

Junior Lyceum Annual Examinations 2001
Education Assessment Unit - Education Division

Form 3

Information Technology

Time: 1 hour 30 min

Name: _____

Class: _____

1. Charles is using a computer to produce his Social Studies project. The report includes text, graphics and charts. He has the following programs available:
- Word Processor
 - Graphics
 - Spreadsheet
 - Database
 - Web browser
- a. Which **program** should Charles use to do the following tasks:

i) Enter text in his report:

1

ii) Draw diagrams:

1

iii) Produces statistics:

1

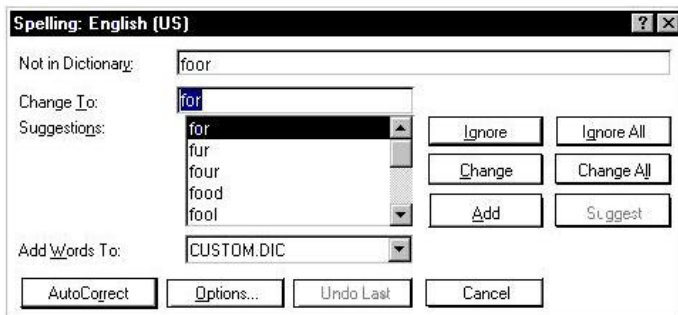
iv) Find information on the Internet:

1

- b. Charles has used a **spelling check** facility on his report. Describe **one limitation** of a spelling check facility:

2

- c. The spell checker has highlighted a mistake. Describe the following **spell check operations** to show Charles when and how to use them:



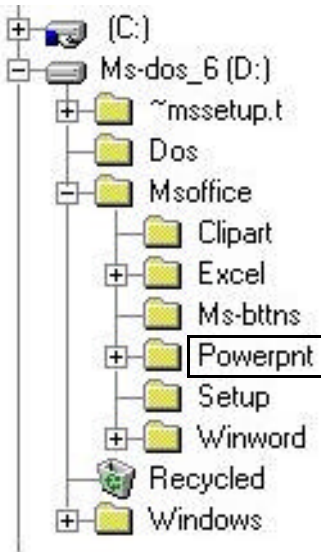
i) Ignore:

2

ii) Change:

2

2. Naomi wants to organize her files on the computer. To do this she uses the Windows Explorer as shown in the diagram below. Answer the following questions:



a. Name **two advantages** that Naomi has when using the Windows Explorer.

i) _____

2

ii) _____

2

iii) What happens when the + (**plus**) sign is pressed?

1

iv) What happens when the - (**minus**) sign is pressed?

1

v) Write down the **path** that has to be followed to open the Powerpoint program as shown in the diagram. _____

3

b. The computers in Naomi's school are networked. With the help of a diagram, explain briefly what a **Local Area Network** is.

Local Area Network:

4

c. Give **two advantages** of networking the computers in the school labs:

2

d. When logging on to the network, Naomi has to type a **password**. Why is this required on the Network?

2

- 3 Jonathan has a small business that makes wooden items. He has created the spreadsheet below to help him calculate the cost of making each item.

	A	B	C	D	E	F
1	Item	Cost of Wood (Lm)	Pay per hour (Lm)	Time Taken (hours)	Total Pay (Lm)	Total Cost (Lm)
2	Chair	2.50	3.00	2	6.00	8.50
3	Table	16.00	3.00	5	15.00	31
4	Stool	1.75	2.50	1.5	3.75	5.5
5	Shelving	5.00	2.75	3.5	9.62	14.62
6	Total					
7						

- a. Cells E2 and F2 each contain a formula.

i) Suggest a **suitable formula** for cell E2.

3

ii) Suggest a **suitable formula** for cell F2.

3

- b. Jonathan notices that the items in Column A (*Chair, Table, Stool* and *Shelving*) are not sorted.

i) Explain what **sorting** is.

2

ii) Write down the result if the items in Column A were **sorted alphabetically** in ascending order.

2

- c. Jonathan wants all the **values** in Column F to be displayed to **two decimal places**.

i) How will the value in Cell F3 appear when it is formatted to 2 decimal places? _____

2

ii) Describe what Jonathan will do to format a cell to 2 decimal places:

3

d. He wants all the **gridlines** to be easily seen so he puts a **border** around all the cells. Explain the terms in bold:

i) gridlines:

ii) border:

e. Before printing, Jonathan uses the *print preview* option. Explain why he does this:

f. When Jonathan prints the spreadsheet, he uses a **Landscape** orientation instead of a **Portrait** orientation layout. In the boxes below, draw diagrams to show the difference:

Landscape	Portrait

g. On the desktop, Jonathan has an icon marked **Recycle Bin**. He drags a file and drops its icon into the Recycle Bin.

i) What does Jonathan use the Recycle Bin for?

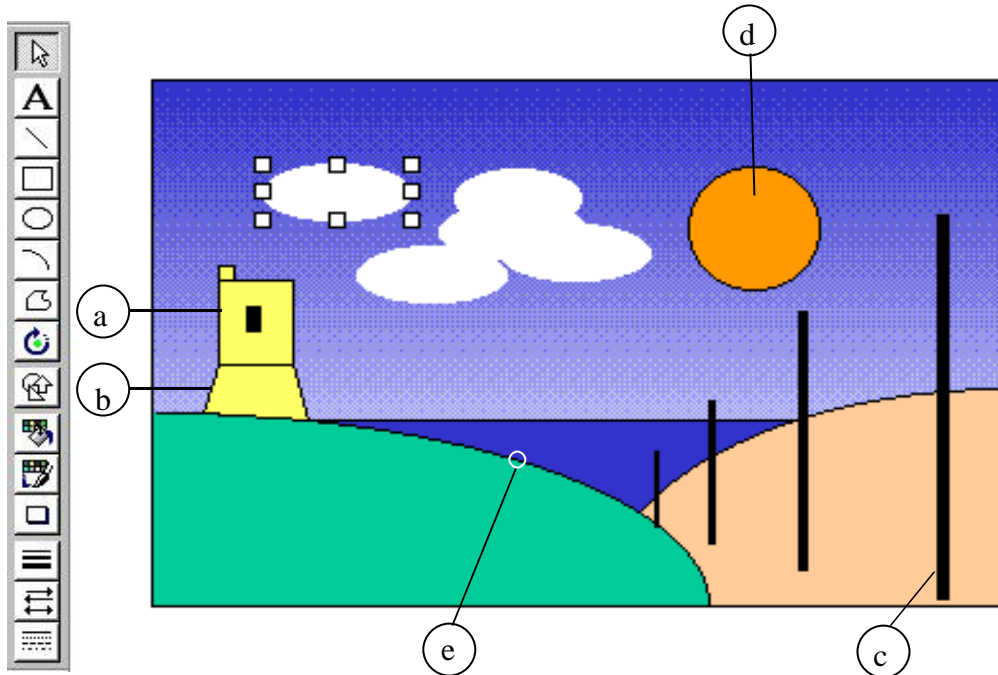


ii) The icons in the pictures marked 1 and 2 are different. What is the difference and what does it mean?



iii) How can a file that has been dropped in the Recycle Bin be **restored** (brought back)?

4. Tanya uses PowerPoint to draw diagrams for her school work. The diagram shows the PowerPoint Drawing Toolbar and a drawing that she produced.



a. Write down the name of the **drawing tool** that she used to draw the following:

i) The top room of the tower: _____

1

ii) The bottom part of the tower: _____

1

iii) The poles: _____

1

iv) The sun: _____

1

v) The fields: _____

1

b. **Describe** how she did the following:

i) Draw a perfect circle for the sun:

2

ii) Draw the clouds:

2

iii) Vary the thickness of the poles:

2

iv) How she can change the size of the selected cloud:

2



c. Tanya makes use of the Drawing Plus tools shown in the diagram on the left. Which **tool/s** did she choose to:

- a
- b
- c
- d
- e
- f
- g
- h

i) **Combine** together a number of objects:

1

ii) Put an image **on top** of another image:

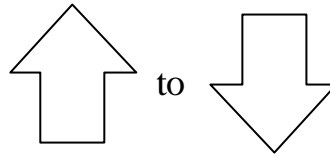
1

iii) **Flip** an object horizontally:

1

iv) **Flip** an arrow pointing upwards to an arrow pointing downwards:

1



5.

a. Winston wants to produce a Newsletter for his class. He uses a Desktop Publisher program to do this. Give **reasons** why he prefers to use the Desktop Publisher rather than a Word Processor.

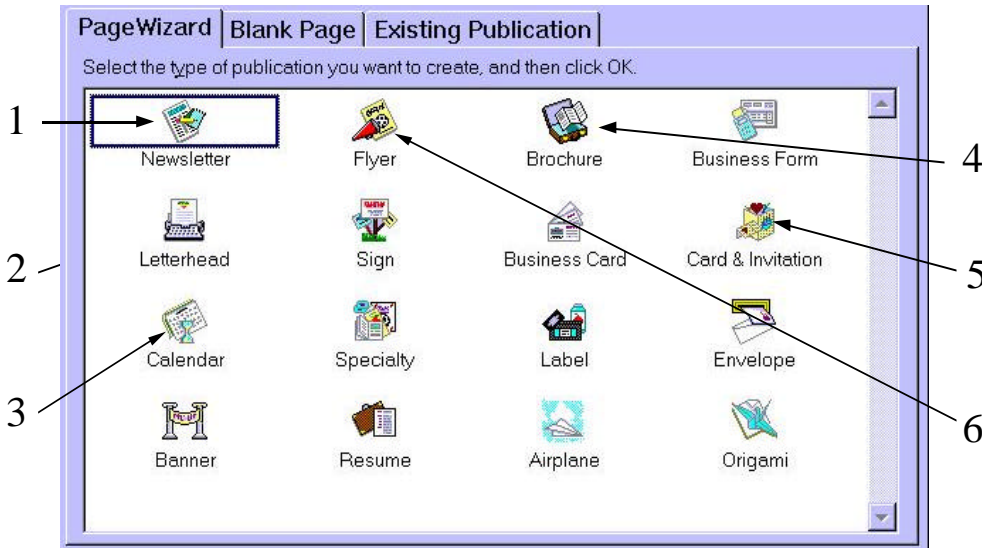
4

b) He has a number of text documents which he typed and saved on a Word Processor. He wants to **place the text** in his DTP publication **without having to type all the text** again. Explain carefully what features of the Desktop Publisher he can use to do this:

3

c. Winston uses a **Template** in the **Page Wizard** of the DTP to produce the class Newsletter. Explain what a **template** is:

2



d. The diagram above shows templates numbered 1 to 6. Write in the space provided below the **number of the template** you would use to produce the following:

- i) A classroom publication
- ii) An invitation for a birthday party
- iii) A folding pamphlet
- iv) A small poster
- v) The days and months of the year
- vi) A letter with the school logo

1
1
1
1
1
1

e. Winston uses different **paper sizes** which come in the following standard sizes:

A3 A5 A4

Write down in the empty boxes below these paper sizes starting from the **smallest to the largest**:

smallest	→			largest

3

6. Choose **one** of the following topics and write briefly:

a. Three advantages of using a **word processing** program instead of a typewriter.

OR

b. Three difference between using an electronic **calculator** and an electronic **spreadsheet** on a computer.

OR

c. Three advantages of using a **Desktop Publisher** program to produce a newsletter.

Write the letter (*a or b or c*) of the topic chosen in this box



i)

3

ii)

3

iii)

3