JUNIOR LYCEUM ANNUAL EXAMINATIONS 2004
Educational Assessment Unit – Education Division

| **FORM 2**	**ICT**	**TIME: 1h 30min**

NAME: ………………………………………….. **CLASS:** …..……..

Answer all questions

1. (a) Underline only ONE correct answer.

   i) You can protect your computer from a **virus** by

   Carrying out regular defragmentation
   Saving all files to floppy disks
   Scanning files and updating anti-virus software
   Always using a password

   1

   ii) Which of these is an ADVANTAGE of **email**?

   Receiving junk mail
   Emails may carry a computer virus
   It is fast
   Receiving a huge quantity of mail

   1

   iii) Which **input device** is often used on a laptop computer?

   Trackball
   Light pen
   Touch screen
   Touch pad

   1

   iv) Why is it important to use a chair which is at the **correct height**?

   To make sure there is enough light
   To avoid backache and other problems
   To prevent the computer overheating
   To reduce the risk of accidents

   1

   v) **RSI** stands for

   Random Section Interface
   Report Serious Incidents
   Repetitive Strain Injury
   Rom Software Interface

   1

   vi) Which of the following is NOT related to **health** and **safety**?

   A trailing power cable
   A chair that cannot be adjusted
   A slow processor
   Poor lighting

   1

vii) Which of the following is a DISADVANTAGE of **e-mail**?

    It is quick

    Usually cheaper than using the telephone

    Computer viruses may be transmitted by e-mail

    You can send letters pictures and sound

1

viii) A **hyperlink** is

    A telephone connection

    A link to another web page

    Communications software

    A type of modem

1

ix) What is a **trackball**?

    A monitoring system

    A type of speaker

    An alternative to the mouse

    A storage device

1

x) What is an **attachment**?

    A peripheral device

    A file sent with an email message

    Part of a network software

    A password system

1

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2. (a) The diagram below shows some **icons** found on the Windows desktop. Put the corresponding letter in each of the sentences below.
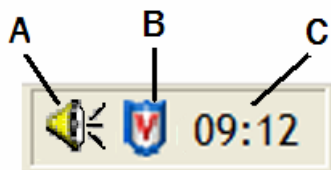

i) The icon marked with the letter _____ represents the **anti-virus** program.

ii) The icon marked with the letter _____ represents the **sound** control.

iii) The area marked with the letter _____ can be used to set the **date** and **time**.

3

(b) Why is a **screen saver** used?

_____

_____

2

(c) Name 3 ways how your computer can get a **virus.**

i) _____

ii) _____

iii) _____

3

3. (a) John has the **folder** (directory) structure shown below on his computer. Study the diagram and answer the questions that follow.
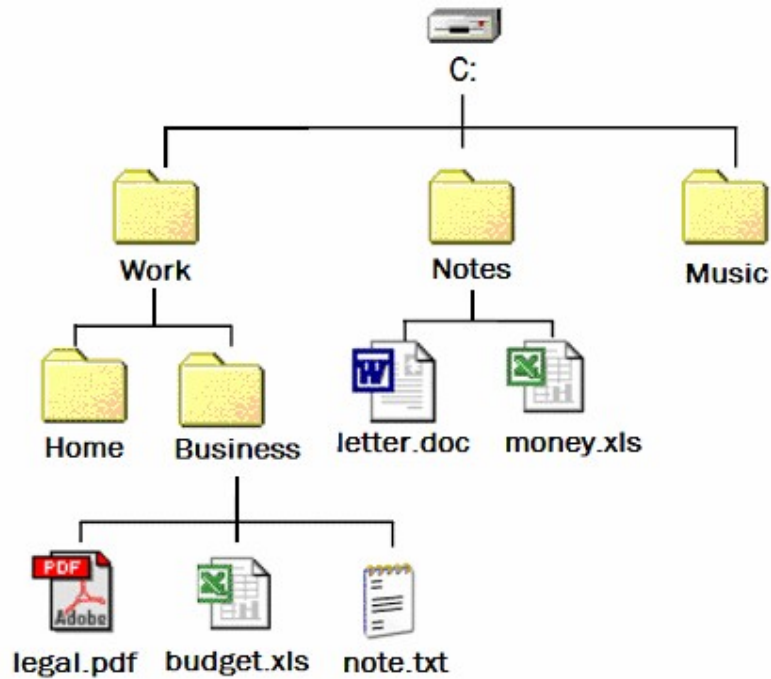
  i) How many **folders** and **subfolders** are shown above? _____   1

  ii) How many **files** are visible above? _____   1

  iii) In which **drive** are the files and folders above stored? _____   1

  iv) Write the **path** of the file money.xls _____   1

  v) Which program was used to create the file *budget.xls*? _____   1

  vi) Which program was used to create the file *letter.doc*? _____   1

  vii) The folder *Business* is a subfolder of the _____ folder.   1

  viii) Name a **folder** which is usually always found on your computer.

               _____   1

  ix) Describe how you can **change the name** of the file *note.txt* to *mynote.txt* .

   _____

   _____   2

(b) These are some of the files in the Windows folder of Martin's computer. Study the diagram carefully and answer the questions that follow.

File Name	Size	Type	Date	Time
explorer.exe	981 KB	Application	29/08/2002	02:41
Eyecycle.bmp	901 KB	Bitmap Image	09/11/2003	21:11
factory.ini	1 KB	Configuration Settings	19/03/2003	20:35
FaxSetup.log	122 KB	Text Document	18/09/2003	23:26
FeatherTexture.bmp	17 KB	Bitmap Image	18/08/2000	06:00
flash.kad	1 KB	KAD File	28/03/2003	19:40
flash.swf	384 KB	Shockwave Flash Obj...	28/03/2003	19:40
Gone Fishing.bmp	17 KB	Bitmap Image	18/08/2001	06:00
Greenstone.bmp	26 KB	Bitmap Image	18/08/2002	06:00
hh.exe	11 KB	Application	29/08/2002	02:41
HPW5CSS.INI	4 KB	Configuration Settings	13/11/2003	12:08
HPW5DSM.INI	1 KB	Configuration Settings	13/11/2003	13:55

i) How many **files** are shown above? _____   1

ii) Which is the **largest** file? _____   1

iii) What is the **size** of the smallest files? _____   1

iv) How many different **file types** are there? _____   2

v) In which year were the **newest** (most recent) files created? _____   2

vi) Which is the **oldest** file? _____   2

vii) The files above are **sorted** by _____   2

viii) To select the 3 files *hh.exe, flash.kad* and *factory.ini* to **copy** them together onto a floppy, Martin would press the _____ key from the keyboard and click on each of the three files.   2

ix) To select the 2 files *Gone Fishing.bmp* and *Greenstone.bmp* to **delete** them together, Martin would press the _____ key from the keyboard, click on each of the two files and press the _____ key from the keyboard.   2

4. This question is about Internet and e-mail.

   (a) Marija is using the **View** on the menu bar (shown on the right) of her browser.
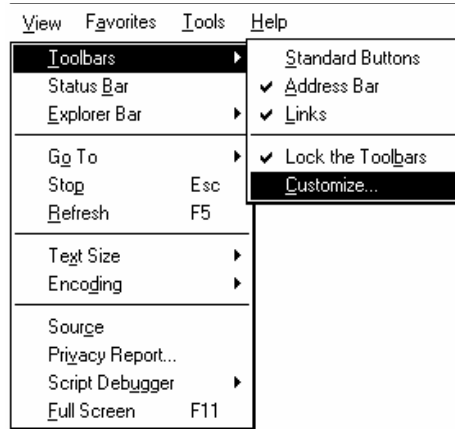
   i) Which **toolbar** has she turned off? _____   1

   ii) What must she do in order to show the **hidden** toolbar?
   _____   2

   iii) Which Key from the keyboard must she press in order to get a **Full Screen**?
   _____   1

   (b) John has just connected to the Internet and is using his browser. Answer the questions that follow.
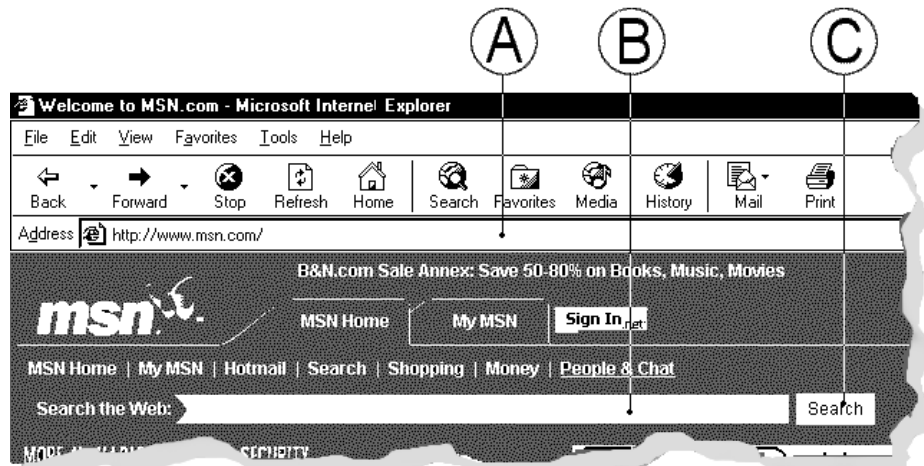
   i) What is the **URL** that he is using? _____   1

   ii) Which **Browser** is he using? _____   1

   iii) What should happen if John clicks on this icon ?
   _____   1

   iv) In which area (A, B or C) would he type the keywords to **search** for a web page?
   _____   1

   v) If he wanted to search for information about **dolphins in the Mediterranean Sea**, what words (**keywords**) would he use?
   _____   3

vi) Why would John add a particular web page to **Favorites**?

_____ 4

(c) Mr. Borg (Leli Borg) is writing an e-mail to some of his friends using the Schoolnet mail (shown below)

Display	[addressbook] ▼	Filter:

From: leli.borg@gov.mt   Send

To: jojo@waldonet.net.mt

Subject: Exams   ISO-8859-1

Cc: chris.cia@gov.mt

Bcc:

Notify: ☐ when Delivered

☐ when Read   Send

```
Dear friends,
This is to inform you that your exams will be held on the
21st of December 2004.

Best regards
Leli
```

i) He is going to send his e-mail to two people. What are their e-mail addresses?

_____

_____ 2

ii) What is Leli's e-mail address?
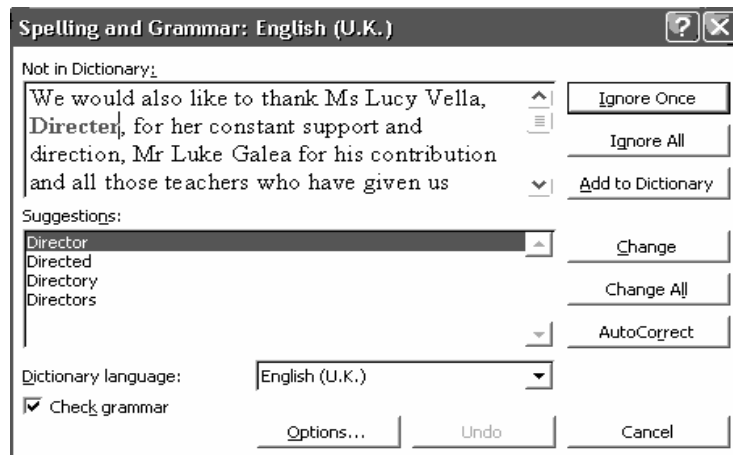
_____ 1

iii) To **login** into Schoolnet Mail, Leli Borg has to type in his

_____ and _____ 2

5. This question is about Microsoft Word.
   (a) Look at the **spell checker** below and underline the correct answers on the following page:

Spelling and Grammar: English (U.K.) ? ☒

Not in Dictionary:

We would also like to thank Ms Lucy Vella, **Directer**, for her constant support and direction, Mr Luke Galea for his contribution and all those teachers who have given us

Ignore Once

Ignore All

Add to Dictionary

Suggestions:

Director
Directed
Directory
Directors

Change

Change All

AutoCorrect

Dictionary language: English (U.K.) ▼

☑ Check grammar

Options...   Undo   Cancel

i) To correct the word *Directer* to *Director*, you should choose the [Ignore Once, Ignore All, Add to Dictionary, Change, Change All, AutoCorrect, Close] button.

3

ii) To **skip** this word once and leave it as it is you should choose the [Ignore Once, Ignore All, Add to Dictionary, Change, Change All, AutoCorrect, Close] button.

3

iii) To **skip it every time** it occurs in the passage you should choose the [Ignore Once, Ignore All, Add to Dictionary, Change, Change All, AutoCorrect, Close] button.

3

iv) The **spelling checker** thought that the surname *Galea* is a spelling mistake. Underline the correct answer:

To make the spelling checker consider the word as correct you have to choose the [Ignore Once, Ignore All, Add to Dictionary, Change, Change All, AutoCorrect, Close] button.

3

(b) Deborah was writing the story on the right and she decided that the entire paragraph should look the same as the first two lines. She decided to use the **Format Painter**. Put these steps in order by entering **numbers**, to show her how.
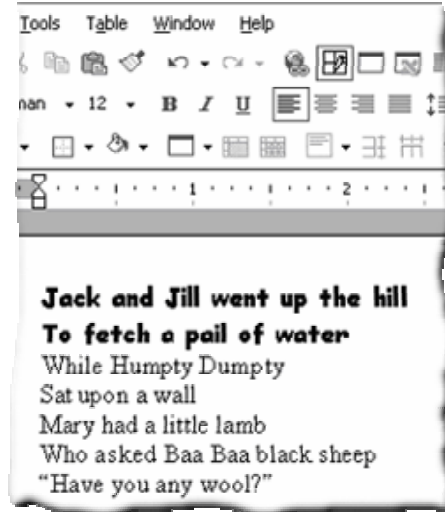
1. She drags the Format Painter over the text she wants changed. ☐

2. She clicks on the Format Painter button. ☐

3. She selects (highlights) the first two lines. ☐

3

Jack and Jill went up the hill
To fetch a pail of water
While Humpty Dumpty
Sat upon a wall
Mary had a little lamb
Who asked Baa Baa black sheep
"Have you any wool?"

(c) Deborah made this drawing in MS Word. Which **tools** did she use to draw it? **Underline** the correct answer:

   i.   The Text Box.
   ii.   The Table tool.
   iii. The Format Painter.
   iv.   The AutoShapes.
   v.   The Geometry Shapes.

2

(d) Deborah needs to insert **page numbers** in her document. How does she do this? **Underline** the correct answer.
   i.   She chooses Format from the Menu bar and then Page Number
   ii.   She chooses Tools from the Menu bar and then Page Number
   iii. She cooses Insert from the Menu bar and then Page Number
   iv.   She chooses Insert from the Menu bar and then AutoNumber.

3

6. Robert created this spreadsheet showing the points of contestants in a school quiz.

	A	B	C	D	E	F	G	
1								
2				General Knowledge Quiz - May / June				
3								
4			Name	Surname	Points - May	Points - June	Total	
5			John	Mifsud	120	222	342	
6			Winston	Attard	112	121	233	
7			Franco	Costa	210	232	442	
8			Charles	Zammit	222	122	344	
9			Lawrence	Galea	202	412	614	
10			James	Vassallo	122	213	335	
11			Antonio	Gatt	232	523	755	
12			John	Sciberras	235	222	457	
13			Norman	Vella	325	232	557	
14			Joseph	Zammit	143	411	554	
15								
16				Average	192.3	271	463.3	
17				Min	112	121	233	
18				Max	325	523	755	

i) Write the **formula** he used to find the **total** in cell G5.

_____

3

ii) Write the **formula** which he used to find the **average** in cell G16.

_____

3

iii) Write the **formula** he needs if he wants the **sum** of all the totals in cell G15.

_____

3

iv) After finishing his spreadsheet Robert decided that he needs a **new row** showing a new participating student. Put these statements in order (**by inserting the numbers**) to show him how to do this:

1. He chooses Insert from the Menu bar.
2. He selects row 8 by clicking once on the row header.
3. He chooses Rows from the drop-down menu.

3
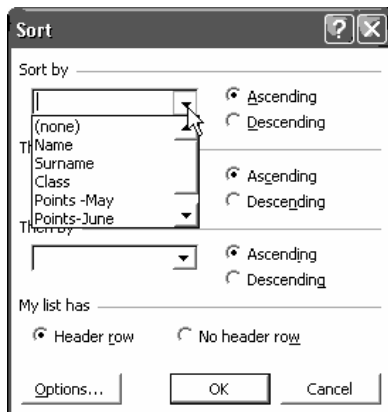
v) Robert now decides to **sort** the names in alphabetical order. Should he choose Ascending or Descending so that the name starting with a "W" (Winston) is shown on top of the list?
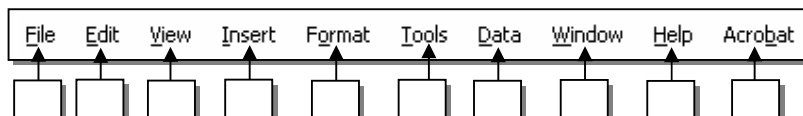
Put a ☑ to choose the correct answer:

Ascending ☐

Descending ☐

2

vi) In which button of the menu bar does he find this **Sort** feature? Put a ☑ to indicate the correct button:

File   Edit   View   Insert   Format   Tools   Data   Window   Help   Acrobat

3