

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2002

Educational Assessment Unit – Education Division

FORM 4

INFORMATION TECHNOLOGY

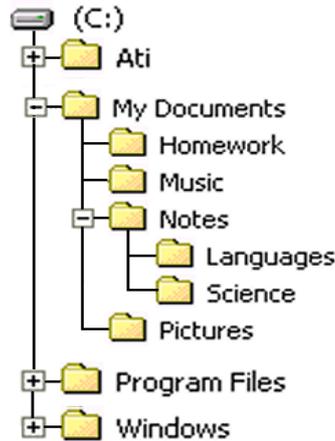
TIME: 1 hr 30 min

Name: _____

Class: _____

Answer ALL the questions.

1 (a) John opened the **Windows Explorer** program on his computer. Part of the screen is shown below. John wants to organise his files better and he is going to carry out the four tasks described below.



- **Move** the folder **Homework** into the folder **Ati**. 1
- **Move** the folder **Music** onto the **root folder** of the Hard Disk (C:). 1
- **Create two folders**, named **English** and **Maltese**, within the **Languages** folder. 2
- **Rename** the folder **Pictures** to **Images**. 1

i) In the space below, **redraw the diagram** to show the appearance of the screen after the four tasks are carried out by John.
The Hard Disk icon has already been drawn for you.



ii) What is the **arrangement of folders** in Windows Explorer called? _____ 1

iii) What does the sign  in front of a folder mean?

_____ 1

- (b) Apart from using the computer during the IT lesson, describe **two situations at school** where you have used the computer. *In your answer explain the reason for using the computer and whether the computer was helpful in your particular situation.*

Situation 1:

2

Situation 2:

2

2

Bernice is using the Spreadsheet shown below to **calculate the pay for grape pickers**. The rate of pay for all pickers is Lm2 per hour.

	A	B	C
1	Pay for Grape Pickers		
2	Hourly Rate:		
3	Pickers	Hours Worked	Wage
4	T. Borg	50	
5	A. Cassar	75	
6	B. Scerri	45	
7	A. Anastasi	34	
8		Total:	
9		Average:	

- (a) i) Shade one cell on the spreadsheet containing a **label**. 1
- ii) Write down the **reference** for one cell containing a **value**. _____ 1
- iii) In cells C4 to C7 write down the **formulas** to **calculate the wage** of each picker. 1
- iv) Write a **formula** in cell C8 to calculate the **Total wages** to be paid out. 1
- v) Write a **formula** in cell C9 to calculate the **Average wage**. 1
- vi) In cell B2 write the **Hourly rate** formatted to **two decimal places**. 1

- (b) In the spaces on the right, write down in the correct order the **names of the pickers** if the spreadsheet is **sorted**.

1. _____

2. _____

3. _____

4. _____

2

3

Patrick is using the **spreadsheet program** and the **database program** to do some tasks.

(a) In the spaces provided write down the program that he must use for each of the following tasks. *Two tasks have already been done for you.*

Keeping information on actors. _____ 1

Keeping points for the football league. _____ 1

Preparing a bill. Spreadsheet program

Storing data on countries. Database program

Keeping a list of library books. _____ 1

Keeping the results of an examination. _____ 1

(b) i) Give one reason why the **bill was prepared using the spreadsheet program** and not the database program.

_____ 2

ii) Name an advantage of using a **database program to keep data on the countries** and not the spreadsheet program.

_____ 2

(c) Part of Patrick's **database Table on countries** is shown below:

Country	Capital city	Currency	Population (millions)	Government
Italy	Rome	Euro	45	Republic
England	London	Pound	55	Monarchy
Malta	Valletta	Lira	0.3	Republic
Portugal	Lisbon	Euro	10	Republic
Spain	Madrid	Euro	40	Monarchy
Switzerland	Bern	Franc	7	Republic

i) Give a definition for a **Record**.

_____ 2

ii) From the countries database table above:

- Write down **one complete record** in the box below.

_____ 1

- Give one example of a **Field Name**. _____ 1

▪ How **many fields** are there in the given database table on page 3? _____ 1

▪ The data in the Capital city is called **Text** data type. What are the **data types** in Currency and Population called? 2

Currency: Population:

(d) From time to time Patrick has to **Update the database**. Write down the three updating operations.

1 _____ 1

2 _____ 1

3 _____ 1

4 Sylvia is using the **database** program to keep **information on video cassettes** that she rents. Part of the database Table is shown below.

Video number	Title	Category	Year of release	Duration (minutes)
551	Raiders of the Lost Ark	Adventure	1981	112
135	Harry Potter	Adventure	2001	82
254	Jurassic Park	Adventure	1992	112
70	Ocean's Eleven	Comedy	1965	98
233	Dante's Peak	Thriller	1994	120
788	Last of the Dogman	Western	1994	95

(a) She set one of the fields as the **Keyfield**. Complete the sentences below using some of the following words:

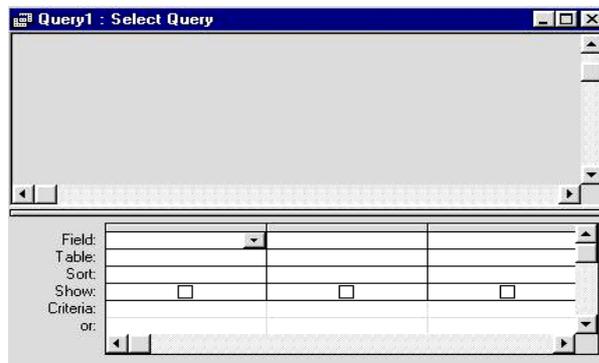
Year of release identify unique Video number duplicate

i) The data in the Keyfield must be _____ . 1

ii) The Keyfield is used to _____ a record. 1

iii) She has set the _____ field as the Keyfield. 1

(b) Sylvia has also created three **Queries** on the database Table. The Window to create a Query is shown on the right.



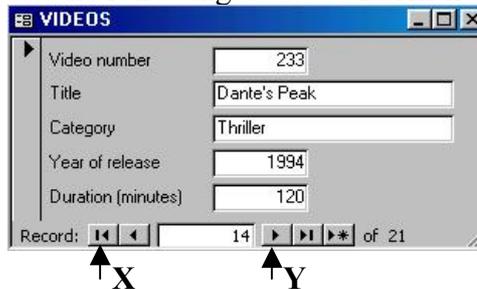
i) Complete the following sentence:
A **Query** is used to _____

3

ii) For the following Queries write down **the condition that she has typed in the Criteria row** to:

- Fetch all the records of **Adventure** videos. _____ 1
- Fetch all the records with **Year of Release** before 1990. _____ 2
- Fetch the records of videos with a **Duration** above 100 minutes. _____ 2

(c) Sylvia has also created the following database **Form** from the table.



With reference to the above Form:

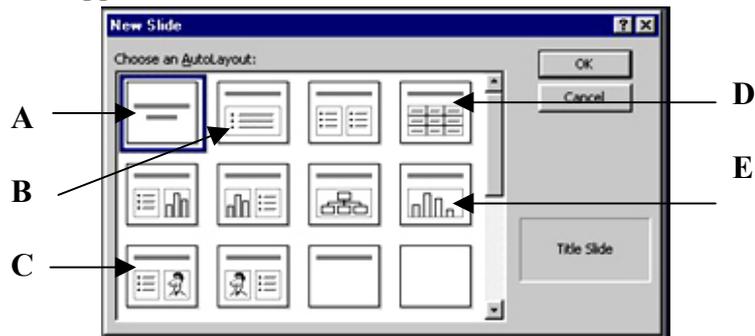
- i) How many **records has she entered** in the database?

 1
- ii) Which **record number is currently shown** in the Form above?

 1
- iii) Complete the following sentences:
 - Clicking button **X** will display the _____ record. 1
 - Clicking button **Y** will display the _____ record. 1

5 Joseph is using the **Presentation program** (PowerPoint) to prepare a **slide show**.

(a) i) After he clicked the New Slide button the following dialogue box of **Autolayouts** appeared on the screen.



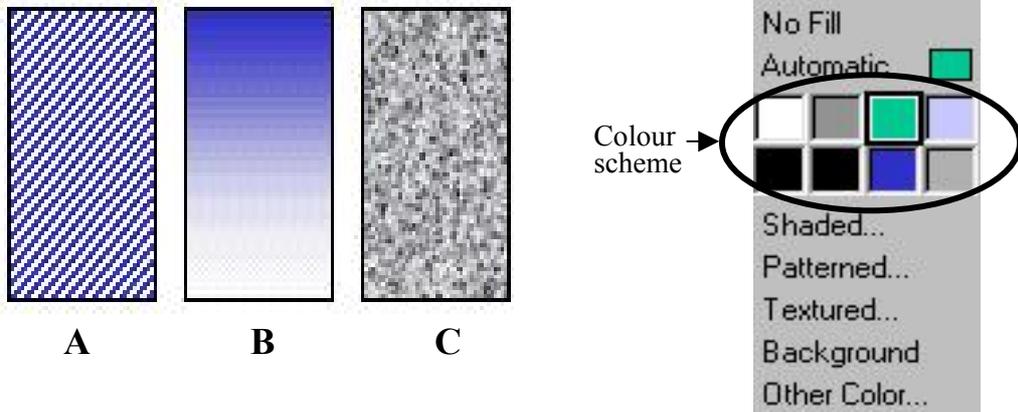
Write down the **type of Autolayout** for the five labelled sketches. *One has been done for you.*

- A: _____ 1
- B: _____ 1
- C: _____ 1
- D: *Table* _____ 1
- E: _____ 1

ii) Why is the last Autolayout (at the bottom right-hand corner) left **blank**?

2

(b) Joseph drew the **three rectangles A, B and C** shown below, on one of the slides. He filled them with a **colour not shown in the colour scheme**.



Which command from the **Fill Colour palette** above did he choose to fill:

Rectangle A: _____

1

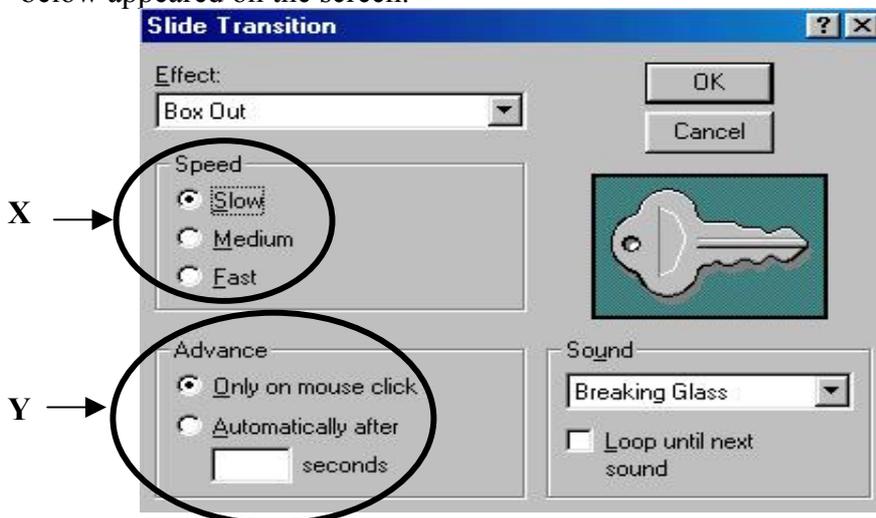
Rectangle B: _____

1

Rectangle C: _____

1

(c) Joseph clicked the **Slide Transition** button and the dialogue box shown below appeared on the screen.



i) Write down the **type of slide transition** that has been selected? _____

1

ii) Describe briefly each of the **labelled features** of the dialogue box.

Feature X: _____

3

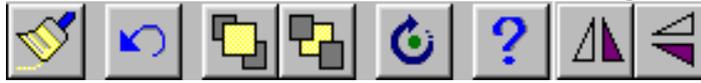
Feature Y: _____

3

6

Maria is using the **Desktop Publishing (DTP)** program to prepare a newsletter.

(a) Some buttons from the toolbars that she is using are reproduced below.



a b c d e f g h



i j k l m n o p

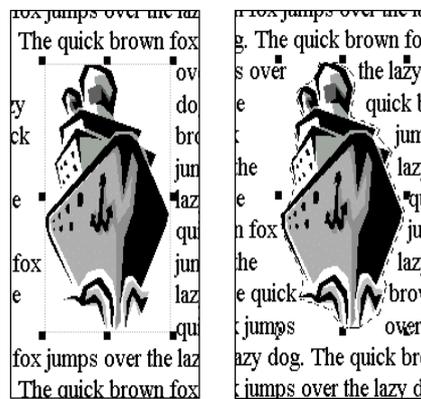
i) Explain the meaning of **Text Wrapping** around a picture.

2

ii) How is text wrapping **used differently** in Picture 1 and Picture 2 shown on the right?

Picture 1: _____

Picture 2: _____



Picture 1

Picture 2

2

2

iii) Which button has she clicked to achieve the **text wrapping in Picture 2**?

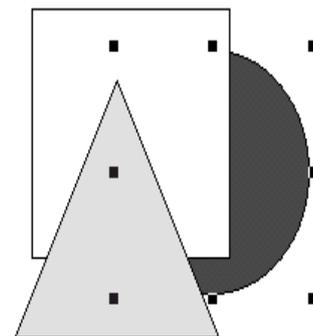


1

iv) In Picture 3, which **shape is selected**?

v) How many **layers** can you see?

vi) Which **two** buttons shown in the toolbars above are used to **control the layers**?



Picture 3

1

1

2

(b) Maria can print her newsletter either in **CMYK** or **Greyscale**. Briefly explain the difference between the two.

CMYK: _____

Greyscale: _____

2

2

- (c) Three words that she has printed are shown below.

Elephant Envelope *Electric*

Use the words **Sans-serif**, **Serif** and **Script** to complete the following sentence.

The word 'Elephant' is printed in a _____ font, the

word 'Electric' is printed using a _____ font, while

the word 'Envelope' uses a _____ font.

1
1
1

7

This question is on the Internet.

- (a) Underline the **best answer** for each of the following:

- i) You are involved in a geography project at school and need to find some information about Mount Everest using the Internet. Which of the following would you use?

Bookmarks Hard disk Search engine Favourites

1

- ii) In which folder would you normally find new e-mail messages?

Sent items Outbox Inbox Drafts

1

- iii) Addresses of web sites can be stored in your computer for easy access through your Internet browser. These are stored in:

Favourites My documents Pop-ups Shortcuts

1

- iv) You need a hardcopy of an e-mail message that you have received. You should:

Forward it Save it on disk Write it down Print it

1

- v) Which of the following is a typical example of an address of an Internet site?

walter@yahoo.com www.seachmalta.com 55/main.street/luqa

1

- (b) **Complete** the following sentences:

- i) An I _____ S _____ P _____

is a company that gives you an Internet connection.

3

- ii) To use the Internet, you connect your computer to the telephone line by

using a _____.

1

- iii) A _____ is a program to view Web sites on your computer.

1

- (c) Bernard **prefers to send messages by e-mail** rather than by post. He says that it has many advantages. Briefly describe two of these advantages.

1. _____

2

2. _____

2

