

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2004

Educational Assessment Unit – Education Division

FORM 3

INFORMATION AND COMMUNICATIONS TECHNOLOGY

TIME: 1 h 30 min

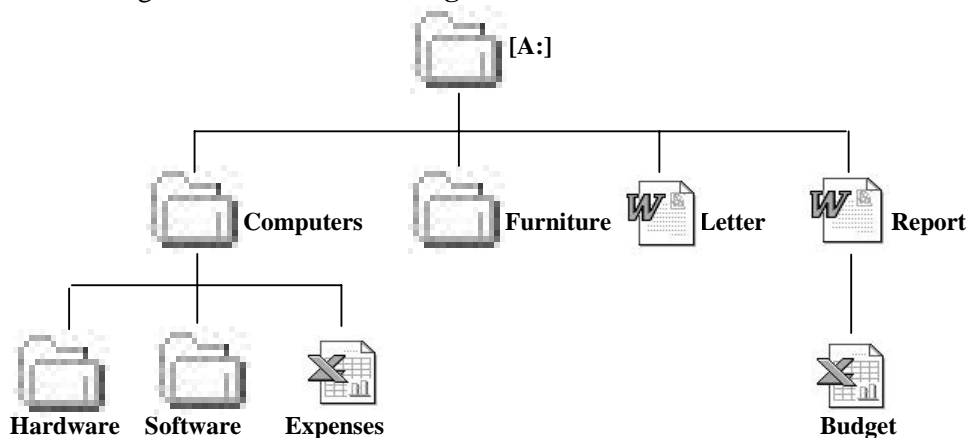
Name: _____

Class: _____

Answer ALL questions.

1 This question is on Computer Systems.

- (a) The diagram below shows the **organization of files and folders** in a disk.



- i) Write down the name of one **word document** file and one **spreadsheet** file.

Word document file: _____

Spreadsheet file: _____

- ii) What **type of disk** are all these files and folders stored in? _____

- iii) Write down the name of the **root folder**.

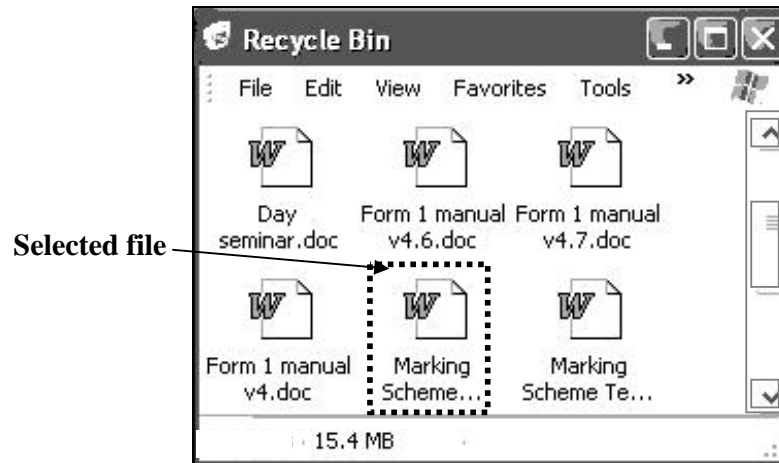
- iv) In the diagram above, draw a subfolder named **Desks** in the **Furniture** folder.

- v) Write down the **path** from **A:** to **Expenses**. *The first part has been done for you.*

A: /

- vi) Part of the diagram above has been **incorrectly drawn**. Look carefully at the diagram and explain what is **wrong** with the diagram.

- (b) You have double-clicked on a particular **icon** from the **Desktop** and the window given below appears on the screen.



i) Write down the **icon** on which you have double-clicked. _____

1

ii) What is this icon **used** for?

1

iii) Look at the window above. The name of the selected file **ends with three dots (...)**. What does this **mean**?

2

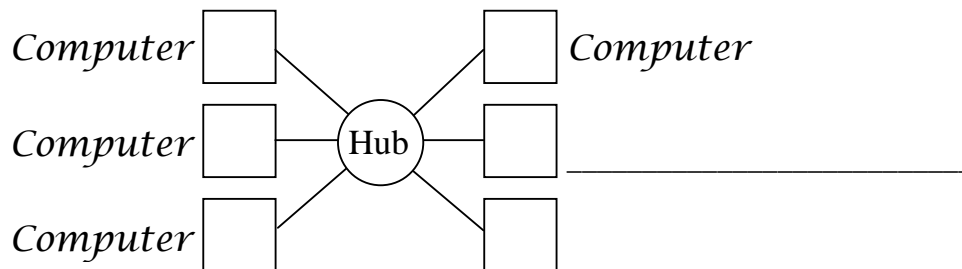
iv) What is the **size** (in MegaBytes) of the selected file?

1

v) How do you know that there are **more than six (6) files** in the window above?

1

- (c) The drawing below shows the **setup of computers** and **other devices** in your computer lab. Five of the components have already been labelled.



i) On the two lines provided in the diagram, write the **names of two different components** other than computers.

2

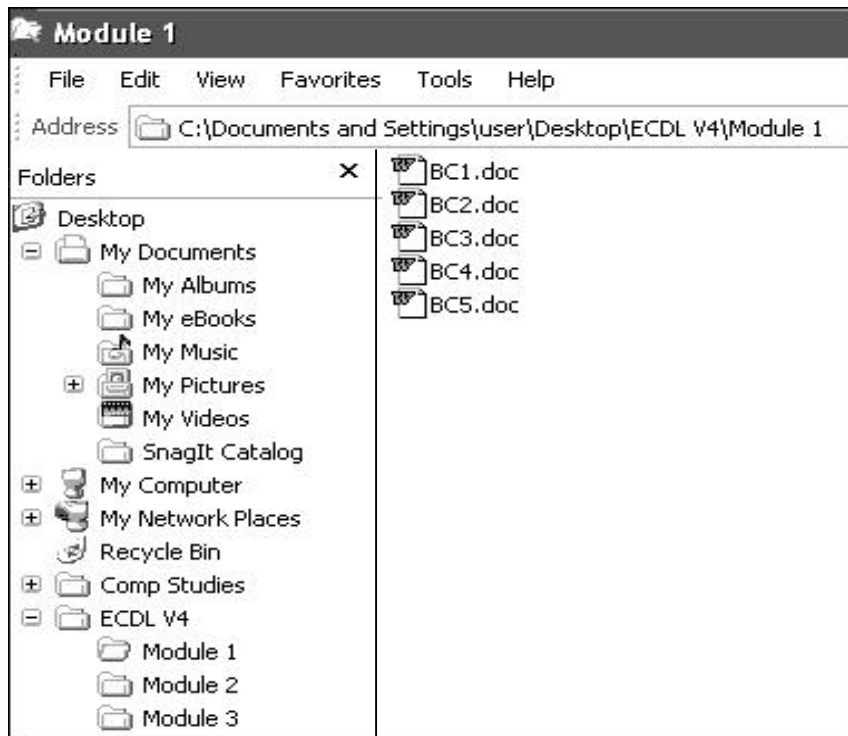
ii) What is the name of such a **setup of computers** in the lab?

1

iii) Write down **one advantage** of the setup when compared to stand-alone computers.

2

(d) The following picture shows part of the **Windows Explorer** screen.



i) Write down the **name of one folder** that does **NOT** contain subfolders.

1

ii) In which **subfolder** are the files BC1, BC2, etc, to be found?

1

iii) Write down the **name** of one item that you expect to see if you open **My Computer** icon.

1

2 This question is on the Word Processing program.

(a) The following shows a list of features and a picture of a page on which the features were used.

List of features

Picture of page

Shading

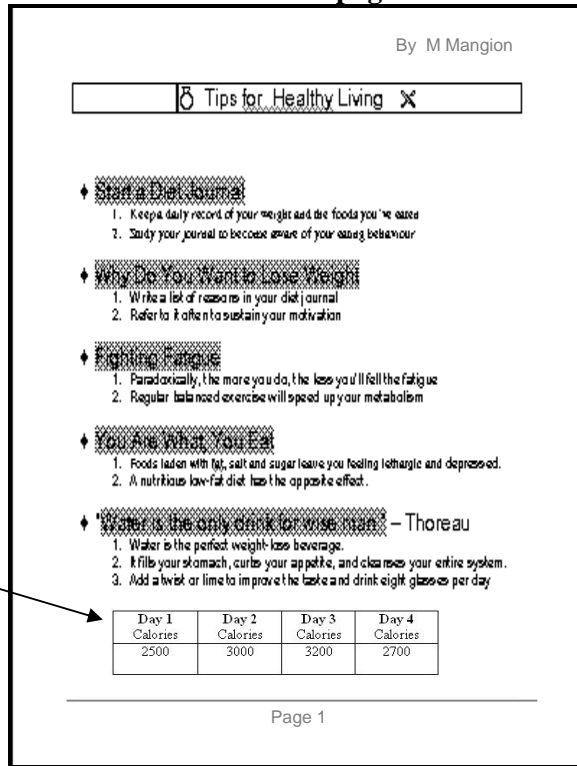
Header

Border

Numbered list

Table

Footer



- i) Draw **arrows** from each feature in the list to the appropriate item of the picture of the page. *One arrow has been drawn for you.*
- ii) The following numbered icons were used to do the features shown in the picture of the page above.



1



2



3



4



5



6

Write down in the boxes below, the **icon number** for each feature:

- | Feature | Icon number |
|---------------------|-------------|
| • Numbered list | |
| • Shading | |
| • Table | |
| • Header and Footer | |
| • Border | |
| • Bulleted list | |

5

1
1
1
1
1
1
1

(b) Write **True** or **False** for each of the following sentences:

- i) The text in a header or footer has to be typed on every page of the document.
- ii) Printed lines separating the cells within a table are called gridlines.
- iii) Inserting a page break automatically puts the text after the cursor on the next page.
- iv) The height of rows and width of columns in a table cannot be adjusted.
- v) The cells in a table can be shaded or filled with any colour.

1
1
1
1
1

(c) Use FOUR of the following words to complete the paragraph below.

insert, search, change, editing, choice, copy

The command Find enables you to _____ for a particular word in order to do some _____ or formatting operations. The Replace command allows you to _____ the word that you have typed in Find with another word of your _____.

1
1
1
1

3 This question is on Spreadsheets.

(a) You are interested in keeping information on thunderstorm days for the last 4 years for your Geography project. The picture below shows such information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Number of Thunderstorm Days														
2															
3		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
4	Year 2000	6	3	0	0	0	2	0	0	2	4	3	3		
5	Year 2001	4	4	0	4	0	0	1	2	3	0	5	7		
6	Year 2002	4	3	1	3	2	0	1	1	5	3	5	7		
7	Year 2003	9	6	0	2	1	2	0	2	13	1	8	9		
8															
9	HIGH	9	6	1	4	2	2	1	2	13	4	8	9		
10	LOW	4	3	0	0	0	0	0	0	2	0	3	3		
11	MEAN	5.75	4	0.25	2.25	0.75	1	0.5	1.25	5.75	2	5.25	6.5		
12															

i) Write down the **formula** that you must type in cell N4 to find the **total** number of thunderstorm days in Year 2000.

2

ii) Write down the **formula** that you have typed in cell B9 to find the **maximum** number of thunderstorm days in the month of January.

2

- iii) • Describe how you can copy the formula in cell N4 to cells N5, N6 and N7 by using the **autofill handle**.

2




- What is the **task of copying formulas** commonly called? _____

1

- iv) Write down the **formula** that you have typed in cell B10 to find the **least** number of thunderstorm days during January.

2

- v) To format the MEAN values to **1 decimal place** you have to follow two simple steps, which are given below. From the list of tasks given for each step, **underline** the correct phrase for each step.

Steps	Tasks
Step 1 – Selecting the data:	<i>Underline one:</i> <ul style="list-style-type: none"> Select all of row 11. Select the cells B11: M11. Select cell A11.
Step 2 – Formatting the data:	<i>Underline one:</i> <ul style="list-style-type: none"> Click on the tool  Click on the tool  Click on the tool 

1

1

- vi) You want to **insert a new row** between row 10 and row 11. Which row must you select before choosing the command to insert the new row?

1

- (b) The picture below shows the **thunderstorm days** for the last four years for three islands.

	A	B	C	D	E
1	Yearly Thunderstorm Days				
2					
3	Island	Year 2000	Year 2001	Year 2002	Year 2003
4	Malta	23	30	35	53
5	Gozo	25	35	33	55
6	Lampedusa	20	29	27	60
7					

You want to **sort** the data in rows 4, 5 and 6 in ascending order by the name of the Island. Fill in the following table to show how the data appears **after sorting**.

Island	Year 2000	Year 2001	Year 2002	Year 2003

3

(c) i) You used the **print preview** facility. Explain what you understand by print preview.

2

ii) After clicking the print icon, **no output** was produced by the printer. Give TWO reasons why this may have happened.

Reason 1: _____

1

Reason 2: _____

1

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

You want to **prepare a brochure** for your class using the DTP program.

(a) Give TWO **reasons** why you have decided on using the desktop publisher program rather than the word processing program.

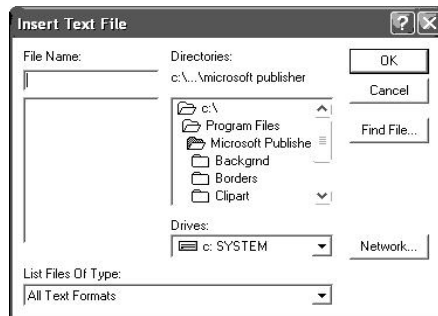
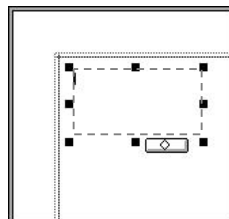
Reason 1: _____

2

Reason 2: _____

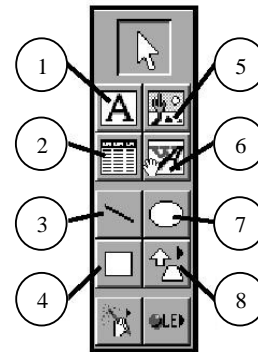
2

(b) You want to **import text** that you have previously prepared as a word processed document for the brochure. The document was saved in *My Documents* folder using the file name *Brochure Text*. Explain how you can import the document *Brochure Text* into the DTP program. *The 3 pictures below may help you in your explanation.*



4

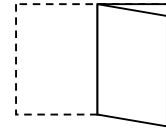
- (c) The picture on the right shows the **Drawing toolbar** in the DTP program. Some buttons have been numbered.



Complete the following table by writing either the **description** of the button number or the **number of the button**, as the case may be.

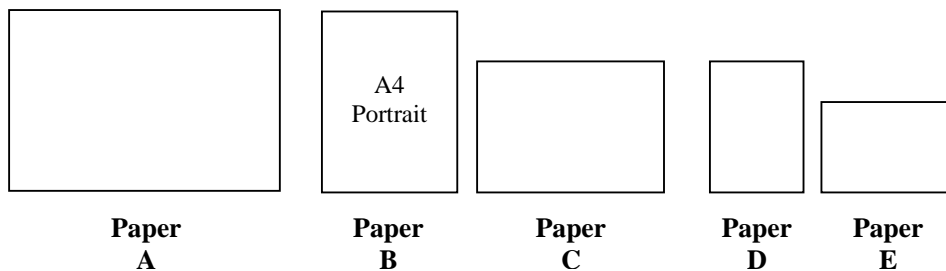
	Description of button	Button number
i)	To draw a straight line.	
ii)		5
iii)	To draw a rectangle.	
iv)	To draw a circle.	
v)		1
vi)		6

- (d) i) You decided to print the brochure using a **special fold**. This fold is called book fold and is shown on the right.



How many **folds** will the brochure have? _____

- ii) The rectangles below represent different **paper sizes** and **page orientations** in which the brochure can be printed. The rectangles are to scale.

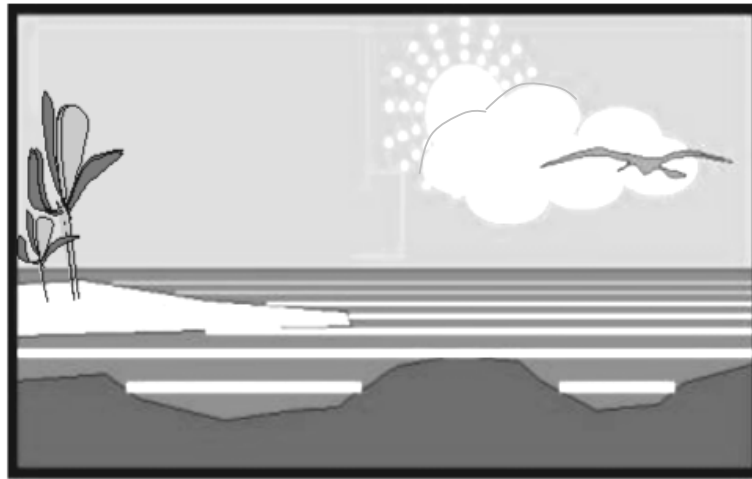


Tick (✓) the correct **paper size** and **page orientation** for each paper in the table below. *Paper B has been done for you.*

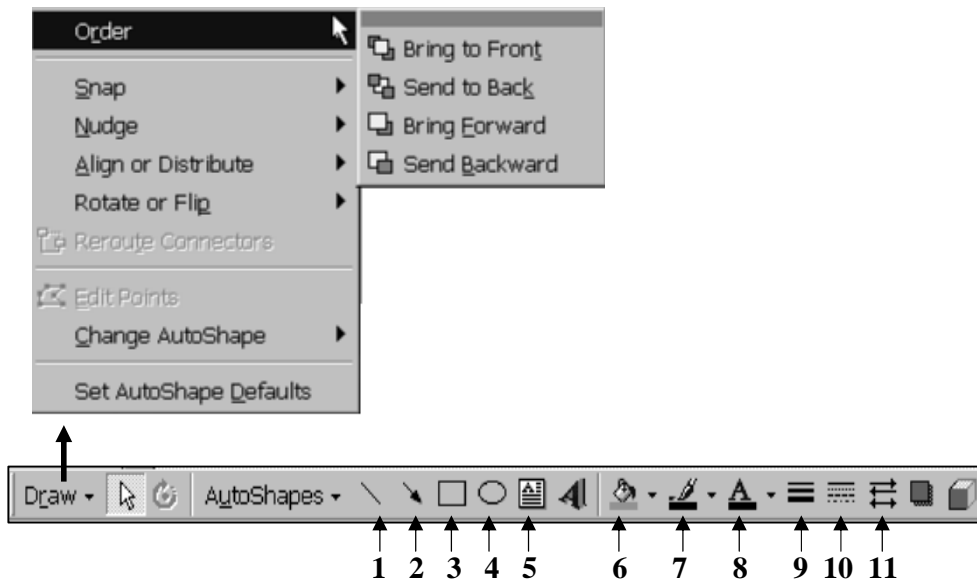
Paper	Paper Size			Page Orientation	
	A3	A4	A5	Landscape	Portrait
Paper A					
Paper B		✓			✓
Paper C					
Paper D					
Paper E					

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

(a) I have drawn the following picture with the drawing toolbar of the program.



The **Draw** menu and the **Drawing toolbar** are given below. Some tools in the Drawing toolbar have been numbered.



i) Write the **tool number** that was used to **colour** the sky.

1

ii) Give the **number** and write down the **name** of the tool that I used to **colour the horizontal lines** of the sea.

2

iii) Write the **tool number** that was used to change the **thickness of the white horizontal lines** of the sea.

1

iv) The clouds are made up of a number of circles. What did I do to **collect** the circles into **one object**?

1

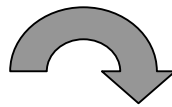
v) Write down the **name** of the tool that I used to draw the **plants**.

2

vi) Write down the **two steps** required so that the bird was moved **from behind** the clouds.


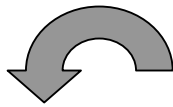
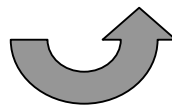
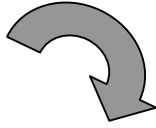

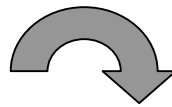
2

(b) The circular arrow given below was drawn using Autoshapes tool.



The object was then **transformed**. Use the following words in the table below to show the type of transformation.

Flipped **Mirror reflected** **Duplicated** **Stretched**
Reduced **Rotated**

Transformed object	Type of transformation
	
	
	
	
	
	

1

1

1

1

1

1