

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2003

Educational Assessment Unit – Education Division

FORM 3

**INFORMATION AND COMMUNICATION
TECHNOLOGY**

TIME: 1 hr 30 min

Name: _____

Class: _____

Answer ALL questions.

1 This question is on **Computer Systems**.

(a) i) What does the term **LAN** stand for?

1

ii) Draw a **labelled block diagram** of a LAN.

4

iii) Name 2 **advantages** of having your computer connected over a LAN.

1. _____

1

2. _____

1

iv) When **logging on** to the LAN you have to type a password and another word.

- What is this word called?

1

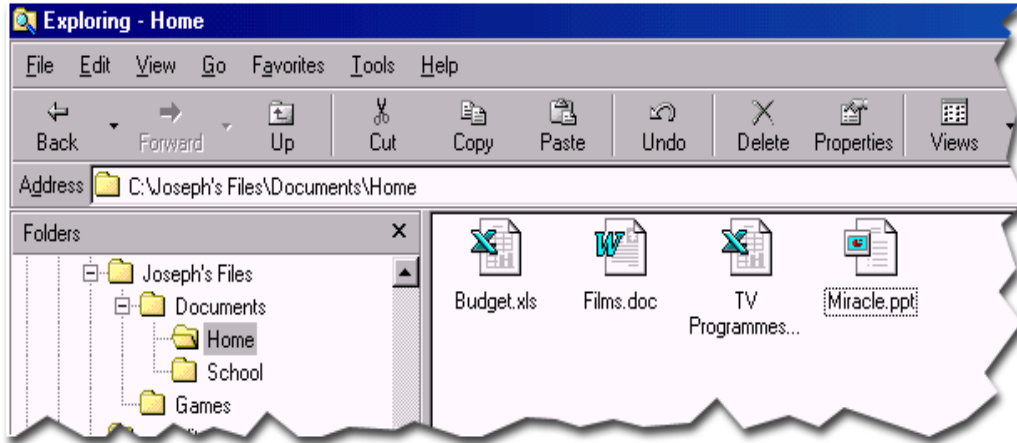
- What happens if you type the password incorrectly?

1

v) Give one reason why the **Internet** is not a LAN.

1

- (b) The following picture shows part of the **interface** of a certain program. Refer to the picture to complete the paragraph below.



- i) The picture above shows part of the _____
 _____ program. The folder *Joseph's Files*
 contains two sub-folders, one is *Documents* while the other is called
 _____. The folder named *School* is a
 _____ of the _____ folder.
 The active folder *Home* contains four _____,
 which are two _____, one
 _____ and a *PowerPoint* presentation.
- ii) Look carefully at the picture and write down the **path** (address) from
Joseph's Files to *Films.doc*.
- iii) You have to **delete** the item named *Miracle.ppt*. This may be done in
 3 steps. Write them down in the spaces below.
1. _____
2. _____
3. _____
- iv) After deleting *Miracle.ppt* you realise that you have made a **mistake**
 and need to **bring it back**. Which button from the picture above,
 should you click?
- v) Explain how you would **permanently delete** a file.

1
1
1
2
1
1
1
2
1
1
1
1
1

2 This question is on the **Word Processing** program.

(a) Write down whether the following statements are **true** or **false**:

- i) I can add new words to the spell checker's dictionary.

| |
|--|
| |
|--|

 1
- ii) There are only 2 margins on a page.

| |
|--|
| |
|--|

 1
- iii) It is difficult to edit text on the word processing program.

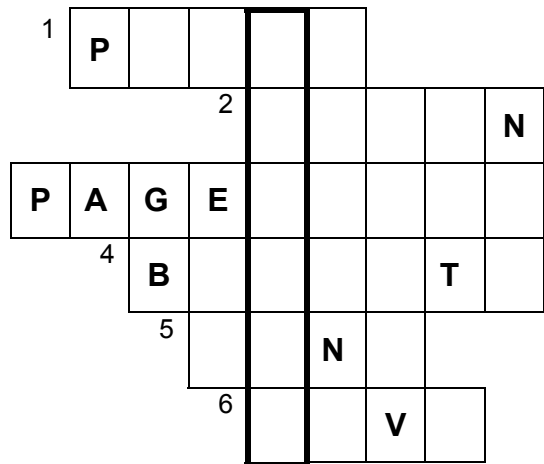
| |
|--|
| |
|--|

 1

(b) i) In the spaces provided in the crossword below, write down the **name** given to each of the following **features**.

Some letters from each feature have been provided.

1. Inserts text in a new position after it has been cut.
2. Places text to the left or right margin.
3. Inserts a new page.
4. Dots in front of a list of statements.
5. The name of the bar having the words File, Edit, View, ...
6. Store a copy of a document onto a disk.



ii) Write down the **word** that you have formed in the bold frame of the crossword above. (Useful to organise text in rows and columns.)

(c) I want to keep some information on my friends in a **table**. I have 15 friends and want to store their name, address and hobby.

i) Write down one **advantage** of putting the information in a table rather than in paragraph/s form.

ii) How many **rows** and **columns** should the table consist of?

Rows: _____ Columns: _____

iii) I want to **shade** some of the rows. What do you understand by shading?

iv) After printing the table I found that the **lines** separating the rows and columns were **not printed out**.

- What are the **lines** separating the rows and columns called?

- Which **button/command** should I have selected before printing, to see how my table will look when printed out?

- What should I **do to the table** before I select the command to draw the lines?

1

- v) Give one reason to show why there is no need for storing my friends' information in a **spreadsheet** program.

2

- (d) I am doing a **geography project** on the Maltese islands using a word processing program.
Use the following words to fill in the blanks in the passage below:
error text wordart repeated clipart scanned ignore
date find quick replace numbers correct

The project consists of _____ and pictures. Some

1

pictures were inserted from the _____ gallery while

1

others were _____ from photographs. I used

1

_____ to produce fancy titles for the project.

1

My teacher noticed that I have made an _____ by

1

typing the word '*mountain*' instead of '*hill*' in all the document. He

instructed me to change them using the _____ and

1

_____ feature. This is a _____ method of

2

changing words.

I inserted a header and footer on every page. I only typed it once

and it was automatically _____ on all the pages. In the

1

header I typed my name, while in the footer I inserted the page

_____ and the _____.

2

Before printing the project I used the spell checker to

_____ any spelling mistakes. When the checker found

1

Maltese village names I had to click the _____ button.

1

- 3 This question is on the **Spreadsheet** program.

- (a) i) One important feature of an electronic spreadsheet is the **automatic updating of the results from formulas**. Explain what you understand by this feature.

2

- ii) The owner of a small shop finds the spreadsheet program **very useful**. One use is to analyse the sales for a particular week. List two other uses.

1. _____

2. _____

1

1

- (b) The picture below is an incomplete **bill** for items bought for your computer lab.

| | A | B | C | D | E |
|----|-----------------------------------|-----------------|------------------------|---------------|---|
| 1 | AD Computers Ltd | | | | |
| 2 | | | | | |
| 3 | Item Description | Quantity | Unit Price | Amount | |
| 4 | | | | | |
| 5 | Mouse | 5 | Lm 1.65 | Lm 8.25 | |
| 6 | Floppy disk | 80 | Lm 0.22 | | |
| 7 | Keyboard | 3 | Lm 5.60 | | |
| 8 | Scanner | 2 | Lm 34.99 | | |
| 9 | CD writer | 2 | Lm 42.50 | | |
| 10 | | | | | |
| 11 | | | Total: | | |
| 12 | | | | | |
| 13 | | | Discount: | Lm 10.00 | |
| 14 | | | | | |
| 15 | | | Amount payable: | | |
| 16 | | | | | |
| 17 | Most expensive item costs: | | =MAX(C5:C9) | | |
| 18 | | | | | |
| 19 | Cheapest item costs: | | | | |
| 20 | | | | | |

- i) The **title** of column A is not **fully visible**. Draw an **X** in the picture above to show from where the column may be widened.

1

- ii) Write down the **formula** that has been typed in cell D5 to find the cost of the 5 mice.

1

- iii) What should you do to **quickly** insert the formulas in cells D6 to D9, without having to type the formula in each cell?

1

- iv) Write down the **formula** that must be typed in each of the following cells.

- In cell D11 – to find the **total** for all the items.

1

- In cell D15 – to find the **amount payable** after subtracting the discount.

2

- In cell C19 – to find the **cost** of the cheapest item bought.

1

- v) How many **decimal places** has the currency (money) been formatted to?
- (c) You created a new spreadsheet consisting of the **names** of 20 students and their **mark** in one particular examination.
- i) You want to **sort** the spreadsheet by the student names.
- What will happen to the **student names** after they are **sorted**?
-
-
- Is the sort on the student names called a **textual** sort or a **numeric** sort?
-
- ii) Your teacher told you to sort again the students so that **high marks** are at the **top** while **lower marks** are at the **bottom**. Is this type of sort called **ascending** or **descending**?
-

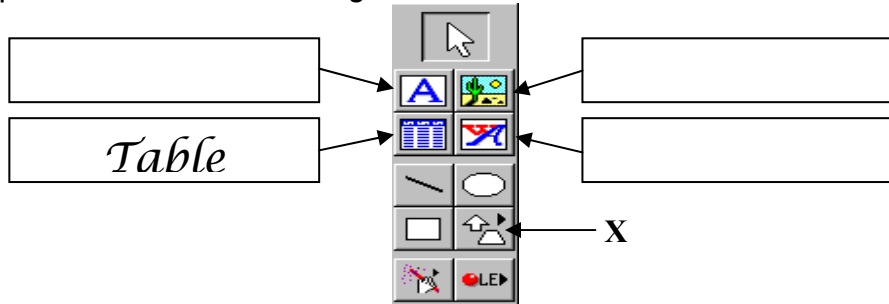
1
2
1
1

4 This question is on the **DTP** program.

- (a) What does the term **DTP** stand for?
-
- (b) Complete the following sentence:
The **word processing** program is used to prepare a **document** while the **DTP** program is used to prepare a _____.

1
1

- (c) The picture below shows one of the **toolbars** in the program.
- i) Write down the **names** of the four arrowed buttons in the boxes provided. *One has been given as an answer.*

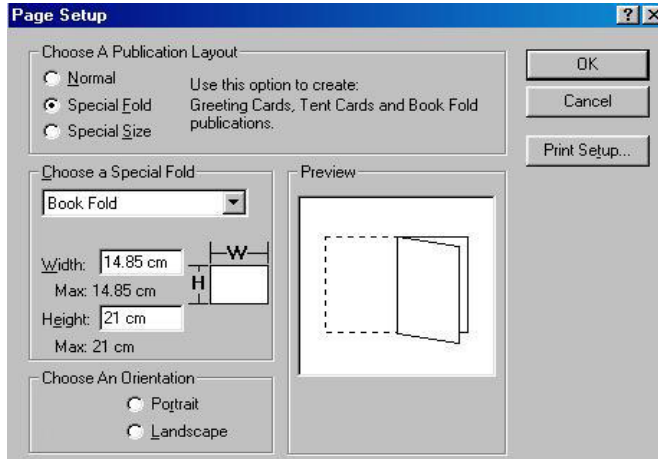


- ii) What is the **button** labelled **X** used for?
-
-

3
2

- (d) The picture on page 7 shows the **Page Setup** dialogue window in the DTP program.
- i) Which **menu** from the menu bar must you select to get to this dialogue box?
-

1



ii) Write down the **name** of the button from the picture above, that you must click to **change the printer** you are going to use.

1

iii) A **preview** of the chosen paper fold is also being shown in the picture above.

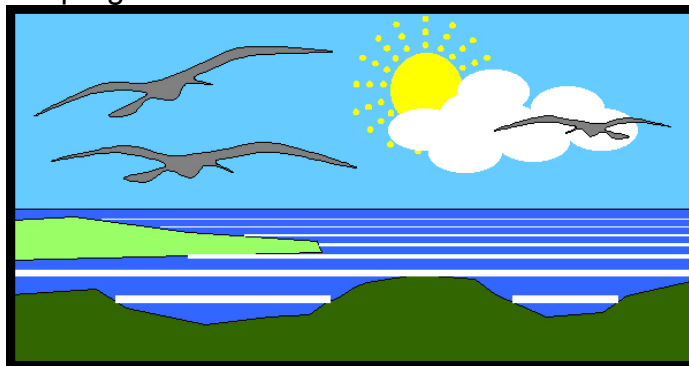
- Has the **paper orientation** been set to Portrait or Landscape?
- How many **folds** will the paper have?

1

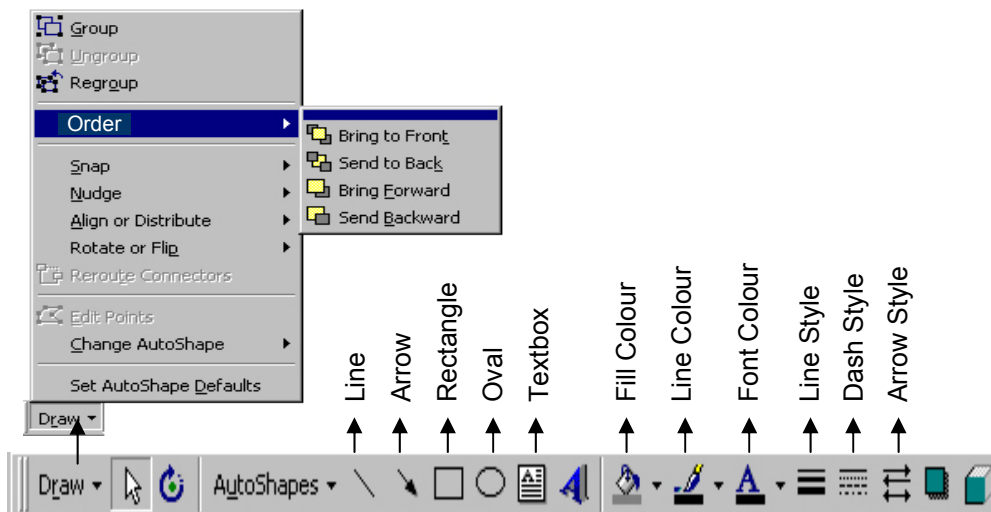
1

5 This question is on the **drawing (PowerPoint)** program.

The following is a picture that I have drawn using the Drawing toolbar of the program.



The labelled Drawing toolbar is given below. The diagram also shows the menus available after clicking the Draw button.



Study the picture and the diagram of the toolbar given on page 7 and then answer the questions below.

(a) What is the name of the tool that I have used to draw the **border** around the picture?

1

(b) Which tool did I use to give a **colour** to the sky?

1

(c) What is the name of the tool that I have used to draw the **shape of the sun**?

1

(d) Which key from the keyboard did I press to obtain a **perfect circle** for the sun?

1

(e) Write down the name of the tool that I had to use first to draw one of the **rays** of the sun.

1

(f) After drawing one ray I then had to select a tool to convert the ray into a **broken line**. Which tool did I select?

1

(g) What is the name of the tool that I have used to **colour** the horizontal lines (in the sea) white?

1

(h) Write down the name of the tool that I had to use to change the **thickness** of the horizontal lines.

1

(i) The cloud is made up of 6 circles. Which command did I use to **collect them into one object**?

2

(j) Write down the name of the command that I used to **move** the cloud **on top** of the sun.

2

(k) The **Rotate** or **Flip** command changes the direction of an object.

- Which of the two was used to **tilt** the bird through a small angle?

2

- Which tool helped me to **quickly** place the bird **facing the other way**?

2

