Junior Lyceums Annual Examinations 2001
Education Assessment Unit – Education Division

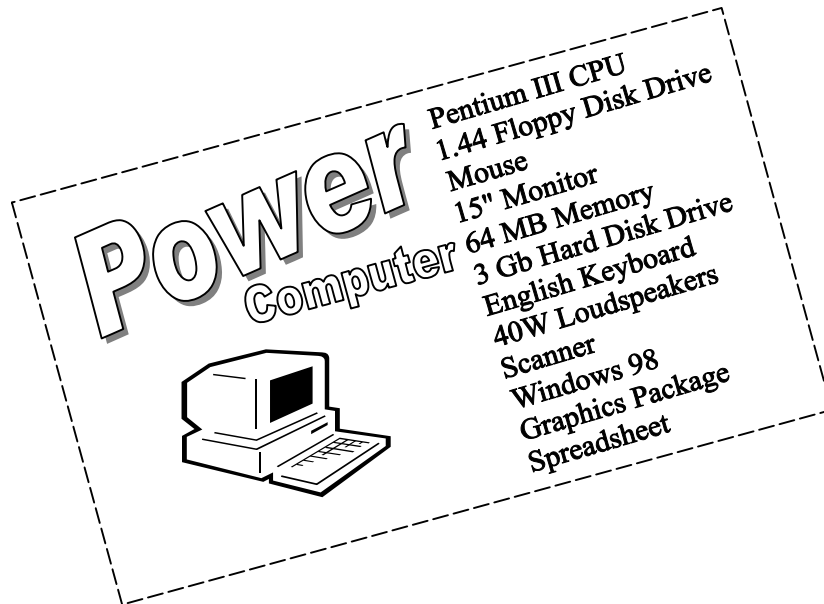| Form 2	Information Technology	Time: 1 hr 30 min

NAME: …………………………………………   CLASS: ………………

1   (a)   Peter saw the following computer advertisement in a newspaper:

Power Computer
Pentium III CPU
1.44 Floppy Disk Drive
Mouse
15" Monitor
64 MB Memory
3 Gb Hard Disk Drive
English Keyboard
40W Loudspeakers
Scanner
Windows 98
Graphics Package
Spreadsheet

   i)   From this advert, write down **two input devices**, **two output devices** and **two secondary storage devices**.

Input devices	Output devices	Secondary storage devices

6

   ii)   From the advert write down, **two software programs** that you can identify.

Software programs

2

   (b)   Peter will be using the computer for typing and printing his Science notes. Write down **one other software program** and **one other output device** that he needs to buy.

Software program		Output device

4

(c)   He has also bought a new 3.5" floppy disk.

    i)   On the diagram, draw a circle around
          the **icon for the floppy disk**.
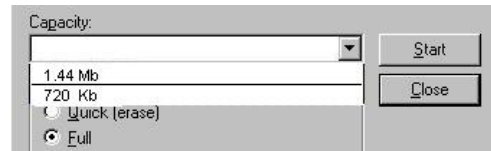

    ii)   What should Peter **do to the floppy
          disk** before he can start saving on it? _____

    iii) The diagram on the right shows part
          of the dialogue box for performing
          the task above (question ii). Tick
          (✓) which floppy disk can store the
          larger amount of data.

          1.44Mb [   ]   720Kb [   ]

    iv)   He would also like to use the floppy disk for English. What must he **create**
          on the floppy disk to organise his Science notes **separate** from his English
          notes?

          _____

    v)   Peter would like to continue his work at school. Write down one reason for
          saving his work on the floppy disk and **NOT** on the hard disk.

          _____

2   (a)   Ann is using the Word Processing program for the first time. She typed the
          following paragraph:

                  The best thing about the holiday was the weather. It
                  was terrific evry day. The son was shining through the
                  morning mist and the wind was very light.

    i)   She noticed that when a line gets full,
          words are **moved automatically** to the
          next line. What is this feature called? _____

    ii)   She typed 'evry' instead of 'every'
          and 'son' instead of 'sun'. Write down
          the **feature** of the word processor that
          she may use to correct the mistakes.   _____

    iii) Tick (✔) the **one** mistake found by the feature.
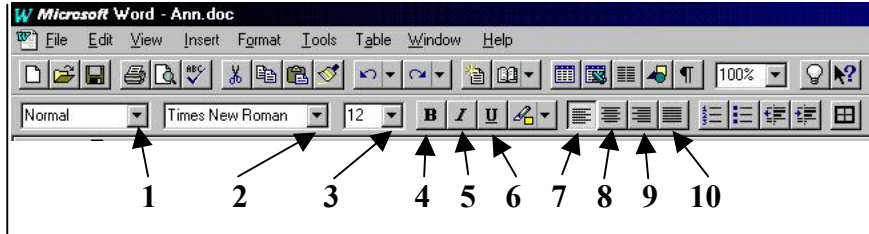
evry	
son	

iv) Why was the other mistake not found by the feature?

2

(b) Ann would like to make changes to the text in the paragraph. The diagram below shows part of the Word Processor screen:

i) Complete the sentences below. *The first sentence has been done for you*:

- She must click on button ___4___ to make the text **bold**.

- To change the **font type** to Arial she must click button _____ .

1

- Click on button _____ to **justify** the text in the paragraph.

1

- She must click on button _____ to increase the **font size**.

1

ii) Ann has forgotten the difference between the 'Centre' and 'Justify' buttons. Which **Menu** must she choose to **get information**?

1

iii) She has **already saved** her paragraph. What **filename** did she give to her document?

2

3 Bernard is using the Word Processing program to produce the Invitation Card for his birthday party, as shown below.

(a) What is the name of the program for producing the **fancy design** for the title of the card?

2

(b) The Drawing toolbar of the word processor that Bernard has used is shown below:

	i)	Draw the button that he used to draw the **outline** around his age.		1

	ii)	Draw the button that he used to prepare the **text inside the box**.		2

(c) i) Bernard wants to **insert a picture** from the Clipart Gallery. The four boxes below show the steps, **not in the correct order**, to add a picture.

Click the Insert button	From Insert menu select Object option

Choose the picture	From Object dialogue box select the Clipart Gallery

Write the steps in the **correct order**:

1 _____

2 _____

3 _____

4 _____   4

ii) What must he insert around the picture so that he can **move it anywhere** on the invitation card?   2

(d) i) Before printing the cards he clicked the **Print Preview** button. What do you understand by Print Preview?

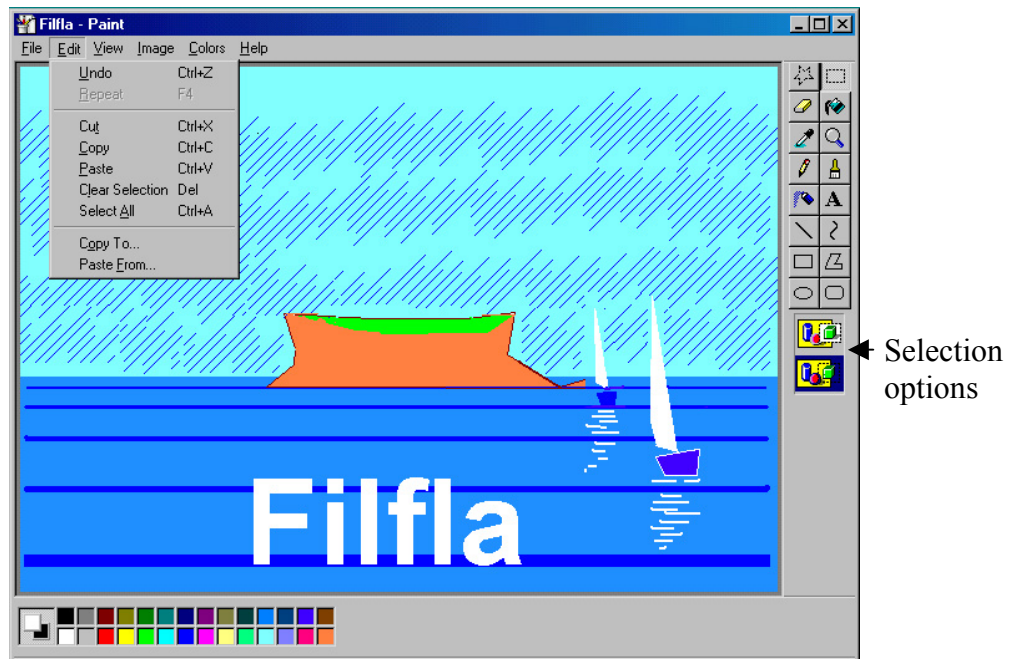_____

_____   2

ii) Look at the Birthday Card on page 3.
Tick (✓) the **paper orientation** that
Bernard has used?

Portrait ☐
Landscape ☐   1

4   Caroline painted the following picture of **Filfla** using the Paint program. The diagram also shows the options in the Edit menu.

i)   She made a mistake while painting the boats. Which **command from the Edit menu** must she select to remove the last action.

      1

ii)   Explain how she has covered the sky with lines without drawing every single line.

      2

iii)   Caroline wants to import a clip art of a bird to put in the picture of Filfa. Which command from the **Edit menu** does she need to select?
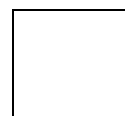
      2

iv)   When she wrote the title 'Filfla' the foreground colour was white. How can she **change the foreground colour** and fill the letters with the same colour?

      2

v)   Draw the button from the Toolbox that Caroline has used to draw the outline of Filfla **on one action**.

      2

vi) Explain the **difference** between the two **'Selection Options'** shown at the bottom of the Toolbox *on page 5*.

_____

_____

_____

3

5 (a) Louis is using the **spreadsheet program**. He has forgotten what the following operations are used for:

- Inserting a new column
- Changing column width
- A mathematical function
- Alignment of contents of cell

Write the phrases above so that they will **match** with the sentences below:

The text **does not** fit in the cell _____ 2

Centre the contents of a cell _____ 2

Missed out a column of information _____ 2

Find the **sum** of a set of numbers _____ 2

(b) Louis switched on the computer for doing an **exercise using the spreadsheet program**. On the next page is a partially filled diagram of the tasks that he has to perform. Use the phrases in the boxes below to **complete the diagram**, so that the tasks will be in the correct order.

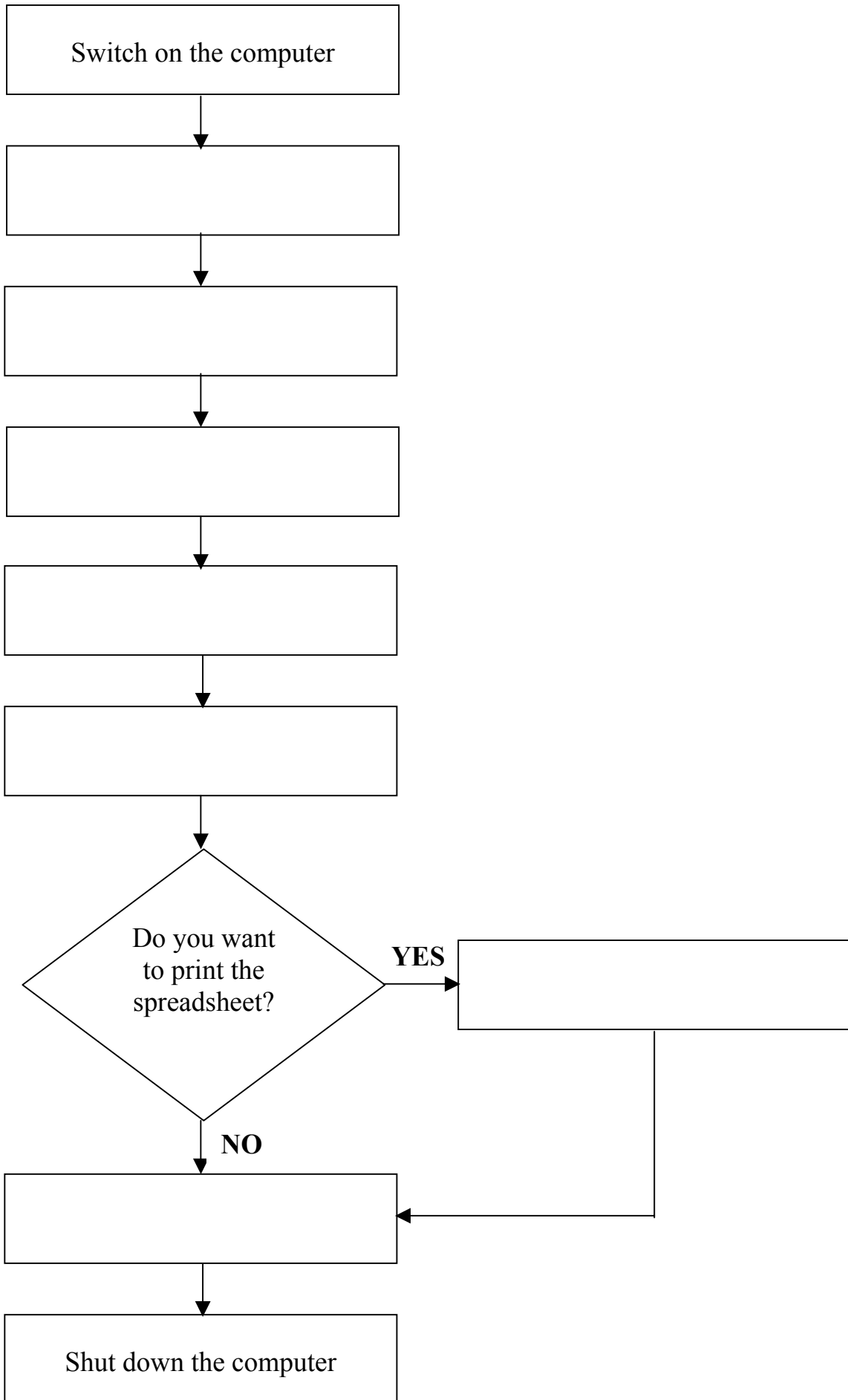| Type the formulas	Save the spreadsheet
Print the spreadsheet	Close the spreadsheet program
Type the values and the labels	Format the contents of the cells
Load the spreadsheet program	

```
┌─────────────────────────────┐
│   Switch on the computer     │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│                             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│                             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│                             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│                             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│                             │
└─────────────────────────────┘
              │
              ▼
          ╱╲
        ╱    ╲
      ╱  Do you ╲     YES    ┌─────────────────────┐
     ╱  want to   ╲─────────▶│                     │
     ╲ print the  ╱          └─────────────────────┘
      ╲spreadsheet╱                      │
        ╲   ?   ╱                        │
          ╲  ╱                           │
           ╲╱                            │
            │ NO                         │
            ▼                            │
┌─────────────────────────────┐         │
│                             │◀────────┘
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Shut down the computer     │
└─────────────────────────────┘
```

14

6   Rita is using the spreadsheet program to find out how she has **spent her pocket money** for a particular week.

(a)   Why did Rita use the Spreadsheet program and **NOT** the Word Processing program?

_____

_____   2

(b)   She typed the following labels, values and formulas.

	A	B	C	D	E	F	G	H	
1		Monday	Tuesday	Wednesday	Thursday	Friday			
2	Food	0.70	0.30	0.55	1.00	0.40		=MIN(B2:F2)	
3	Drinks	0.45	0.20	0.35	0.30	0.25		=MAX(B3:F3)	
4									
5									
6									
7									

i)   Complete the following sentences:

- Cell _____ contains a **label**.   1

- Cell _____ contains a **value**.   1

- Cell _____ contains a **formula**.   1

- The contents of cell F1 is **aligned** _____ .   1

- The contents of cell C3 is **aligned** _____ .   1

ii)   Write the formula that Rita should type in cell G2 to find the **amount of money she has spent on 'Food'** for the whole week. _____   2

iii)   What can she do to **quickly calculate** the total amount of money that she has spent on 'Drinks' for the whole week?

_____   2

iv)   Write the formula that she should type in cell B4 to find the amount of money she has **spent on Monday**. _____   2

v)   In the boxes below, write down the answers to the formulas in cells H2 and H3.

H2	H3

4

vi)   To find how much money she has **spent for the whole week** on both 'Food' and 'Drinks', Rita typed the following formula:

=(B4 + C4 + D4 + E4 + F4)

Write the formula again **but in a shorter way.** _____   2