

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2003

Educational Assessment Unit – Education Division

FORM 4

INFORMATION AND COMMUNICATION
TECHNOLOGY

TIME: 1 hr 30 min

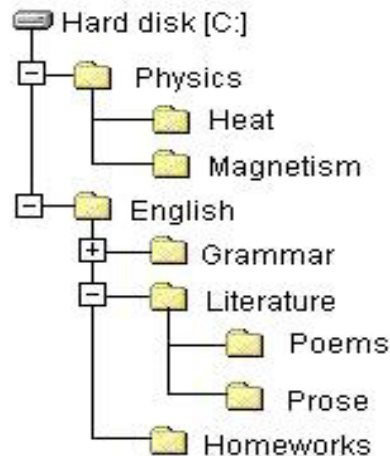
Name: _____

Class: _____

Answer ALL questions.

1 This question is on **file organisation** (Windows Explorer).

A number of folders were created on the hard disk [C:]. The picture below shows how the folders were organised.



(a) i) What name is given to such an **arrangement of folders** on the hard disk? _____

1

ii) Write down one **advantage** of organising your work in separate folders.

2

(b) Look carefully at the picture above and answer the following.

i) Write down the name of the **root folder**. _____

1

ii) Which folders are **found** in the *Literature* folder?

2

iii) While the *Grammar* folder has a + (plus sign) in front of it, the *Physics* folder has a - (minus sign) and the *Poems* folder has none. What does the **absence of a sign** mean?

2

(c) Write **True** or **False** for each of the following sentences.

i) A folder cannot be created on a floppy disk.

--

1

ii) The contents of a folder may be files.

--

1

iii) A folder can be deleted.

--

1

2 This question is on the **spreadsheet** program.

The spreadsheet program is being used to keep an account of the family income and expenses. The picture below shows the data initially typed for the month of May.

	A	B	C	D	E	F
1	Income for May			Expenses for May		
2						
3	Wage	Lm 450.00		Electricity	Lm 54.00	
4	Overtime	Lm 44.00		Water	Lm 21.00	
5	Bank interests	Lm 13.00		Telephone	Lm 30.00	
6	Savings from April	Lm 26.00		House rent	Lm 25.00	
7				Clothing	Lm 63.00	
8				Food	Lm 250.00	
9				Leisure	Lm 50.00	
10						
11	Total Income			Total Expenses		
12						
13		Balance				
14	Lowest Income			Highest Expense		
15						

(a) Write down the **formulas** that you must type to find:

- i) The total income for May in cell B11.
- ii) The total expenses for May in cell E11.
- iii) The balance (difference) between the Income and the Expenses in cell C13.
- iv) The lowest income for May in cell B14.
- v) The highest expense for May in cell E14.

1
1
2
2
2

(b) Which row must you select to **insert a new row** between rows 13 and 14?

Row:

1

(c) You want to **sort** the list of *Income for May* in alphabetical order.

- i) The list may be sorted in either **ascending** or **descending** order. In the spaces below, write down the list as it would appear in ascending order and in descending order.

Ascending order	Descending order

2
2

- ii) Before selecting the sort command (or sort button) you have to **highlight certain cells**. Shade the cells in the picture above to show which cells must be highlighted if the spreadsheet is to keep the correct information.

2

3 This question is on the **Database** program.

You want to **store the information** on your 20 most favourite actors on the computer system.

- (a) Your friend tells you to use the Spreadsheet program, however you have decided on using the **Database program**. Give one reason why your decision is right.

2

- (b) The **File Specifications** for the actors' database is shown in the incomplete table below.

- i) Complete the table for the File Specifications.

Field name	Data type	Field size/length
Actor No		2
Name	Text	20
Surname		25
Nationality		15
Date of birth		8

1

1

1

1

- ii) How many **fields** would the database file have?

1

- iii) How many **records** would the database file have?

1

- (c) You wanted to set one of the fields as the **Key Field**.

- i) Write down the **field name** that you should select for the key field.

1

- ii) What is **special about** the data of the selected key field?

2

- (d) Every now and then you may need to make changes to the records in the database.

- i) What is the **task of making changes** to a database called?

2

- ii) One of the three changes that may be made to the database is the **Editing** of records. Write down the names of the two other changes.

1. _____ 2. _____

2

- (e) After typing all the information in the file, your teacher told you to click the **button** shown on the right. What is this button used for?



1

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

The picture below shows a database table on the planets in our solar system.

Planets : Table				
	Name	Diameter (km)	Moons	Length of day (hours)
	Mercury	4500	0	1320
	Venus	12160	0	5760
	Earth	12680	1	24
	Mars	6720	2	25
	Jupiter	140800	12	10
	Saturn	120000	9	10
	Uranus	46400	5	11
	Neptune	43200	2	15
	Pluto	6400	0	144
*				

(a) What **filename** has been given to the database table shown above, when it was saved?

1

(b) **Queries** have also been created on the database table.

i) One Query was to find the records of the planets whose *Length of day (hours)* are **greater than that of Earth**. Tick (✓) the correct condition that was typed.

>Earth	<input type="checkbox"/>
<24	<input type="checkbox"/>
>24	<input type="checkbox"/>

2

ii) Write down the condition that must be used to find the records of planets that have **no moons**.

3

(c) From the database table one may also create another two objects – **Forms** and **Reports**. These objects are shown in the pictures labelled A and B below.

i) Write down which **object** of the database each picture is showing.

<i>Planets</i>			
<i>Name</i>	<i>Diameter (km)</i>	<i>Moons</i>	<i>Length of day (hours)</i>
Mercury	4500	0	1320
Venus	12160	0	5760
Earth	12680	1	24
Mars	6720	2	25
Jupiter	140800	12	10
Saturn	120000	9	10
Uranus	46400	5	11
Neptune	43200	2	15
Pluto	6400	0	144

A

The screenshot shows a window titled "Planets" with a form containing four input fields: "Name" (with "Mercury" entered), "Diameter (km)" (with "4500" entered), "Moons" (with "0" entered), and "Length of day (hours)" (with "1320" entered). At the bottom, there is a record navigation bar showing "Record: 1 of 9".

B

Picture **A**: _____

1

Picture **B**: _____

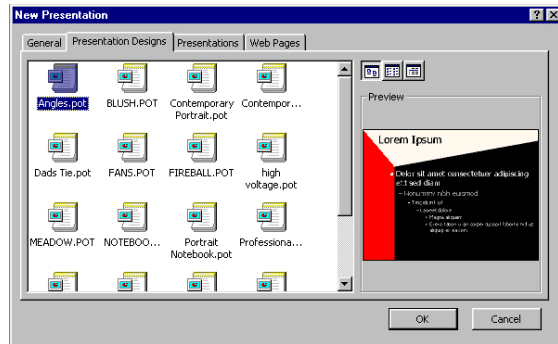
1

- ii) A simple and fast method of creating Forms and Reports is by using the **Wizard**. Explain briefly what a Wizard does.

2

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

- (a) The *New Presentation* window on the right shows a number of icons for **templates** and a **preview** of the selected icon.



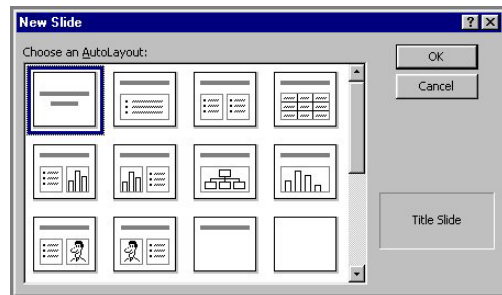
- i) Give a brief description of a **template**.

2

- ii) Why is a **preview** necessary?

2

- (b) The *New Slide* window is shown on the right. It displays a number of **AutoLayouts** to choose from.



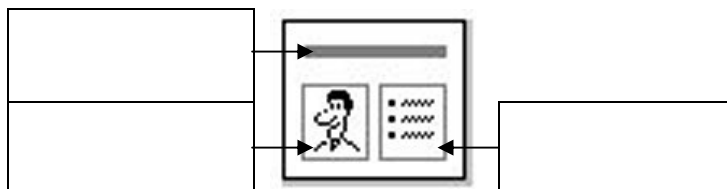
- i) Write a brief description to explain what an **Autolayout** is.

2

- ii) Is the selected Autolayout **applied** to all the slides together or to one slide at a time?

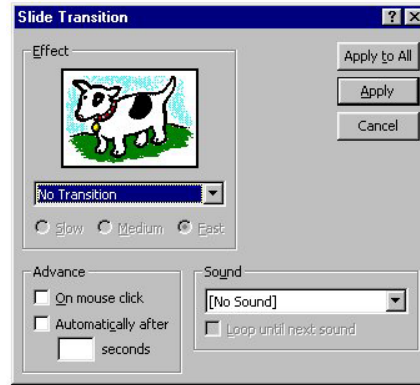
1

- iii) What do the 3 **symbols** in the autolayout on the right, represent?



3

- (c) The picture on the right is used for setting the **Slide Transition**.



- i) Write down in short what you understand by **slide transition**.

2

- ii) I want to make a **self-running presentation**.

- What do you understand by **self-running**?

1

- Look at the diagram above. Write down the **3 steps** (in the correct order) that I need to take so that each slide is displayed for 10 seconds.

1. _____

1

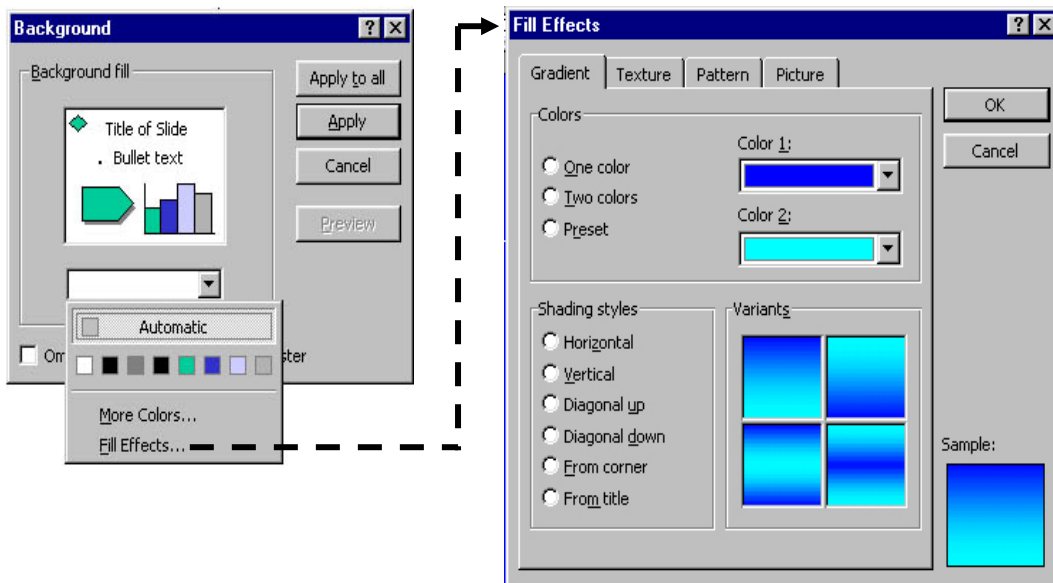
2. _____

1

3. _____

1

- (d) The pictures below show two windows that are used after selecting the *Background* command from the *Format* menu. The windows are used to change the **slide background** to a **2-colour gradient**.



Refer to the pictures at the bottom of the previous page.

- i) The following are numbered steps to obtain a **gradient** from one colour on top (eg. red) to another colour below (eg. yellow). However the steps are NOT in the correct order.
1. Click **Two colours**
 2. Click **Colour 1** – choose the colour
 3. Click **OK** button
 4. Click on **Fill Effects** option
 5. Click **Colour 2** – choose the colour
 6. From **Format** menu click the **Background** command
 7. Click **Horizontal**

Write down the **number** of each step so that they are in the correct order. *The first two steps have been provided for you.*

6	4					
---	---	--	--	--	--	--

5

- ii) Two buttons shown in the picture are *Apply to All* and *Apply*. Explain the **difference** between them.

2

6 This question is on the **Desktop Publishing (DTP)** program.

- (a) The teacher suggested in changing a grey filled rectangle to a **spot colour** (eg. red).
Write a short description to explain **spot colour**.

2

- (b) **Sans-serif**, **Script** and **Serif** fonts have been used in the sentences given below. Write the correct type of style for each sentence.

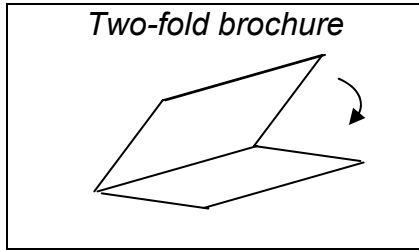
- i) The quick brown fox jumps over the lazy dog. _____ 1
- ii) The quick brown fox jumps over the lazy dog. _____ 1
- iii) The quick brown fox jumps over the lazy dog. _____ 1

- (c) Tick (✓) the correct size of paper that you would obtain if you were to cut an **A4 paper in half**.

A3: A5: A2:

1

- (d) i) How many panels, front and back, would you expect to find in a **three-fold brochure**? 1
- ii) The sketch below shows a two-fold brochure. Draw a **simple sketch** to show how you would fold a **three-fold brochure**.



Three-fold brochure

2

- 7 (a) When **Schoolnet Mail** is opened the toolbar shown below is displayed. Write the following words in the correct boxes. *One has been provided as an answer.*

log out, compose, mailboxes, auto-reply, settings



				<i>web site</i>	
--	--	--	--	-----------------	--

5

- (b) When sending e-mails you may use the **CC** function.

- i) What does the abbreviation **CC** stand for? 1
- ii) When is **CC** used?

2

- (c) Fill in the **blanks** in the passage below using the following words.

<i>messages</i>	<i>reliable</i>	<i>electronic</i>	<i>flexible</i>
<i>disk</i>	<i>users</i>	<i>keyboard</i>	<i>networks</i>

E-mail is short for _____ mail, the transmission of _____ over communication _____.

The messages may be notes entered from the _____ or electronic files stored on _____. Most e-mail systems enable _____ to send e-mails anywhere in the world. Companies that are fully computerised make extensive use of e-mail because it is fast, _____ and _____.

8

