

**JUNIOR LYCEUM ANNUAL EXAMINATIONS 2002**

Educational Assessment Unit – Education Division

**FORM 3**

**INFORMATION TECHNOLOGY**

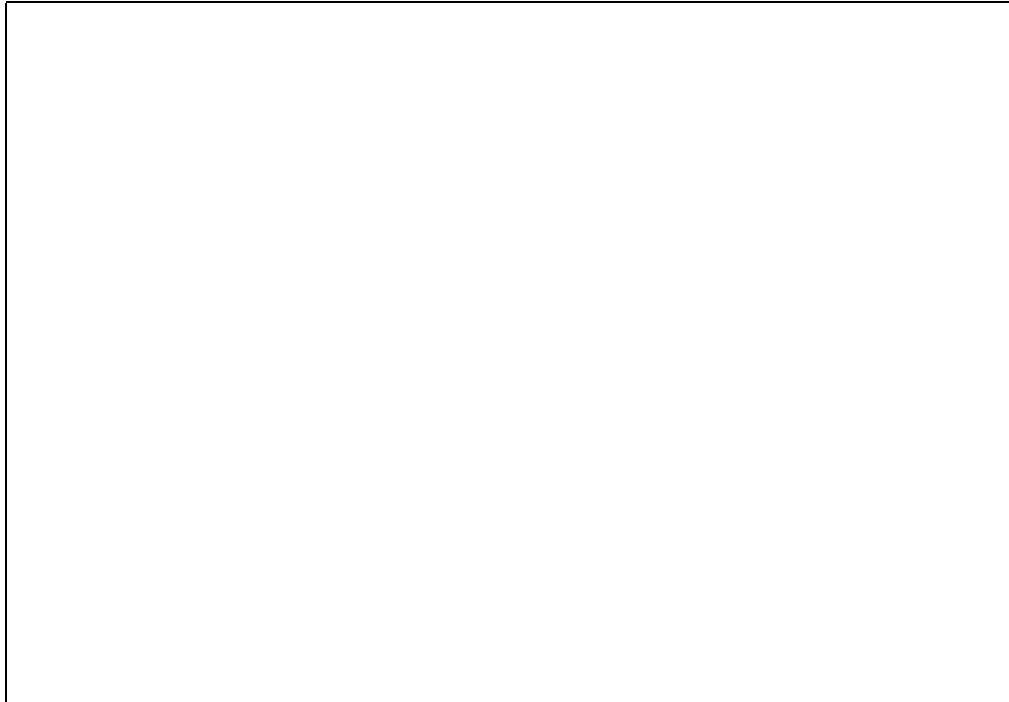
**TIME: 1 hr 30 min**

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

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

**Answer ALL the questions.**

- 1 (a) The computers in your school Computer Lab form a **Local Area Network (LAN)**. In the box below draw a **labelled block diagram of a LAN** consisting of three computers, one file server and one printer.



6

- (b) The picture below shows part of the **Tree Organisation of the C: drive**.



- i) Complete the following sentence:  
The picture above is showing part of the screen of the **program** called the  
W \_\_\_\_\_ E \_\_\_\_\_.
- ii) Write down the name of the **opened folder**. \_\_\_\_\_

2

1

iii) Write down the names of **any two files** that are found in the **open folder**.

2

iv) Look carefully at the picture on the previous page and write down the **path** from the (C:) icon to the 'Literature' folder. *The first part has been done for you.*

C : \

2

(c) A picture of the **Recycle Bin** is shown on the right. How do you know whether the Recycle Bin **has any files** or is **empty**.




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2

Marilyn is using the **Word Processing program** for her Geography homework.

She wants to insert a **Table** to store information on the four Scandinavian countries shown below.

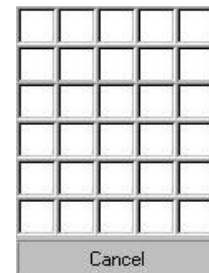
Country	Capital city	Population (million)
Sweden	Stockholm	9
Norway	Oslo	4.5
Denmark	Copenhagen	5
Finland	Helsinki	5

(a) i) In the box on the right, draw the button from the ones shown below, that she must click to **create a table**.



1

ii) After clicking the button, the picture shown on the right appeared below the tables button. Shade the **cells required** to create the Table on countries shown above.



1

iii) How many **rows** and **columns** does the countries table have?

Rows:  Columns:

2

(b) i) Which **other computer program** could she have used to store the information on the countries in **table form**?

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1

ii) Why do you think she has decided to use the Table feature of the **Word Processing program** and not the **computer program** of question b (i)?

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- (c) i) After printing the table Marilyn noticed that it was **printed without borders**. Explain what borders are.

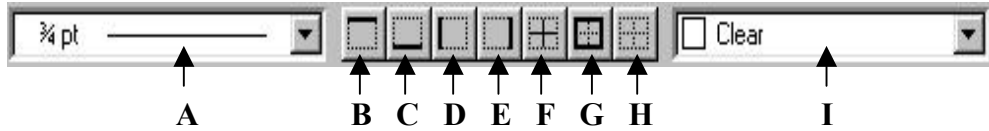
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2

- ii) The picture below shows the **Borders toolbar**.



Write down the letters of the TWO buttons that she must click to **quickly draw all the borders**.

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2

- iii) Before clicking the two buttons, what **must she do to the table**?

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- iv) What is **part A** of the Borders toolbar used for?

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- v) What is **part I** of the Borders toolbar used for?

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3

David is in the computer lab preparing a project on the 'Knights of Malta' using the **Word Processing program**.

- (a) (i) He was instructed by his teacher to insert a **Header and Footer**. Read the passage below and fill in the blanks using the following words.  
**bottom automatically view top date page numbers**

Headers and Footers are inserted \_\_\_\_\_ on every page of the document. To insert a Header and Footer one must click the \_\_\_\_\_ menu. Besides typing your name, you can also insert the \_\_\_\_\_ and the \_\_\_\_\_. The Header appears at the \_\_\_\_\_ of the page while the Footer is seen at the \_\_\_\_\_.

- ii) Tick (✓) the correct statement:

- This examination paper has both Headers and Footers.
- This examination paper has no Headers and Footers.
- This examination paper has only Footers.


6

1

iii) Tick (✓) the statement that best describes the button shown on the right. The button is found in the Header and Footer toolbar.



- It is used to switch between the Header and the Footer.
- It is used to close the Header and Footer toolbar.
- It is used to insert a rectangle in the Footer.


1

(b) After **Spell Checking** the text, David was told to use the **Find and Replace** feature. The teacher noticed that he typed the word '**nights**' instead of '**knights**' in the entire document.

i) Explain why the **Spell Checker did not find this mistake**.

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2

ii) Part of the **Find and Replace** dialogue window is shown below.



1. Write down the words '**knights**' and '**nights**' in their appropriate text boxes in the window above.

2. In the box on the right, write down the name of the button that he must click **to change one word at a time**.

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2

1

(c) David wants to **insert pictures** of grandmasters into his project. What **input device** must he use to quickly copy the pictures into the computer? \_\_\_\_\_

1

(d) David **moved the cursor** to the beginning of a sentence as shown below.

..... the grandmaster died. | The new grandmaster was .....

i) What will happen to the sentence if the **Page Break** command is selected?

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2

ii) From the following list of menus, write down the **name of the menu** where the **Page Break** command is found.

<b>File</b>	<b>Edit</b>	<b>View</b>	<b>Insert</b>	<b>Format</b>	

1


(e) In his project David has also used **Bulleted Lists**. Write down **one page number** from this examination paper where you can **find a bulleted list**.

Page No: \_\_\_\_\_

1

4

Rebecca is using the **Spreadsheet program** to work out the **Annual Sales** for her father’s Ice Cream factory. The table below shows the sales of Ice Cream for four quarters of a certain year (1 quarter is a period of 3 months).

	A	B	C	D	E
1		<b>My Favourite Ice Cream Store</b>			
2		<b>Annual Sales</b>			
3					
4			<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>
5	<b>Chocolate</b>	Lm 15,000.00	Lm 18,000.00	Lm 20,000.00	Lm 19,000.00
6	<b>Peach</b>	Lm 8,000.00	Lm 10,000.00	Lm 15,000.00	Lm 12,000.00
7	<b>Butter Pecan</b>	Lm 5,000.00	Lm 6,000.00	Lm 6,000.00	Lm 5,000.00
8	<b>Vanilla</b>	Lm 2,000.00	Lm 4,000.00	Lm 6,000.00	Lm 5,500.00
9	<b>Cherry</b>	Lm 10,000.00	Lm 10,000.00	Lm 12,000.00	Lm 11,500.00
10	<b>Strawberry</b>	Lm 3,500.00	Lm 3,600.00	Lm 4,000.00	Lm 3,200.00
11					
12	<b>Total Sales</b>	Lm 43,500.00	Lm 51,600.00	Lm 63,000.00	Lm 56,200.00
13	<b>Least Sales Amount</b>	Lm 2,000.00	Lm 3,600.00	Lm 4,000.00	Lm 3,200.00
14	<b>Highest Sales Amount</b>	Lm 15,000.00	Lm 18,000.00	Lm 20,000.00	Lm 19,000.00
15	<b>Average Sales Amount</b>	Lm 7,250.00	Lm 8,600.00	Lm 10,500.00	Lm 9,366.67
16					

(a) Using your knowledge of spreadsheets, **write the formulas** which were used by Rebecca to obtain the following results:

i) The **Total Sales** for 1<sup>st</sup> quarter in cell B12:

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1

ii) The **Lowest Sales Amount** in cell E13:

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2

iii) The **Highest Sales Amount** in cell C14:

--

2

iv) The **Average Sales** in cell D15:

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2

v) The **Total Annual Sales**:

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2

(b) The values shown in the spreadsheet are in Maltese currency and are formatted to \_\_\_\_\_ **decimal place/s**.

1

(c) Rebecca **sorted** the data in Rows 5 to 10 in **Ascending order**. In the spaces on the right, write down how the data in cells A5 to A10 would appear.

<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	

3

(d) She wants to **insert a column** between columns **A** and **B**. In which column must she **place the cursor** to insert the new column? Column \_\_\_\_\_

1

(e) i) Look at the spreadsheet picture on the previous page. What type of **paper Orientation** should she select for printing her spreadsheet? \_\_\_\_\_

1

ii) What do you think might happen if she decides to **print the spreadsheet using the other paper Orientation**?

\_\_\_\_\_

\_\_\_\_\_

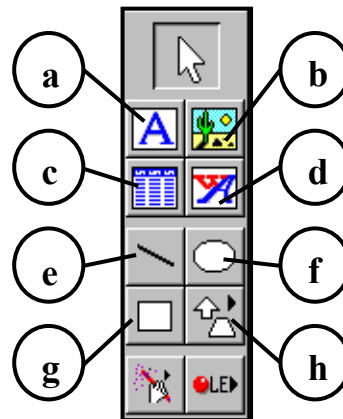
2

iii) Which button from a toolbar must she click to have a final **look at the spreadsheet before actually printing it**? \_\_\_\_\_

1

5 Charles is using the **Desktop Publishing (DTP)** program to prepare a Poster for the school concert.

(a) The diagram on the right shows some important **tool buttons** that are available in the DTP program.



Choose any **FOUR** buttons and for each chosen button write a **short sentence to describe what it is used for**.  
*One has been done for you.*

Button letter	Short Description
i) e	<i>This button is used to draw a straight line using the mouse.</i>
ii)	
iii)	
iv)	
v)	

2

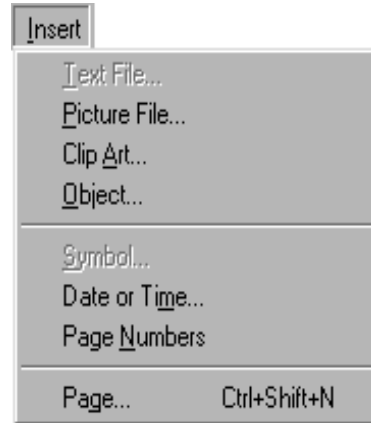
2

2

2

(b) Charles wants to **insert a picture** and **some text** in the Poster.

The picture on the right shows the **commands in the Insert menu** of the DTP.



i) Which command must he select for **inserting a picture** that he has previously created in the **Paint program**.

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ii) When he came **to insert some text** he had previously prepared in the **Word Processing program**, he found that the **Text File** command is **disabled**.

- What will happen if Charles **clicks the Text File** command?

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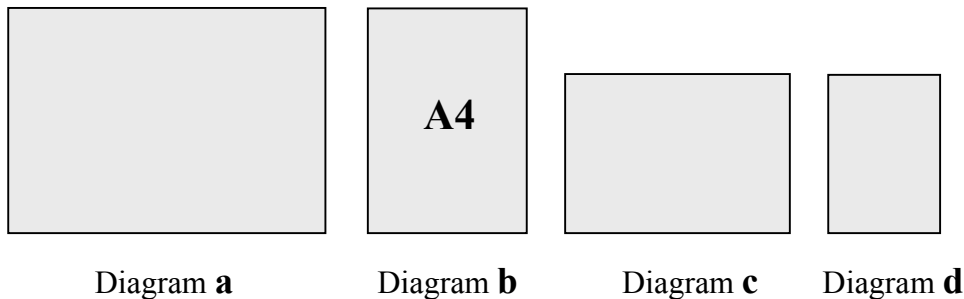
- Write down the **reason** why the **Text File** command is **disabled**.

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(c) Charles had many options for printing the poster. The diagrams below, **drawn to scale**, represent **different Paper Sizes** and **different Page Orientations**.



Complete the table below using the following words. Each word may be used **more than once**. *An example has been provided.*

**A4                  Landscape                  A5                  A3                  Portrait**

<i>Diagram</i>	<i>Paper Size</i>	<i>Page Orientation</i>
<b>a</b>		
<b>b</b>	<b>A4</b>	
<b>c</b>		
<b>d</b>		

1

1

2

2

1

2

2

- 6 (a) Anne opened the **Presentation program** (PowerPoint) and then **imported the clipart** picture shown on the right.



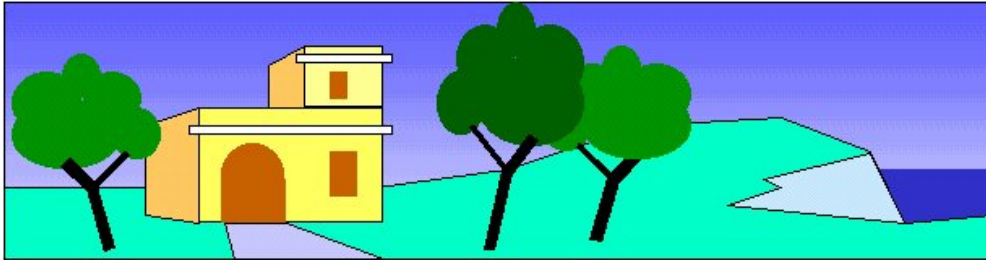
She then **transformed** the picture. Write down two ways in which the **picture may be transformed**.

*Number 1 has been provided as an example.*

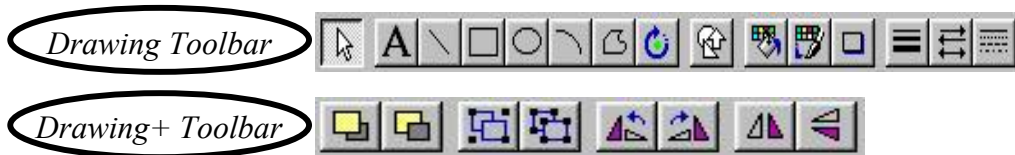
1. <i>Re-size the picture</i>	
2.	3.

2

- (b) On another occasion Anne drew the following picture using the **Presentation program**.



To draw the picture she used tools from the **Drawing Toolbar** and the **Drawing+ Toolbar** shown below.



- i) **Draw the button** from the Drawing Toolbar she used to draw:

- One window of the house.
- The ground and cliff.
- The leaf part of the tree.


1  
1  
1

- ii) Draw the two buttons she used to draw the **arched door** of the house.

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2

- (c) Look again at the picture and toolbars above. She drew one small tree **from a number of drawing elements** and made two other copies of the tree.

- i) What is the name of the button from the Drawing+ Toolbar she used to turn **all the elements into a single object**?

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2

- ii) Write down the name of the button from the Drawing+ Toolbar she used to make **a copy of the tree leaning the other way**.

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2

- iii) What is the name of the button from the Drawing+ Toolbar she used so that the **tallest tree is overlapping over the one next to it**?

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2



