

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2002
Educational Assessment Unit – Education Division

FORM 2

INFORMATION TECHNOLOGY

TIME: 1 hr 30 min

Name: _____ Class: _____

Answer ALL the Questions.

1 Amanda has bought a **new computer** from a shop.

- (a) Besides the system unit, she was given **one important input** device and **one important output** device.

In the boxes below, write down the names of these devices.

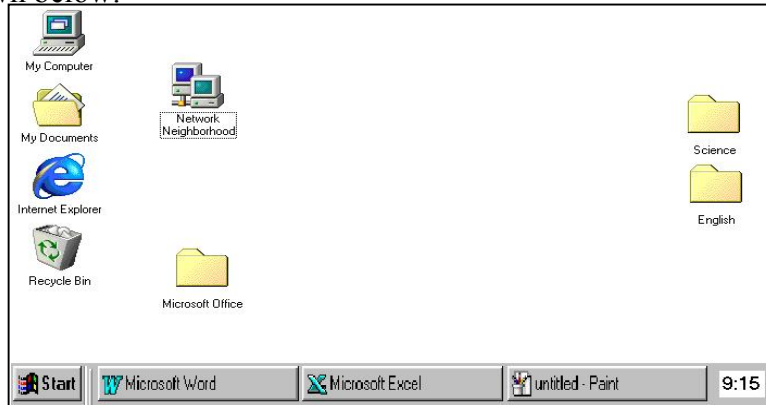
Input device:

1

Output device:

1

- (b) After she had been using the computer for some time, the Desktop appears as shown below:



- i) Look at the Task Bar and write down the names of the **three programs** that she is using:

1. _____

1

2. _____

1

3. _____

1

- ii) Amanda has created **two folders** on the Desktop. Write down the names of the folders.

2

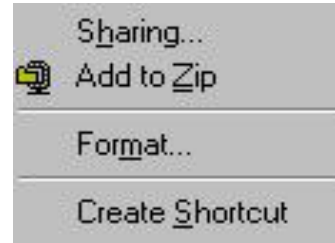
- iii) Explain what a **folder** is:

2

- iv) What **advantage** is there for Amanda to store her work in different folders?

2

- (c) i) Before she can **start saving on a new floppy disk**, Amanda had to do something to the disk. Look at the menu on the right and write down the name of the command she had to choose.



1

- ii) Give one reason why Amanda wanted to **save her work on the floppy disk** and NOT on the hard disk.

2

2

Paul prepared the chart shown below, for his project.

	A	B
1	Time to travel 200km	
2		
3	Speed (km/h)	Time (h)
4	50	4
5	100	2
6	150	1.3
7	200	1
8	250	0.8

Sports cars are very fast cars. They can run at speeds above 200 km per hour. They are usually driven on special tracks.

- (a) To prepare the chart he has used the following:

Spreadsheet Word processor Paint Wordart Clipart

Fill in the blanks using the words given above:

- i) To design Part A he used the _____ 1
- ii) To type Part B he used the _____ 1
- iii) To draw Part C he used the _____ 1
- iv) To insert Part D he used the _____ 1
- v) To type Part E he used the _____ 1

- (b) Tick (✓) the correct **Page Orientation** for printing the poster:

Portrait: Landscape:

1

- (c) Paul **forgot the steps** he needs to do to print a picture in a document. Which menu did he use to solve his problem?



2

Natasha is using the **Word Processing program** to type her composition on Bicycles. First she typed it as shown in diagram A and then arranged it as shown in diagram B.

A

Bicycles
 A bicycle is a light, two-wheeled vehicle propelled by the feet of the rider. A bicycle is relatively inexpensive, uses no fuel and requires little maintenance. A person can ride a bicycle at speeds of 15 to 18 kilometres per hour.
 A bicycle moving in a straight line on a smuth surface will remain upright unless the rider leans too far on one side or the other, or slows down too much. Like swimming, bicycling is a skill that once mastered, is never entirely lost.

B

Bicycles

A bicycle is a light, two-wheeled *vehicle* propelled by the feet of the rider. A bicycle is relatively inexpensive, uses no fuel and requires little maintenance. A person can ride a bicycle at **speeds** of 15 to 18 kilometres per hour.
 A bicycle moving in a straight line on a smuth surface will remain upright unless the rider leans too far on one side or the other, or slows down too much. Like swimming, bicycling is a skill that once mastered, is never entirely lost.

(a) Look carefully at both pages A and B and **note any differences**. Then, read the sentences below and fill in the blanks using some of the words:

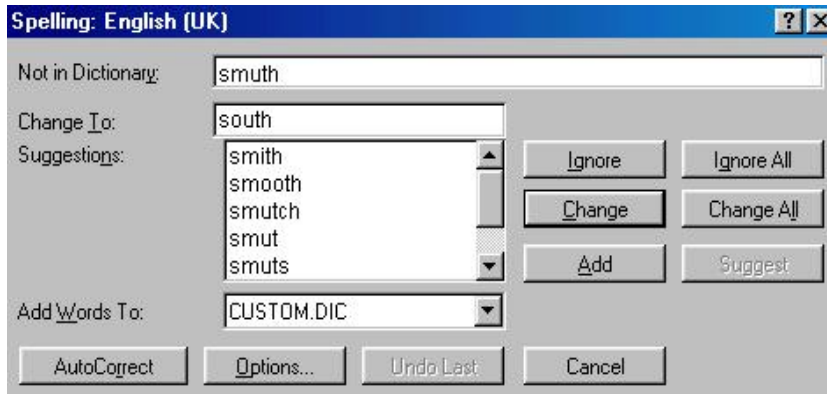
italics, centered, undo, formatted, justified, font size, underlined, left, right, draft, bold, font type

- i) The title 'Bicycles' has been _____ across the page and the _____ made bigger. 2
- ii) The first paragraph of diagram B is aligned _____, while the second paragraph is _____. 2
- iii) The word 'vehicle' (in line 2) is in _____ while the word 'speeds' (in line 6) has been made _____. 2
- iv) The phrase 'remain upright' (in line 9) has been _____. 1
- v) The page shown in diagram A is a _____ copy, while the page shown in B has been _____. 2

(b) While Natasha was typing she noticed that when a line gets full, the last word she was typing is **automatically moved** to the next line.

This is known as _____ . 2

(c) Natasha has used the **Spelling Checker** in the Word Processing program. The Spell Checker dialogue box is shown on the next page.



i) Why does she use the **Spelling Checker**?

2

ii) Look carefully at the spelling checker. Then answer the following questions:

• Write down the word that she has typed **incorrectly**.

1

• If she clicks the **Change** button, which new word will be inserted in the document.

1

• Write down the difference between the **Change** button and the **Change All** button.

2

With reference to the 2nd paragraph in document B on page 3:

• Which word from the **Suggestions** box must she select as being the correct word to replace the incorrect one.

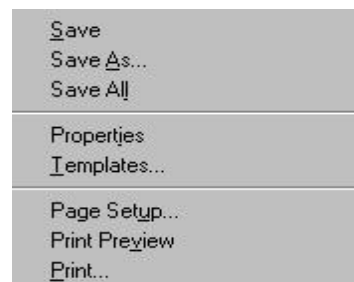
1

• What will happen if she clicks the **Ignore** button.

2

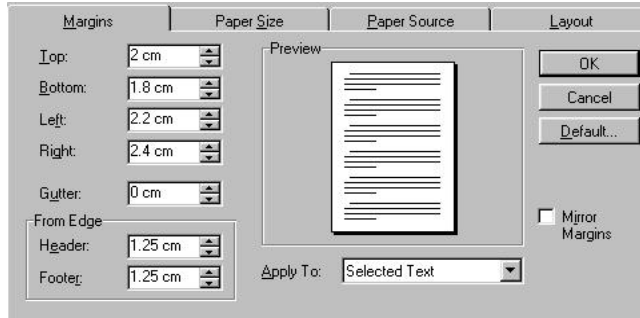
4 John was using the Word Processing program to write his Science Project.

(a) i) Part of the *File* menu is shown on the right. Write down the **name of the command** he must choose to change the size of the margins.



1

- ii) After choosing the correct command, the following **dialogue box** appeared on the screen.



In the table below write the **names of the four margins** and their **settings**.

Name:				
Setting:				

- iii) Look at the dialogue box again. It has the following **four Tabs**:

Margins Paper Size Paper Source Layout

Write down the name of the Tab that John must click to **set the paper to A4**.

- iv) The *File* menu shown on the previous page has the **Print Preview** command. Explain what you understand by the term Print Preview.

- v) Give one reason why it is important for John to **save his work frequently**.

5

Ruth was using the **Spreadsheet program** to keep information on the weather for one week last January. The spreadsheet is shown below:

	A	B	C	D	E	F
1						
2	The Weather for one Week					
3	From 14/01/02 to 20/01/02					
4						
5		Day Temperature (°C)	Night Temperature (°C)	Temperature Difference (°C)	Rainfall (mm)	
6	Monday	15	10		13	
7	Tuesday	15	9		0	
8	Wednesday	13	9		0	
9	Thursday	10	7		35	
10	Friday	12	6		12	
11	Saturday	12	8		0	
12	Sunday	11	8		40	
13						
14						
15						
16						
17						

- (a) i) Write down the **cell reference** of the Label '*Rainfall (mm)*'.

ii) Write down the **cell reference** of the value '7'.

1

iii) Which column has its contents **aligned left**.

1

iv) Besides Values and Labels, **Formulas** may also be typed in a spreadsheet. Explain why Ruth may have to use formulas in her spreadsheet.

2

(b) i) Write down the formula that she must type in cell C15 to find the **average Day Temperature** for the whole week.

2

ii) Write down the formula that she must type in cell D15 to find the **lowest (minimum) Night Temperature** for the whole week.

2

iii) Write down the formula that she must type in cell F15 to find the **total Rainfall** for the whole week.

2

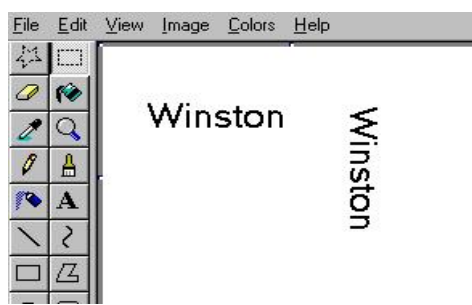
iv) Which formula has she to type in cell E6 to **find the difference** between the day and the night temperatures for Monday?

2

v) What must Ruth do to avoid typing all the formulas in cells E7 to E12.

2

6 (a) Winston is using the **Paint program**. He would like to produce his name both in normal form (horizontally) and vertically, as shown below.



The **steps** to produce the name vertically are given below. However, the steps are NOT in the correct order.

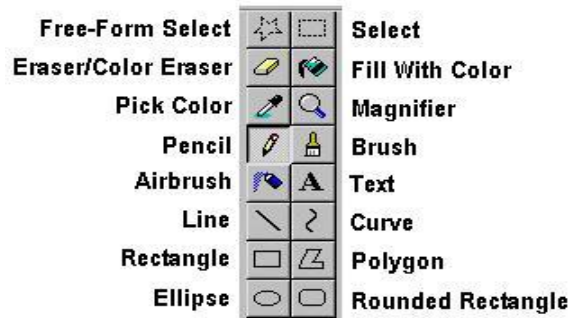
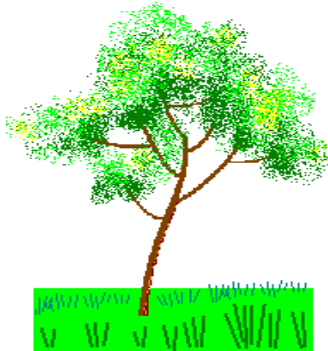
- From *Edit* menu choose *Paste* command
- Use the *Select* tool to select the word 'Winston'
- Type the word 'Winston'
- Click the *Text* button from the toolbox
- From *Image* menu select *Flip/Rotate* command
- Drag the vertical name to its new position
- Select the command to *Rotate by 90°*
- From *Edit* menu choose *Copy* command

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

8

- (b) Winston also wants to paint the **tree** shown below, using some of the labelled Toolbox buttons.

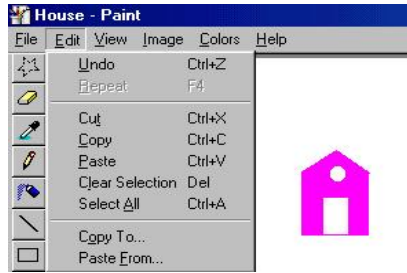


Write down the **name of the button** to:

- i) Form the leaves on the tree: _____ 1
 - ii) Form the ground: _____ 1
 - iii) Draw the trunk and branches: _____ 1
 - iv) Draw the grass on the ground: _____ 1
- (c) Look again at the Toolbox buttons. Then tick (✓) either **True** or **False** for the following sentences:

	True	False	
i) The Colour Eraser is used to remove the selected colour.			1
ii) The Pencil tool and '+' key decrease the line thickness.			1
iii) The Magnifier does not change the size of the picture.			1
iv) The Ellipse tool and the ' Shift ' key draw a perfect circle.			1
v) The Text tool is used to draw a line.			1

7 (a) Carmen has drawn the following front of a house using the **Paint** program.



i) Carmen made a **mistake** while drawing the door. Write down the **command** she had to select from the **Edit menu** to remove the last action.

1

ii) She wants to **import a clipart** of a bird and insert it in the picture. Which **command from the Edit menu** must she select?

2

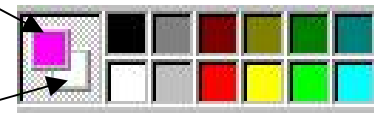
iii) Instead of drawing new houses she selected the house and used other commands from the Edit menu. Write the sequence of commands to **add two more houses** on the picture.

3

(b) Carmen made use of the **colour palette** shown below. Use the words **Background** and **Foreground** to complete the sentences below.

This is the _____ colour.

This is the _____ colour.



2

(c) Use the words **right** and **left** to complete the sentences below:

i) The _____ mouse button is clicked to choose the foreground colour.

1

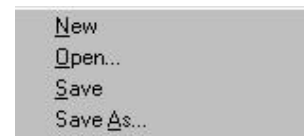
ii) The _____ mouse button is clicked to choose the background colour.

1

(d) i) Look at the diagram of the Paint program at the top of this page. Carmen has already **saved her work**. Write down the **file name** she has given to her work.

2

ii) Explain the difference between the **Save** command and **Save As** command.



Save command: _____

Save As command: _____

2

2

