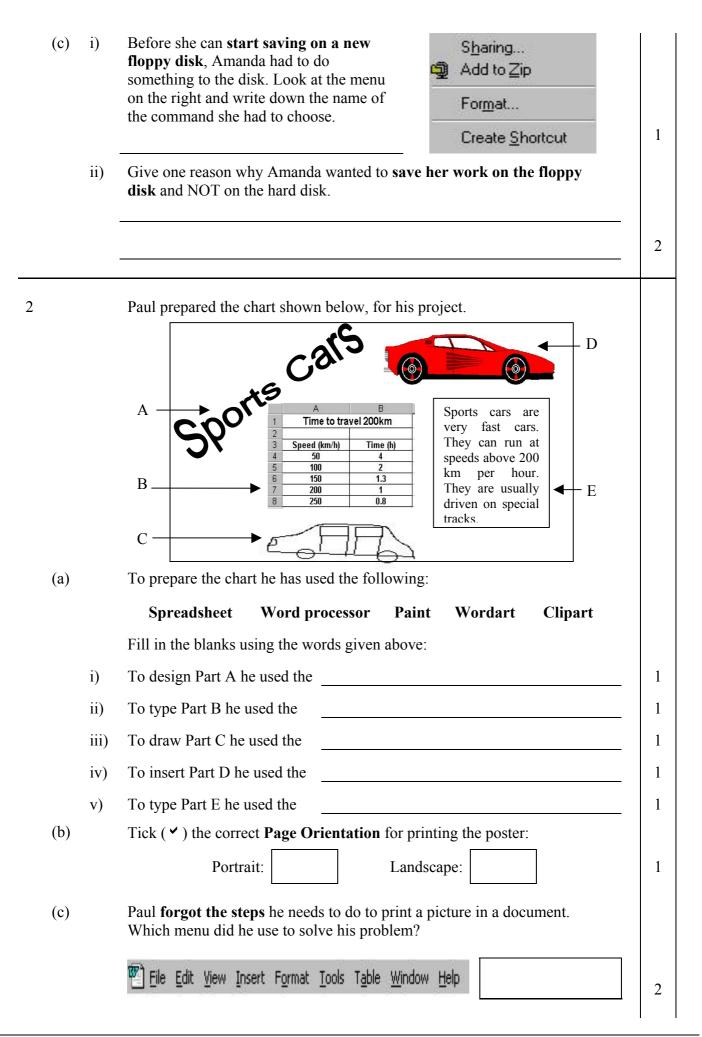
JUNIOR LYCEUM ANNUAL EXAMINATIONS 2002

Educational Assessment Unit – Education Division

FORM 2	INFORMATION TECHNOLOGY TIME: 1 hr 30 min
Name:	Class:
Answer A	LL 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:
	Output device: 1
(b) i)	After she had been using the computer for some time, the Desktop appears as shown below:
ii	
ii) Explain what a folder is:
iv	What advantage is there for Amanda to store her work in different folders? 2 2 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.

Bicycles Bicycles B A A bicycle is a light, two-wheeled vehicle propelled by the feet of the A bicycle is a light, two-wheeled rider. A bicycle is relatively vehicle propelled by the feet of the inexpensive, uses no fuel and rider. A bicycle is relatively requires little maintenance. A person inexpensive, uses no fuel and can ride a bicycle at speeds of 15 to requires little maintenance. A person 18 kilometres per hour. can ride a bicycle at **speeds** of 15 to A bicycle moving in a straight line on 18 kilometres per hour. a smuth surface will remain upright unless the rider leans too far on one A bicycle moving in a straight line on side or the other, or slows down too a smuth surface will remain upright much. Like swimming, bicycling is a unless the rider leans too far on one skill that once mastered, is never side or the other, or slows down too entirely lost. much. Like swimming, bicycling is a skill that once mastered, is never entirely lost. Look carefully at both pages A and B and **note any differences**. Then, read (a) 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 The title 'Bicycles' has been ______ across the page and the i) 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. 2 This is known as Natasha has used the **Spelling Checker** in the Word Processing program. (c) The Spell Checker dialogue box is shown on the next page.

		Spelling: English (UK)
		Not in Dictionary: smuth
		Change <u>I</u> o: south
		Suggestions: smith Ignore Ignore All smooth
		Add Words To:
		AutoCorrect Options Undo Last Cancel
	i)	Why does she use the Spelling Checker ?
	ii)	Look carefully at the spelling checker. Then answer the following
	11)	questions:
		Write down the word that she has typed incorrectly .
		If she clicks the Change button, which new word will be inserted in the document.
		• Write down the difference between the Change button and the Change All button.
		With reference to the 2 nd 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.
		• What will happen if she clicks the Ignore button.
		2
		John was using the Word Processing program to write his Science Project.
(a)	i)	Part of the <i>File</i> menu is shown on the right. Write down the name of the command he must choose to change the size of the margins. Save As Save All Properties
		<u>I</u> emplates
		Page Set <u>up</u> Print Pre⊻iew

i) Write down the cell reference of the	image:			screen.	the correct	t command	, the fo	ollowing	dialogu	e box a	ppeared
Name:	Name:			L	Lop: 2 cm Bottom: 1.8 cm Left: 2.2 cm Right: 2.4 cm Gutter: 0 cm From Edge 1.25 cn	Preview Pre			Cance Default		
Setting:	Setting:		In the	table belo	ow write th	ne names o	f the f	our ma	r gins and	d their so	ettings.
 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. v) Give one reason why it is important for John to save his work frequently. v) Give one reason why it is important for John to save his work frequently. vi) The B a a a a a a a a a a a a a a a a a a	 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. v) Give one reason why it is important for John to save his work frequently. Ruth was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: iiiiiiiiiiiiiiiiiiiiiiii		Name	:							
Margins Paper Size Paper Source Layout Write down the name of the Tab that John must click to set the paper to A4.	Margins Paper Size Paper Source Layout Write down the name of the Tab that John must click to set the paper to A4.		Setting	g:							
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. v) Give one reason why it is important for John to save his work frequently. via the was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: 1 A 2 The Weather for one Week 3 From 14/01/02 to 20/01/02 4 Day Temperature (*) 5 Day Temperature (*) 6 Monday 10 7 11 8 12 13 13 9 9 10 11 8 12 11 13 9 14 12 14 12 15 10 16 12 17 Tuesday 18 11 19 11 10 12 11	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. v) Give one reason why it is important for John to save his work frequently. via Give one reason why it is important for John to save his work frequently. via Give one reason why it is important for John to save his work frequently. Image: Set the same set of the set of the same set of the set	iii)	Look a	at the dia	logue box a	again. It ha	s the f	ollowing	g four T a	abs:	
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. v) Give one reason why it is important for John to save his work frequently. Ruth was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: 1 A 2 The Weather for one Week 3 From 14/01/02 to 20/01/02 4 Day Temperature (*G) Temperature 0/fiference (*G) Rainfall (mm) 5 Monday 10 7 11 8 12 6 13 9 14 12 15 10 10 7 11 8 12 11 13 9 14 12 15 12 16 12 17 Treesday 18 11 19 The weather for one week 10 7 11	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. v) Give one reason why it is important for John to save his work frequently. Ruth was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: 1 A a C b C c From 14/01/02 to 2001/02 4 From 14/01/02 to 2001/02 5 D 6 D 7 Tuestay 16 D 9 D 9 D 10 From 14/01/02 to 2001/02 4 D 10 Float D 11 B 12 C 13 D 14 D 15 D 10 Float D 11 B 12 C 13 D 14 D			Mar	gins Pa	aper Size	Paj	per Sou	rce L	ayout	
v) Give one reason why it is important for John to save his work frequently. v) Give one reason why it is important for John to save his work frequently. Ruth was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: 1 A 2 The Weather for one Week 3 From 14/01/02 to 20/01/02 4 From 14/01/02 to 20/01/02 5 Monday 6 Monday 7 Tuesday 10 7 9 Thursday 11 8 12 8 13 9 14 11 15 9 10 7 11 8 12 8 13 0 14 10 15 9 16 0 17 36 18 0 19 Thursday 11 8 12 11 13 40 14 10	v) Give one reason why it is important for John to save his work frequently. v) Give one reason why it is important for John to save his work frequently. Ruth was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: 1 A 2 The Weather for one Week 3 From 14/01/02 to 20/0/02 4 From 14/01/02 to 20/0/02 5 Day Temperature (C) Temperature Difference (C) Rainfall (mm) to a solution of the						John	must			
 v) Give one reason why it is important for John to save his work frequently. Ruth was using the Spreadsheet program to keep information on the weather for one week last January. The spreadsheet is shown below: <u>A B C D E F F F F F F F F F F F F F F F F F F</u>	 v) Give one reason why it is important for John to save his work frequently. 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 I A B C D E F<td>iv)</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td>	iv)				-					
A B C D E F 2 The Weather for one Week last January. The spreadsheet is shown below: 3 From 14/01/02 to 20/01/02 4 From 14/01/02 to 20/01/02 5 Day Temperature (°C) Night Temperature (°C) Rainfall (mm) 6 Monday 15 10 7 Tuesday 13 9 0 9 Thursday 12 8 0 10 Friday 12 8 0 11 Saturday 11 8 40 13 14 14 14 14 14 14 14 14 14 15 13 14 14 14 14 14 14 14 14 15 14 14 14 14 16 11 8 40 15 17 Write down the cell reference of the 15 16 17	i) Write down the cell reference of the										
i) Write down the cell reference of the	i) Write down the cell reference of the	v)	Give c	ne reason	n why it is	important	for Joh	in to sav	e his wo	rk freq	uently.
i) Write down the cell reference of the	i) Write down the cell reference of the										
i) Write down the cell reference of the	i) Write down the cell reference of the										
A B C D E F 1	A B C D E F 1			vog uging							
1 Image: constraint of the set	1 Image: Constraint of the set				wook lost			andahaa	tig ghow	n holow	•
3 From 14/01/02 to 20/01/02 4	3 From 14/01/02 to 20/01/02 4		weathe	er for one		January. 1	•	eadshee		n below	:
5 Day Temperature (°C) Night Temperature (°C) Temperature Difference (°C) Rainfall (mm) 6 Monday 15 10 13 13 7 Tuesday 15 9 0 0 8 Wednesday 13 9 0 0 9 Thursday 10 7 35 0 10 Friday 12 6 12 12 11 Saturday 12 8 0 0 12 Sunday 11 8 40 13 14 1 1 1 1 1 1 15 1	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		weather A	er for one			D	2 S.	E	n below	F
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	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 11 8 40 14 1 1 1 16 1 1 1 17 1 1 1 i) Write down the cell reference of the 1		A 1 2	er for one		The Weat	D her for	one We	E	n below	F
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 1 1 1 1 14 1 1 1 1 15 1 1 1 1 16 1 1 1 1 17 1 1 1 1 1	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		A 1 2 3 4 4	B	C	The Weat From 14	D her for	one We	E ek		F
10 Friday 12 6 12 11 Saturday 12 8 0 12 Sunday 11 8 40 13 14 15 16 17 16 17 17 16 17 i) Write down the cell reference of the 17	10 Friday 12 6 12 11 Saturday 12 8 0 12 Sunday 11 8 40 13 14 15 16 17 16 17 17 17 17 i) Write down the cell reference of the 16		A 1 2 3 3 4 5 6	B Monday	C Day Temperature 15	The Weat From 14	D ther for 1/01/02 to perature (10	one We	E ek		F 1fall (mm) 13
11 Saturday 12 8 0 12 Sunday 11 8 40 13 14 40 15 16 17 16 16 17 17 16 17	11 Saturday 12 8 0 12 Sunday 11 8 40 13 14 15 16 16 17 16 16 17 Vrite down the cell reference of the 17		A 1 2 3 4 5 6 7 8	B Monday Tuesday Wednesday	C Day Temperature 15 15 13	The Weat From 14	D her for 1/01/02 to 10 9 9	one We	E ek		F 13 0 0
13 14 14 15 15 16 17 17	13 14 14 15 15 16 16 17 i) Write down the cell reference of the		A 1 2 3 4 5 6 7 8 9	B Monday Tuesday Wednesday Thursday	C Day Temperature 15 15 13 10	The Weat From 14	D her for W01/02 to Perature (10 9 9 7	one We	E ek		F 13 0 0 35
i) Write down the cell reference of the	14 15 15 16 17 17		A 1 2 3 4 5 6 7 7 8 9 10 11 1	Monday Tuesday Wednesday Thursday Friday Saturday	C Day Temperature 15 15 13 10 12 12	The Weat From 14	D her for W01/02 to 10 9 9 7 6 8	one We	E ek		F 1fall (mm) 13 0 0 35 12 0
i) Write down the cell reference of the	i) Write down the cell reference of the		A 1 2 3 4 5 6 7 7 8 9 10 11 12	Monday Tuesday Wednesday Thursday Friday Saturday	C Day Temperature 15 15 13 10 12 12	The Weat From 14	D her for W01/02 to 10 9 9 7 6 8	one We	E ek		F 1fall (mm) 13 0 0 35 12 0
i) Write down the cell reference of the	i) Write down the cell reference of the		A A 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 -	Monday Tuesday Wednesday Thursday Friday Saturday	C Day Temperature 15 15 13 10 12 12	The Weat From 14	D her for W01/02 to 10 9 9 7 6 8	one We	E ek		F 1fall (mm) 13 0 0 35 12 0
)	,		A A 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 -	Monday Tuesday Wednesday Thursday Friday Saturday	C Day Temperature 15 15 13 10 12 12	The Weat From 14	D her for W01/02 to 10 9 9 7 6 8	one We	E ek		F 1fall (mm) 13 0 0 35 12 0
)	,		A 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	Monday Tuesday Wednesday Thursday Friday Saturday	C Day Temperature 15 15 13 10 12 12	The Weat From 14	D her for W01/02 to 10 9 9 7 6 8	one We	E ek		F 1fall (mm) 13 0 0 35 12 0
	Label 'Rainfall (mm)'.		A A 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 7	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	C Day Temperature 15 15 13 10 12 12 12 11	The Weat From 14 e (°C) Night Tem	D her for W01/02 to 10 9 7 6 8 8 8	one We	E ek		F 1fall (mm) 13 0 0 35 12 0

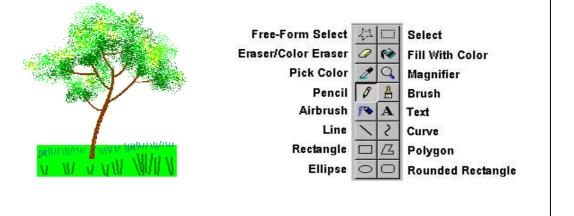
	ii)	Write down the cell reference of the value '7'.	1
	iii)	Which column has its contents aligned left.	1
	iv)	Besides Values and Labels, Formulas may also be typed in a spreadsheet. Explain why Ruth may have to use formulas in her spreadsheet.	
(b)	i)	Write down the formula that she must type in cell 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
(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 <i>Edit</i> menu choose <i>Paste</i> command Use the <i>Select</i> tool to select the word 'Winston' Type the word 'Winston' Click the <i>Text</i> button from the toolbox From <i>Image</i> menu select <i>Flip/Rotate</i> command Drag the vertical name to its new position Select the command to <i>Rotate by 90</i>° From <i>Edit</i> menu choose <i>Copy</i> command 	

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

·			

(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:
- ii) Form the ground:
- iii) Draw the trunk and branches:
- iv) Draw the grass on the ground:
- (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.		
ii)	The Pencil tool and '+' key decrease the line thickness.		
iii)	The Magnifier does not change the size of the picture.		
iv)	The Ellipse tool and the 'Shift' key draw a perfect circle.		
v)	The Text tool is used to draw a line.		

Junior Lyceums F2 Annual

1

1

1

1

1

1

1

1

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

🏰 House - <u>Paint</u> <u>File Edit View Image Colors Help</u> 41 Undo Ctrl+Z 0 Cut Ctrl+X 1 Ctrl+C Сору Paste Ctrl+V Clear Selection Del Select All Chrl+A Сору То.. Paste From. 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 She wants to **import a clipart** of a bird and insert it in the ii) picture. Which command from the Edit menu must she select? 2 Instead of drawing new houses she selected the house and used other iii) 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) mouse button is clicked to choose the The foreground colour. 1 The mouse button is clicked to choose the ii) background colour. 1 (d) Look at the diagram of the Paint program at i) the top of this page. Carmen has already saved her work. Write down the file name 2 she has given to her work. ii) Explain the difference between the Save New command and Save As command. Open... Save Save As.. Save command: 2 Save As command: 2