

**JUNIOR LYCEUM ANNUAL EXAMINATIONS 2002**  
Educational Assessment Unit – Education Division

**FORM 1**

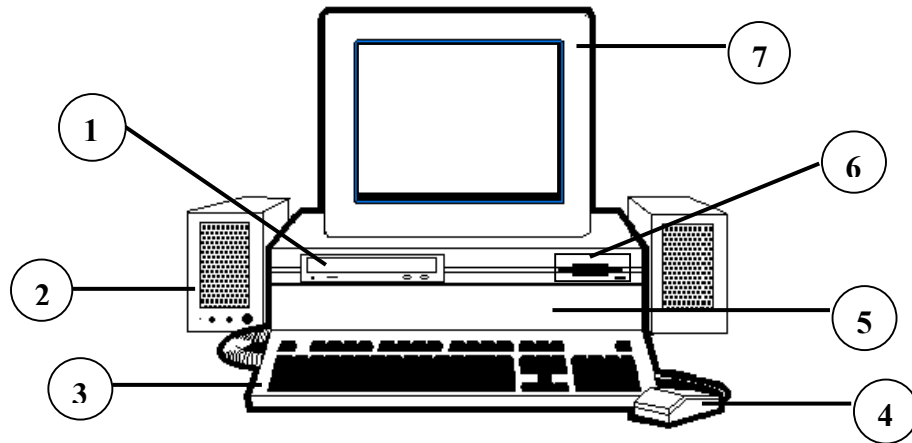
**INFORMATION TECHNOLOGY**

**TIME: 1 hr 30 min**

Name: \_\_\_\_\_ Class: \_\_\_\_\_

**Answer ALL the questions.**

1 (a) The diagram below shows a typical **computer system**.



i) Write down the **names of the devices** labelled 1 to 7.  
*One has been done for you.*

- |   |                    |   |
|---|--------------------|---|
| 1 |                    | 1 |
| 2 |                    | 1 |
| 3 |                    | 1 |
| 4 |                    | 1 |
| 5 | <i>System Unit</i> |   |
| 6 |                    | 1 |
| 7 |                    | 1 |

ii) Name another common **Output device** that is not shown in the diagram above.

\_\_\_\_\_ 1

iii) Write down **one use** you have made of this output device at school.

\_\_\_\_\_  
\_\_\_\_\_ 1

iv) While using the Word Processing program you can **do various tasks** with the device labelled **4** in the diagram above. Write down two of these tasks.

- |   |  |   |
|---|--|---|
| 1 |  | 1 |
| 2 |  | 1 |

2

Katie switched on the computer and the picture shown below appeared on the screen.

- (a) i) Use four of the following words to **label the picture**. *One has been done for you.*

**desktop   window   close   icon   folder   taskbar   recycle bin**

The screenshot shows a Windows XP desktop with the following elements:
 

- Y**: Points to the 'My Computer' icon on the desktop.
- X**: Points to the 'Internet Explorer' icon on the desktop.
- recycle bin**: A box containing the text 'recycle bin' with an arrow pointing to the Recycle Bin icon on the desktop.
- Other desktop icons: My Documents, Network Neighborhood, Microsoft Office folder.
- Taskbar: Contains the Start button and a clock showing 9:15.

 To the right of the desktop screenshot are four empty rectangular boxes, each connected by a horizontal line to a specific element:
 

- Box 1: Connected to the 'My Computer' icon (labeled Y).
- Box 2: Connected to the 'Internet Explorer' icon (labeled X).
- Box 3: Connected to the 'Recycle Bin' icon (labeled 'recycle bin').
- Box 4: Connected to the 'Start' button on the taskbar.

4

- ii) Katie clicked the **Start** button and the pop-up menu appeared. Write down **two different things she can do** with the commands in the menu.

1 \_\_\_\_\_

1

2 \_\_\_\_\_

1

- iii) What is the **item labelled X** in the picture above, **used for**?

\_\_\_\_\_

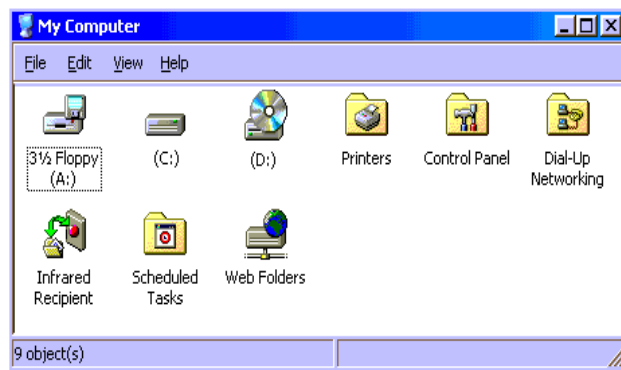
\_\_\_\_\_

2

- (b) i) What must she **do to the item labelled Y** in the picture above, so that the **Window** shown below appears on the screen?

\_\_\_\_\_

1



- ii) Look carefully at the Window above and then **draw the buttons** (in the squares below) that she must click to do the following:

- Maximise the window.
- Minimise the window.
- Close the window.


1

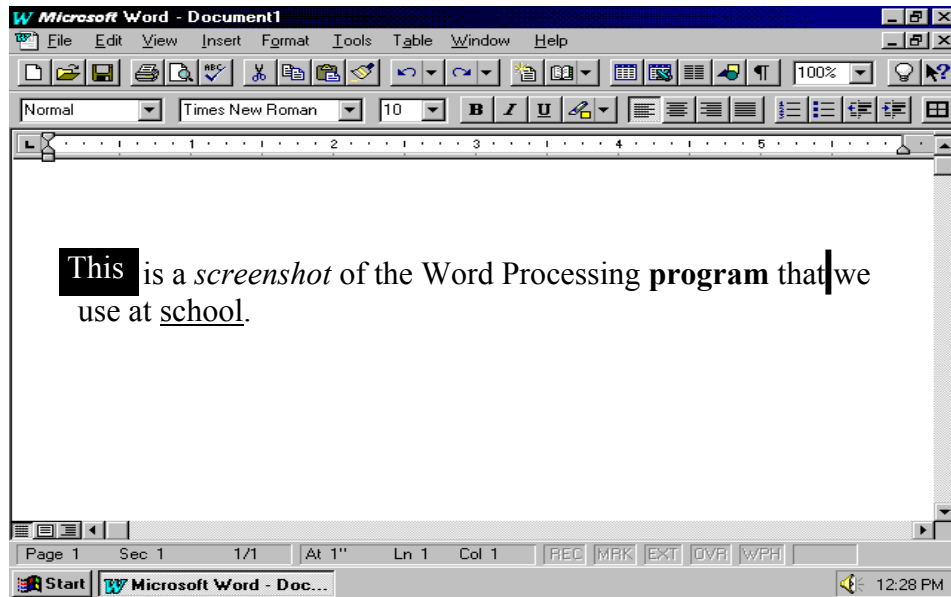
1

1

iii) Complete the following sentences:

- The window's \_\_\_\_\_ is used to **change the size** of the window. 1
- After a window is maximised the **Maximise button will change** into the \_\_\_\_\_ button. 1
- When a window is **minimised it will go down** into the \_\_\_\_\_ . 1

3 (a) James is using the **Word Processing program** on the computer. A picture of his screen is shown below.



i) Fill in the blanks in the following paragraph:

The word \_\_\_\_\_ is underlined and the word 'screenshot' is in \_\_\_\_\_ . The word 'program' is typed in \_\_\_\_\_ . 1  
2

You can also see the \_\_\_\_\_ between the words 'that' and 'we'. If James clicks the \_\_\_\_\_ key on his keyboard, the letter 't' will be deleted. While if he clicks the 'Delete' key the letter \_\_\_\_\_ will be deleted. The word 'This' is \_\_\_\_\_ ! 1  
1

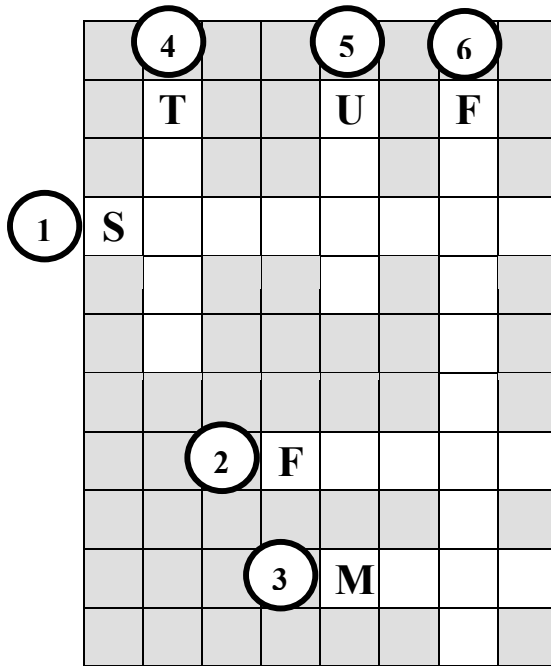
ii) James first used the **Cut** and **Paste** buttons. Later he used the **Copy** and **Paste** buttons. Which **two buttons** has he used to:

- Put a similar sentence elsewhere on the page?
- Move a sentence to a new position?

Button 1	Button 2

1  
1

- (b) Refer to the picture of the Word Processing program on the previous page to complete the crossword puzzle below:



**Across:**

- 1 The Cut, Copy and Paste buttons are found in this Toolbar. 1
- 2 'Times New Roman' and 'Arial' are examples of these. 1
- 3 The *File*, *Edit*, *View*, *Insert*, etc. are found in this bar. 1

**Down:**

- 4 This bar is used to drag the window to a new position on the screen. 1
- 5 When this button is clicked the last action is removed. 1
- 6 The *Bold*, *Italic* and *Underline* buttons are found in this Toolbar. 1

- 4 (a) At home, Maria has a manual **typewriter** and a computer with the **Word Processing program**. Give two reasons why Maria finds it better to use the computer rather than the typewriter, to prepare her English composition.

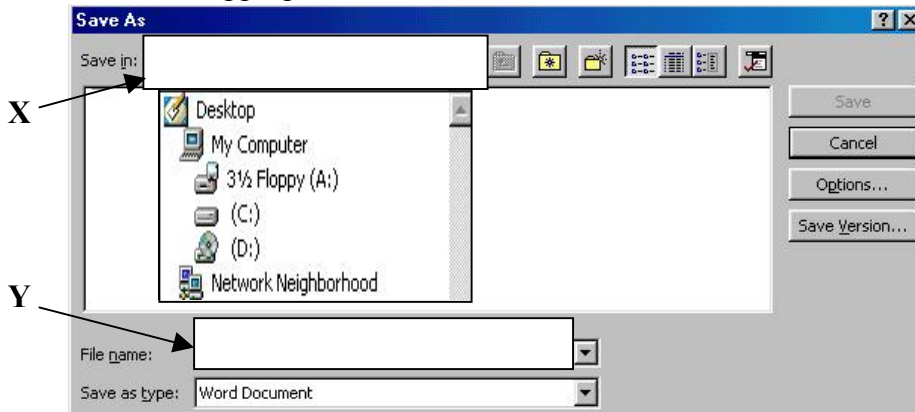
1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

- (b) i) She selected the **Save As** command to store her work on the **floppy disk** and save it as '**Composition**'. Fill the boxes marked **X** and **Y** in the picture below with the appropriate words.



- ii) Which **button** from the picture above, **must she click** after she typed in boxes X and Y?

- (c) Give one reason why Maria needs to **store her work on the floppy disk** rather than on the hard disk only.

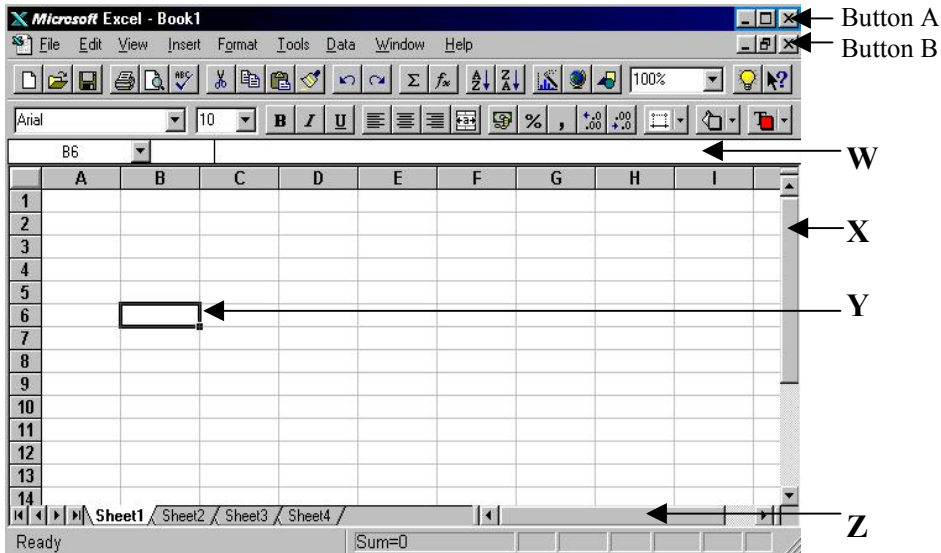
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2

- 5 Helen is using the Spreadsheet Program. A picture of the **spreadsheet program** is shown below.



- (a) Complete the sentences below using some of the following words:

**columns      active      Button A      references      formula**  
**Button B      horizontal      rows      vertical      title**

- i) A spreadsheet consists of \_\_\_\_\_ and \_\_\_\_\_ . 2
- ii) Letter **W** is pointing to the \_\_\_\_\_ bar. 1
- iii) Letter **X** is the \_\_\_\_\_ scrollbar. 1
- iv) Letter **Y** shows the \_\_\_\_\_ cell. 1
- v) Letter **Z** is pointing to the \_\_\_\_\_ scrollbar. 1
- vi) D8 and H3 are examples of cell \_\_\_\_\_ . 1
- vii) \_\_\_\_\_ is used to exit the spreadsheet program. 1

- (b) Helen may type one of **three different items** in a spreadsheet cell. Write them down in the boxes below.

	<i>Items</i>
1	
2	
3	

1  
1  
1

(c) Write whether the following statements are **True (T)** or **False (F)**.

- i) The '÷' sign is used in the spreadsheet for division.
- ii) Letters of the alphabet are used to refer to rows.
- iii) You can multiply two cells by using the '\*'.
- iv) A formula must begin with this symbol '&'.
- v) Columns may have different widths.
- vi) You can use various types of fonts in the cells.


1  
1  
1  
1  
1  
1

6 Anthony is using the **spreadsheet program** instead of a calculator to do some arithmetic operations. He **typed the numbers** shown below.

	A	B	C
1			
2	56.2		
3	120		
4	7.88		
5	22.5		
6			
7			

(a) Complete the following tasks by **writing the formulas** in the spreadsheet cells in the diagram above.

	Write in cell	Arithmetic operation to do
i)	A6	The sum (total) of the four numbers.
ii)	A7	The average of the four numbers.
iii)	B2	The number in A2 multiplied by 10.
iv)	B3	The subtraction of the number in A2 from that in A3
v)	B5	The division of the number in A5 by 1.5

1  
2  
1  
1  
1

(b) In cell B4 Anthony typed the formula  $=7.88 + 23$  to add 23 to the contents of cell A4 and got the correct answer of **30.88**.

i) What will be the answer if he **changes** the contents of **A4 from 7.88 to 1.2**?

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1

ii) Explain why his **formula is wrong**.

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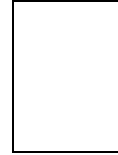


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2



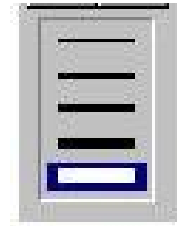
- Jane made the mistake marked **X** in the picture on the right. Which tool from the toolbox on the previous page, did she use to **correct the mistake**?



1

- (d) She wants to **draw a thicker line** than the line options shown on the right.

Which **key from the keyboard** must she click to draw a thicker line?



2

8

This question is on the **Internet**.

Read the passage below and fill in the blanks using the following words:

**password      address      service      username      communicate**  
**internet browser      internet      modem      websites      provider**

In order to connect to the internet from home, most people use a

\_\_\_\_\_ which is a device connected between the computer

and the telephone line. Besides this device, you also need an

\_\_\_\_\_.

This is a company that provides you with access to the Internet. It gives you

a \_\_\_\_\_ and a \_\_\_\_\_

which you have to type in order to log on to their system.

You also need to have Internet software installed on your computer, this

software is called an \_\_\_\_\_.

Through the Internet, you can \_\_\_\_\_ with other people all

over the world. Millions of \_\_\_\_\_ are available

and every one of them has its own \_\_\_\_\_.

1

3

2

1

1

1

1