JUNIOR LYCEUM ANNUAL EXAMINATIONS 2004
Educational Assessment Unit – Education Division

FORM 1	ICT	TIME: 1h 30min

Name: ……………………………………………..   **Class: ……...........**

Answer all questions

1. Underline only ONE correct answer.   Marks

   i)   Before storing any data on a **floppy disc** you should

              Make a backup copy
              Format the disk   1
              Delete unwanted files
              Write-protect the disk

   ii) The Head of School needs to **send a letter** to parents. To do this he would use

              A database
              A spreadsheet   1
              A word processor
              The WordArt program

   iii) If you bought an **encyclopaedia** to be used on a computer, it would probably be stored on

              A floppy disc
              A hard disk   1
              A CD-ROM
              Magnetic tape

   iv) The quickest way to reach a particular **Web Page** is

              By searching the web
              By typing in the full web page address   1
              By sending an email
              By clicking the home button

   v)   Windows is said to have a **GUI**. This stands for a

              Generic User Input
              General User Interface   1
              Generic User Identity
              Graphical User Interface

   vi) The school tuck-shop would like to keep a **record** of its **sales** on the computer. Which program would be most suitable?

              A word processor
              A spreadsheet   1
              A database
              A desk top publisher

2. (a)

Just take a look at these Specifications! 🖳

Intel Pentium III CPU

128 Mb RAM

✓ 40 Gb Hard drive

✓ 56X CD ROM Drive

✓ 19" Colour Monitor

✓ Speakers & Subwoofer

US Robotics 56K Modem

✓ USB Keyboard

✓ Optical Mouse

Mini Tower Chassis

✓ Windows XP

✓ Microsoft Office XP

Can you really afford to miss this opportunity?

A local computer shop has put up this advert. Read through the items and write the name of the items marked with a (✓) in their correct category below.

Input Devices:

i_____ 1

ii _____ 1

Output Devices:

iii. _____ 1

iv_____ 1

Permanent **Storage** Devices:

v._____ 1

vi _____ 1

Operating system software:

vii. _____ 1

Application software (programs):

viii. _____ 1

(b) Shown below are a number of **Windows icons**. Write the correct name besides each icon in the space provided below.

i) _____ 2

ii) _____ 2
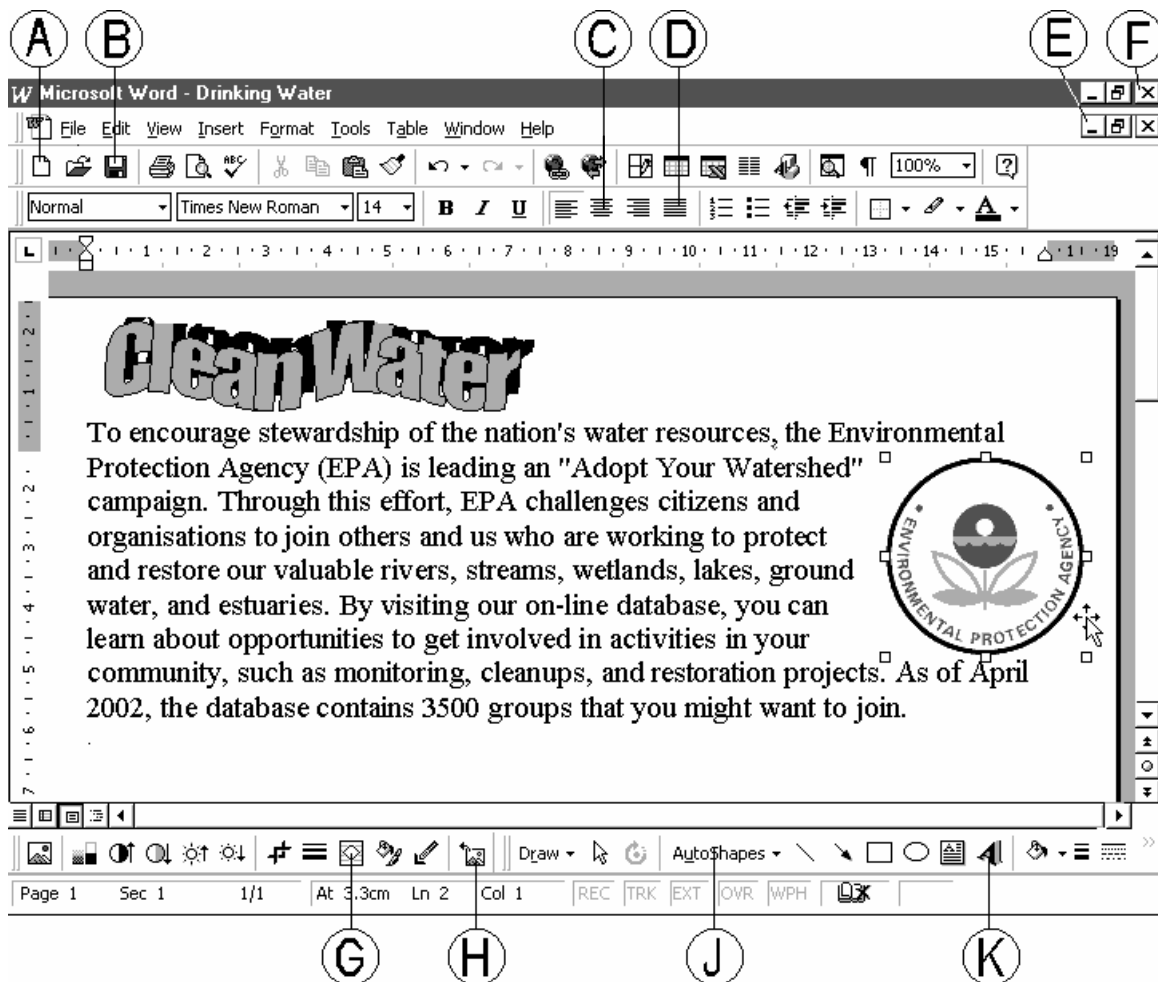
iii) _____ 2

iv) _____ 2

v) _____ 2

vi) _____ 2

3. Ms Marianne is putting the exam marks of her classes in the spreadsheet as shown below.

Answer the following questions.

i) In which **cell** should she put the formula for the total marks in English?

_____ 1

ii) What is the name of her **workbook**?

_____ 1

iii) How many **worksheets** does Ms Marianne have?

_____ 1

iv) Write the letter of the button that Ms Marianne used to put the title and the word Totals **across a number of cells**.

_____ 2

v) Ms Marianne has selected three rows and chose the **Fill Color** button. What will happen once she clicks on a colour e.g. light yellow?

_____ 2

vi) How did Ms Marianne **select** parts of rows 5, 7 and 9 together?

_____ 4

vii) Ms Marianne would like to find the **average mark** for her students. What is the formula that she should type for John Abela's average in cell G5?
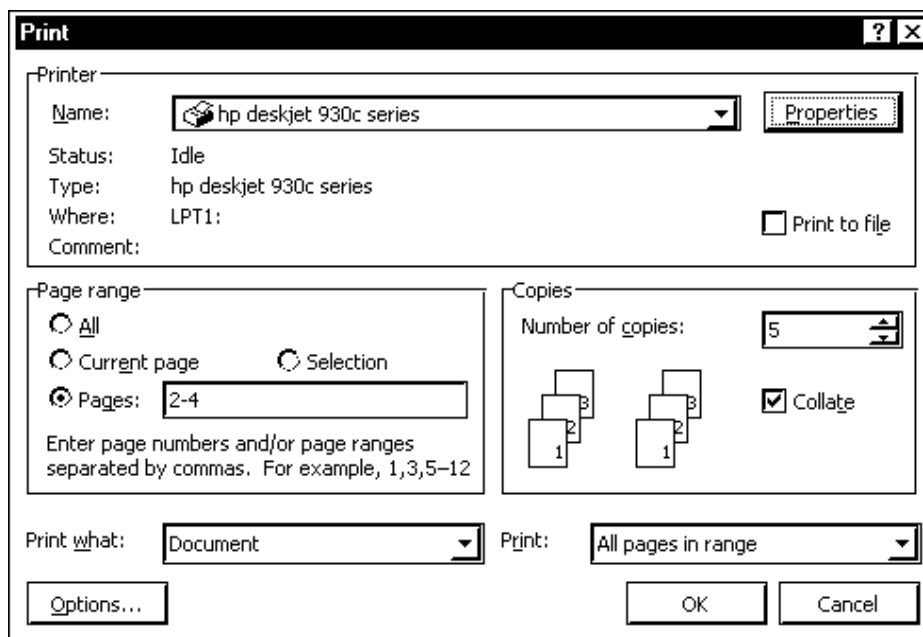
_____ 4

4. Thomas is working on an essay about Clean Water (a picture of his screen is shown below).

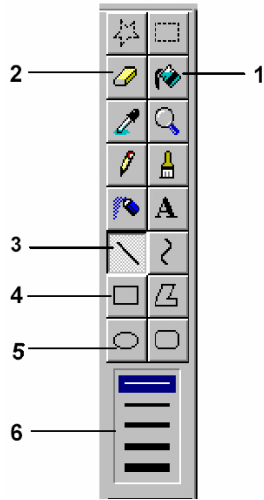(a) Put the correct letter in the circle after each question:

i) Which short cut button would he use to **save** the document?

1

ii) Which button would he click on if he wanted to **minimize** the document only?

1

iii) Which **icon** on the drawing toolbar did Thomas use to produce the title?

1

iv) Which button should he click on to **justify** the paragraph?

1

v) Thomas **wrapped** the text around the image of the flower. Which button did he choose?

3

(b)   With reference to the diagram on Page 4, fill in the blanks to complete the following statements:

i)   Thomas **aligned** the paragraph to the _____.

1

ii)   If he wanted to **insert a new paragraph** after *"…want to join."* (at the end of the paragraph), he would click the mouse at the end and hit _____ button on the keyboard.

1

iii)   The **word processing feature** that he used to produce the title Clean Water was _____.

1

iv)   Thomas has selected the image of the flower (8 small boxes around the picture). To **resize** the picture he _____ _____.

2

v)
The **mouse pointer** changes to ⬍ when going over the flower image. This means that Thomas can _____.

2

(c)   The Print dialogue box shown below is set up for printing a document. Study the diagram and answer the questions that follow.

i)   How **many times** will each page be printed? _____

1

ii)   What is the **name of the printer** that is in use? _____

2

iii)   Will **page 3** be printed? _____

2

5. (a) Martin designed the picture shown below using the Paint program. The toolbox he used is shown besides the picture.

In the space provided write down the number of the tool he used to do the following (the first has been done for you):

i) Draw the **side** of the roof

3

ii) Draw the **front** of the house   1

iii) Draw the **top part** of the trees   1

iv) **Fill** the house with colour   1

v) Change the **thickness** of a line   1

vi) **Erase** any mistakes   1

(b) Martin wishes to save the picture with the filename **House** on a floppy disk. The steps he must carry out (NOT in the correct order) are shown on the right.

Write the steps in the correct order below.

- Click the save button
- Click File on the menu bar
- Choose Save as
- Choose 3 ½ Floppy drive in dialogue box
- Enter the filename **House** in dialogue box

i) _____   1

ii) _____   1

iii) _____   1

iv) _____   1

v) _____   1

(c) Describe briefly why the following **paint tools** are used.

i) _____ 2

ii) _____ 2

iii) _____ 1

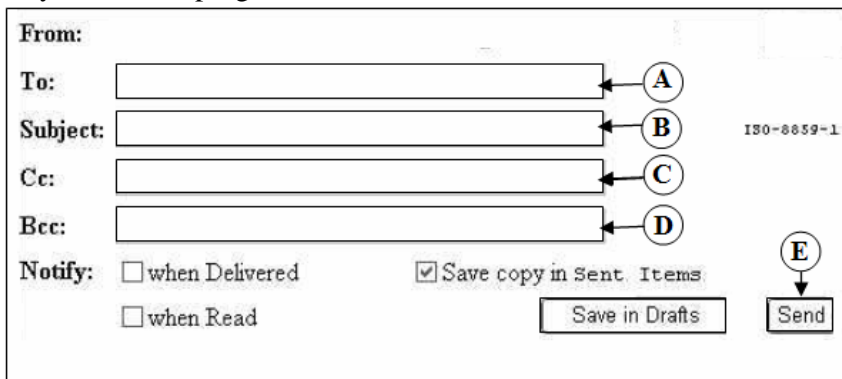
6. (a) Luke is using the browser shown below to surf the Internet. Complete the questions below.

i) The **Browser** shown is called _____ 2

ii) After visiting a web-page, Luke decided to **return** to the previous page that he visited. Which button does he use to do this? _____ 2

iii) Luke's sister, Rose, wants to go to the **homepage** set in their browser. Which button from the above diagram does she choose? _____ 2

iv) After opening the homepage, Rose wants to browse through the **Favourites** folder. Which button from the browser does she use? _____ 2

(b) Here is your E-Mail program.

Choose the correct letter after each phrase below:

i) Here is where I write the **subject** of the E-Mail I am writing. 〔 〕   1

ii) Here is where I click to **send** the E-Mail 〔 〕   1

iii) Here is where I write the E-Mail **address** 〔 〕   1

Complete the following sentences:

iv) When you get a **Paper-Clip** icon in your email it means that you have an _____.   1

v) Which **mailbox** do you open in your email account to check for new emails? _____.   1

vi) Before accessing your E-Mail account you have to **enter** your _____ name and _____.   1

vii) From the _____ section you can change your **Password**.   1

---

7. (a) Read the statements below and decide whether they are true or false by putting a (✓) in the appropriate box.

	True	False	
i) A **folder** can contain other folders			1
ii) A **file** can contain a folder			1
iii) The **hard disk** is usually called Drive C			1
iv) A **folder** can contain up to 4 files			1
v) Files and folders form a **directory tree**			1

(b) The following keys are found on a computer keyboard. Place the words below in the correct boxes to show which key is used for each task:

Backspace	*Shift*	*Delete*	*Enter*	*Spacebar*

i) Starts a **fresh** line 〔 〕   1

ii) **Erases** characters to the right of the cursor 〔 〕   1

iii) **Erases** characters to the left of the cursor 〔 〕   1

iv) Types a **blank space** 〔 〕   1

v) Used to type a **single** capital letter 〔 〕   1