michael use to remove the letter "m"?

_____   1

d)   With the blinking vertical line in the same position, which other key would he use if he wanted to remove the letter "n"?

_____   1

ii)   Michael is working on a word document and has made a mistake. One paragraph is misplaced. Show her how to solve her problem...

a)   Arrange the following by writing numbers in the circles.

◯ Click on Cut   ◯ Click on paste

◯ Select the paragraph   ◯ Move the insertion point   2

b)   What would the difference be if she used the "copy" command instead of "cut"?

_____

_____   2

c)   Michael later realises that after all she hadn't misplaced the paragraph and is about to use the method you have just showed her… there is a much easier way.
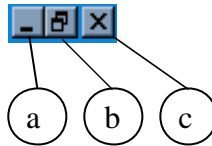
What can she do now?

_____

_____   2

6   i)   **In the space provided, write the name of each of the buttons a, b and c and briefly explain what they do:**

a)   Button "a" is

_____

1

b)   Button "b" is

_____

1

c)   Button "c" is

_____

1

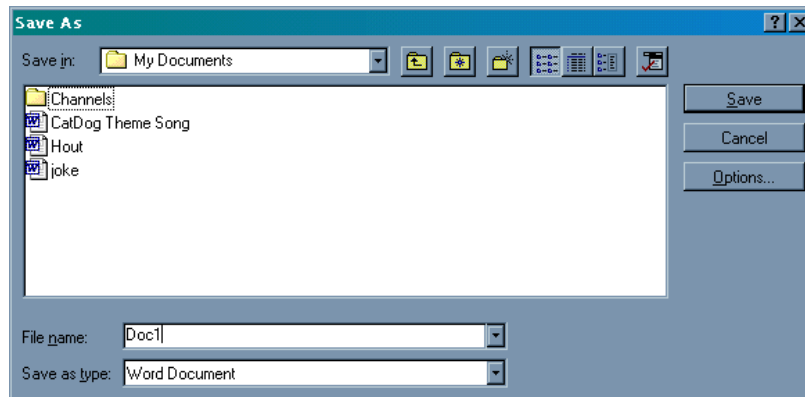ii)   **Mention one advantage and one disadvantage of saving work to a floppy disk.**

_____

_____

2

iii)   **David needs to save a file to a floppy disk, help him do this by placing the five steps listed below in the correct order.**
An example is provided.

Step	Order
Type in the desired filename	
Click on the 'Save' button	
Select Save As from the File menu	
Insert write-enabled floppy in disk drive	1
Select 3½" Floppy in the Save in drop down list	

4

7   Below is a Windows 95 desktop screenshot. Some of the objects found are labeled with letters from A to F.

Write briefly about four of these objects. Write their <u>name</u>, <u>what they are used for</u> and <u>how they are used</u>.

_____

_____

_____

_____

_____

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_____

8