JUNIOR LYCEUM ANNUAL EXAMINATIONS 2004
Educational Assessment Unit – Education Division

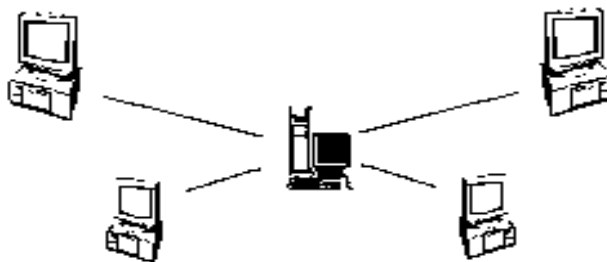| FORM 4	INFORMATION AND COMMUNICATION TECHNOLOGY	TIME: 1 h 30 min

Name: _____   **Class:** _____

Answer ALL questions.

1   This question is on Computer Systems.

(a)   The picture below is a model of a **computer network**.

Fill in the blanks with the following words/phrases:

files   virus   local area   cables   CPU   devices

A computer network that is spread over a single building or a relatively small

area is called a _____ network. Typically, this

network connects computers via _____. Each

individual computer has its own _____ with which

it executes programs. Users can share expensive

_____ such as laser printers as well as

_____. One drawback is that a

_____ can easily spread over all the computers

within the network.

6

(b)   i)   You have created three different files. The **icons** for the files are given below. Draw arrows to match each icon with its **file name**.

Icon	File name	
	Employee.mdb	1
	Notes.doc	1
	Paylist.xls	1

ii) You created another file using a different program. The file name that you have typed is **School.ppt**. Write down the **name of the program** that you are using.

1

(c) You have opened the **Windows Explorer** program to organise your files and folders better. Give the name of this particular **arrangement** (organisation) of files/folders.

1

2 This question is on Spreadsheets.

(a) The table below shows four different tasks. Tick (✓) the tasks where you would **use the spreadsheet program**.

Task	Tick
Keeping information on DVDs.	
The monthly hire purchase payments on an appliance.	
Preparing a receipt.	
Editing a picture.	

2

(b) The picture below shows a spreadsheet for calculating the December **wages of three employees**.

	A	B	C	D	E	F	G
1	Employee Wages for December						
2							
3	Name	Basic Wage	Overtime	Bonus	Total	Tax at 15%	Net pay
4	Ciantar G.	329.00	121.00	50.00	500.00	75.00	425.00
5	Farrugia D.	430.00	0.00	50.00			
6	Micallef R.	396.00	95.00	50.00			
7							
8							
9						Lowest Net Pay:	
10						Highest Net Pay:	
11							

i) Write down the **formulas** that were typed to find:

• The **total** in cell E4.

1

• The **15% tax** on the total in cell F4.

1

• The **net pay** (take-home money) in cell G4.

1

ii) Which mathematical **function** has to be used in cell G9 to find the **lowest** net pay for the month of December?

1

iii) Which mathematical **function** has to be used in cell G10 to find the **highest** net pay for the month of December?

1

iv) Which one of the following terms best describes the process of **copying the formula** in cell E4 to cells E5 and E6?

Replicate   **Duplicate**   **Copy/Paste** | | 1

v) The employees' names have been **arranged in a certain order**. What is this task called?

    2

vi) Provide one **advantage** of using the spreadsheet program for working out the employees' wages rather than an electronic calculator.

    1

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3   **This question is on Databases.**

(a)   i)   Two of the following four items may be considered as **manual databases**. Write down these databases in the spaces provided beneath the table.

The electricity bill.	The class register.
The telephone directory.	An English reading book.

1. _____   1

2. _____   1

ii) Fill in the blanks using the following words: **field**   **file**   **record**

A _____ is a collection of data all on the same topic. It is

structured into fields and records. While a _____ stores

information on one subject of the topic, a _____ stores one

particular item of the topic.   3

(b)   The picture below shows a database table.

⊞ Employees : Table			
Employee ID	**Last Name**	**First Name**	**Title**
▶ 1	Davolio	Nancy	Sales Representative
2	Fuller	Andrew	Vice President, Sales
3	Leverling	Janet	Sales Representative
4	Peacock	Margaret	Sales Representative
5	Buchanan	Steven	Sales Manager
6	Suyama	Michael	Sales Representative
7	King	Robert	Sales Representative
8	Callahan	Laura	Inside Sales Coordinator
9	Dodsworth	Anne	Sales Representative
✳ (AutoNumber)			

i) Write down the **name** of the database table. | | 1

ii) How many **fields** were created in the table? | | 1

iii) How many **records** were typed in the table? | | 1

iv)   Write down one example of a **field name**.   1

v)   What name is given to one of the fields of a database in which all **data items are unique**?

1

vi)   Suggest a field from the table above, which **satisfies the condition** of question (v) above.

1

(c)   The picture below shows four of the **objects** that are available in the database window.

i)   What **file name** has been given to the database?

1

ii)   Which object is used to **fetch particular records** that satisfy a certain condition?

1

iii)   Write the name of the object where the original data is **inputted in tabular form**.

1

iv)   Which object **produces a summary** and shows the **data in preview** mode?

1

v)   Write the name of the object that allows you to see the **records one at a time**.

1

(d)   The picture on the right shows the **command buttons** that are available in a database window.

Which button must be clicked to see the **file specifications** of a table?

1

4 **This question is on Databases.**

Your teacher has asked you to prepare a database on employees working in an organisation.

(a)   Complete the details of the **file specifications** given below.

Field name	Data type	Field size/format	Example
Staff number		Integer	4321
Name		15	Ruth
Surname	Text	20	Caruana
Birth date		Short date	14/10/71
Male/Female	Text		
Job title	Text		Secretary
Wage		Currency	Lm 348.50

7

(b)   (i)   Why is it important to **regularly update** the information in a database?

1

(ii)   Name the three tasks that may be done to a database to **keep it updated**.

3

(c)   i)   Three **symbols** that are used when creating a **Query** are given below. Write down what each symbol means.

=   _____   1

\>   _____   1

<   _____   1

ii)   The picture below shows the **design view of a query**.

Field:	Name	Surname	Male/Female
Table:	Table1	Table1	Table1
Sort:			
Show:	☑	☑	☑
Criteria:			

- It is required to know the names and surnames of all **female employees**. In the criteria row of the picture above, write down the appropriate **condition**.

2

- What happens if the **tick ☑** in the Surname column is **removed**?

1

iii) The picture below shows the **design view of another query**.

Field:	Staff number	Name	Surname	Wage
Table:	Table1	Table1	Table1	Table1
Sort:			Ascending	
Show:	☑	☑	☑	☑
Criteria:				

- It is required to find the records of all the employees who **earn below Lm 300.00**. In the criteria row of the picture above, write down the appropriate **condition**.

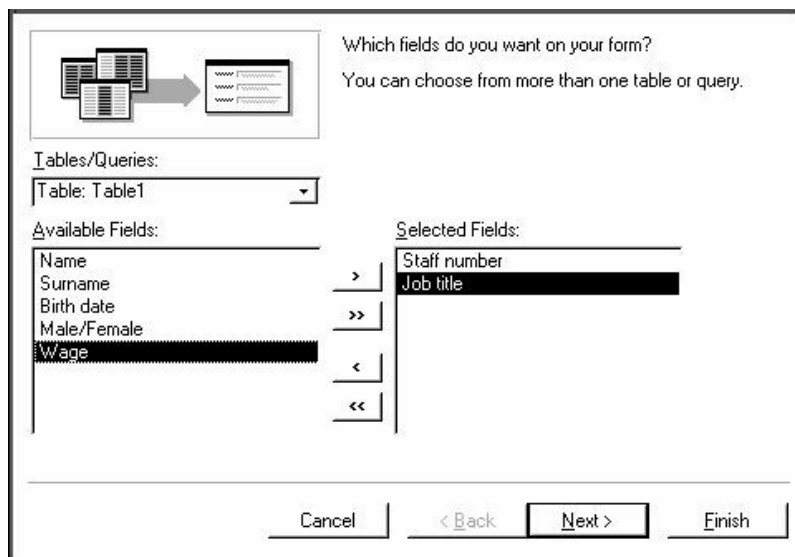- By which **field** will the records that are found be **sorted**?

2

1

(d)   The pictures below show two stages in the **creation of a new Form**.
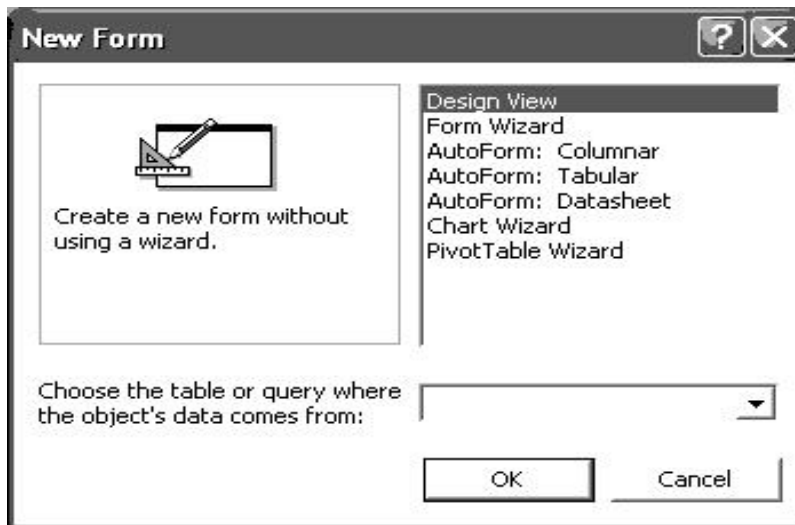
Picture 1

Picture 2

i) Which option from **Picture 1** is normally used to create a **Form in easy steps**?

1

ii) Look at **Picture 2** and write down the name of one of the fields that would **appear** in the Form.

1

iii) Look again at **Picture 2** and explain the **difference** between the following two buttons.

>

1

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1

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5 **This question is on the PowerPoint program.**

(a) Write down whether each of the following statements is **true** or **false**.

| Statement	True or False
• Powerpoint is a presentation program.	
• A slideshow may demonstrate a science experiment.	
• A slideshow is made up of a number of worksheets.	
• Information in a master slide appears only in the 1st slide.	
• Templates provide a background and a colour scheme.	
• A timed slideshow is controlled by mouse clicks.	

1
1
1
1
1
1

(b) Look carefully at the picture of the numbered slides below.
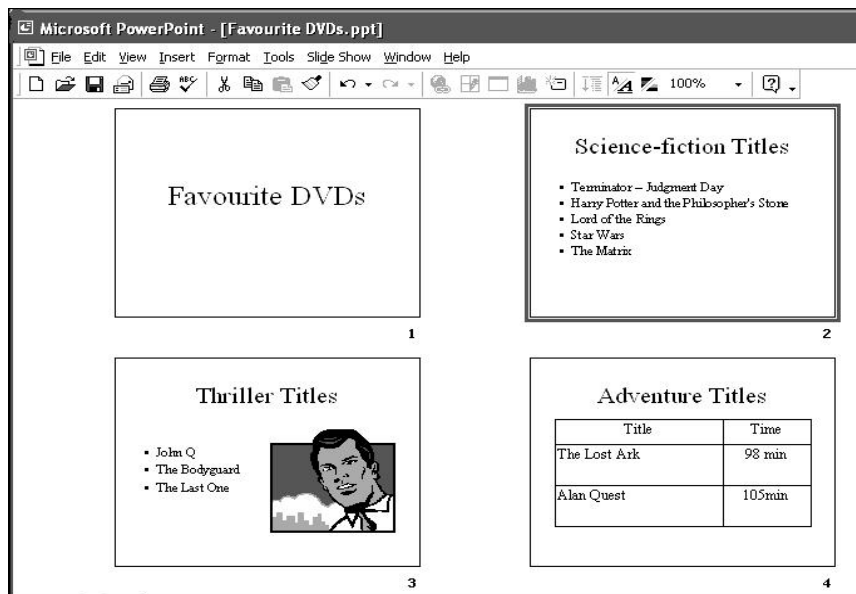
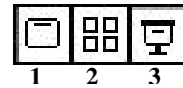i) Write down the number of the slide that is **currently selected**.

1

ii) Which slide contains the **autolayout** called **Bulleted list**?

1

iii) Has any **slide transition effect** been applied?

1

(c)   The picture on the right shows three numbered **view mode buttons**.

1   2   3

i)   Write down the number of the button to **run the slideshow**.

1

ii)   Which button is normally used **to edit the text** in a slide?

1

(d)   The **stages for creating a new slideshow** are given below but NOT in the correct order. Write down the stage numbers in the correct order.
The first one has been done for you.

Stages not in order	In order	
1. Insert slide transition effects.		1
2. Select an appropriate template.		1
3. Insert text build effects in the slides.		1
4. Plan the contents of each slide.	*1*	
5. Insert text and graphics in each slide.		1

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

(a)   The three phrases shown below are printed in different **font styles**. Write down whether the style is **Script**, **Serif**, or **Sans-serif**.

Printed phrases	Font style	
The quick fox		1
The lazy dog		1
The jumping frog		1

(b) i)   How many **panels**, front and back, would you expect to find in a **two-fold brochure**?

1

ii)   Tick (✓) the correct **size** of paper that you would obtain if you were to cut an **A3 sheet in half**.

☐ A4 paper   ☐ A5 paper   ☐ A2 paper

1

(c) i)   Explain the meaning of the term **text wrapping around a clipart**.

_____

_____

1

ii) A **clipart** of a rainy cloud was **inserted** in the middle of a paragraph as shown below.
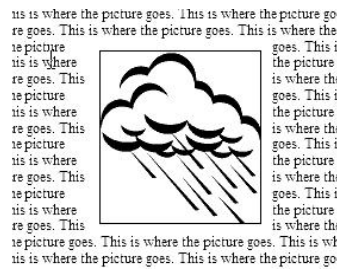
Picture 1   **Picture 2**

Text wrapping can be applied in two **different formats** as shown in Picture 1 and Picture 2 above. Explain the difference between the two formats.

Picture 1: _____

_____ 1

Picture 2: _____

_____ 1

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7 **This question is on the Internet and E-mail.**

(a)   **Underline** the best answer for each of the following.

i) A typical **URL** is:

maltachat@fly.com   123/only.road/filfla   www.filfla.com   1

ii) For **ease of access** of websites, I usually store their addresses in:

My documents   Favourites   Home pages   Search engines   1

iii) To **find information** on *The Knights of Malta* on the Internet, I should use a:

Web browser   Search engine   Database   Telephone   1

iv) When I need a **hardcopy** of a webpage, I should:

Add it to Favourites   Save it   Print it   Download it   1

v) The item which I use to find and read my **e-mail messages** is the:

Outbox   Sent Items   Inbox   News   1

(b)   Complete the following sentences:

i) To **surf the internet** you can connect your computer to a telephone line by using a _____.   1

ii) A **company** that provides you with an internet connection is called an

I_____ S_____ P_____.   2

c) Read carefully the following **e-mail message** that Kevin sent to Mark.

> Dear Mark,
> I am sending you a photo of my pet with this email. I would like you to **forward** a copy to Rita on ritapace@schoolnet.net.mt and **CC** to her brother on turu@hike.mt
> Thanks and regards,
> Kevin

i) **Underline** one of the phrases below to show how Kevin has **sent the photo**:

As an email　　　As a fax　　　As an attachment　　　As a printout

1

ii) What does the abbreviation **CC** stand for?

2

iii) What is meant by the phrase **Forward a copy**?

1

iv) Before forwarding the message, Mark uses the **email account** shown in the picture below. Write the **email address of Rita** and that of **her brother** in the appropriate spaces below.

From:	< mark.meli@schoolnet.gov.mt>
To:	
Subject:	Fwd: Photo of Kevin's pet
Cc:	
Bcc:	
Notify:	☐ when Delivered
	☐ when Read

2