JUNIOR LYCEUM ANNUAL EXAMINATIONS 2005
Educational Assessment Unit – Education Division

FORM 1	INFORMATION AND COMMUNICATIONS TECHNOLOGY	TIME: 1 h 30 min

Name: _____ **Class:** _____

Answer ALL questions.

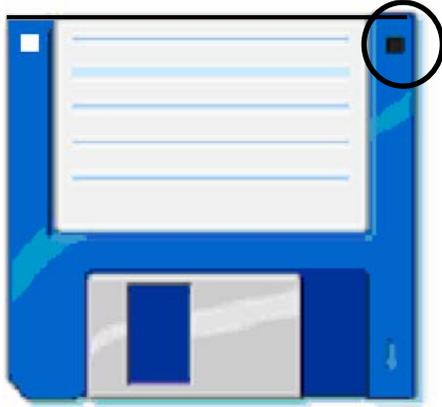**1**   Tick ☑ whether these statements are true or false

		T	F	
i.	A **Spreadsheet** programme is software:			1
ii	A **mouse** is an output device:			1
iii	A **VDU** is a monitor:			1
iv	The **Internet** is a WAN:			1
v	The **system unit** is an input device			1

2   **Write down, In the Device column, the name of the hardware being described.**

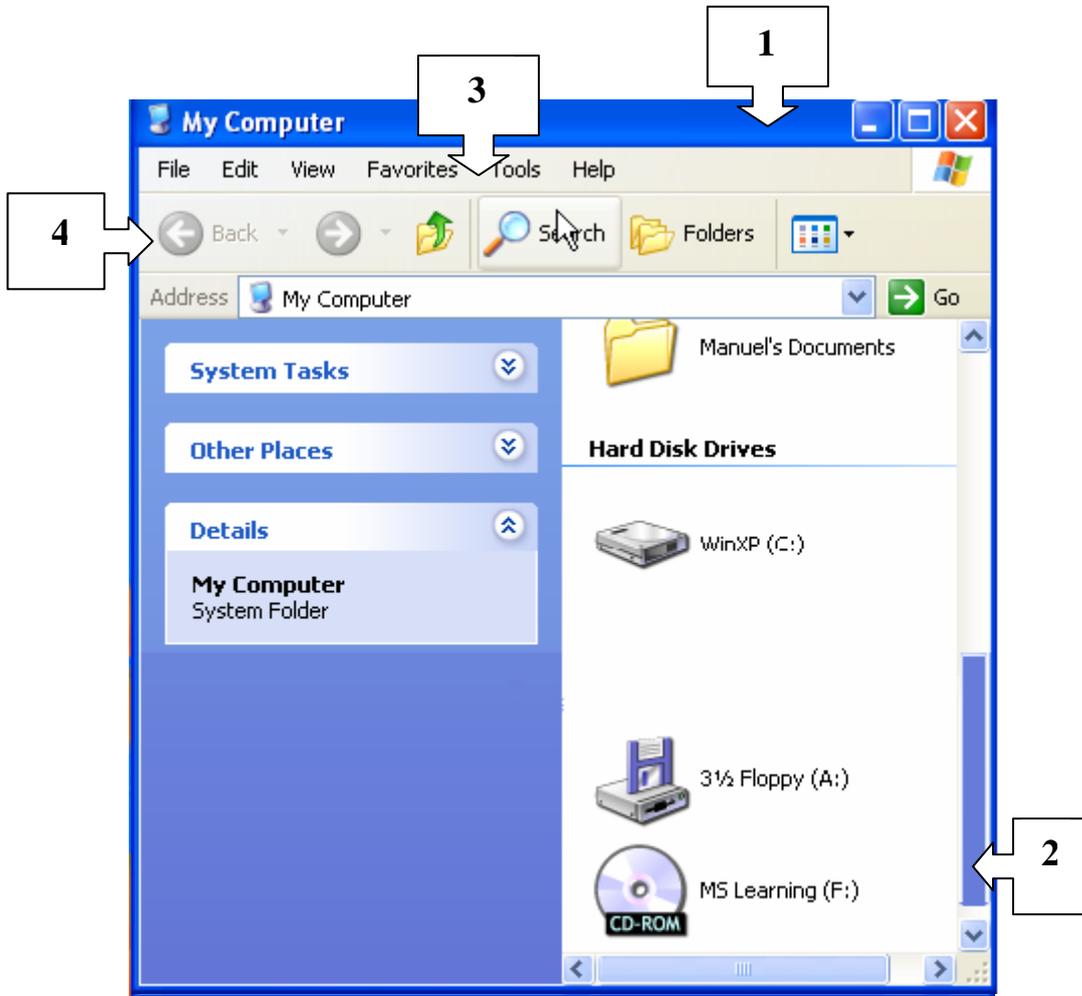|	Description	Device	
i	Used to **create a copy** on paper of your work.		1
ii	Holds all the **components** such as a hard disk and CPU:		1
iii	Made up of a lot of **keys**. A very important input device:		1
iv	Found inside the **system unit** and can store a very large amount of data:		1
v	Considered as the **brain** of the computer:		1

3 (a)   Joan tried to read from a floppy which is **Write Protected**. Can this be

done? (Yes or No) _____   1

(b)   **Write down, in the appropriate place, to show which picture is showing a _Write Protected_ floppy and which is showing a _Write Enabled floppy_:**

_____   _____

4   **The picture below shows a window with some numbered items.**

(a)   **Look at the figure on Pg 2. Write down the name of each numbered bar.**

i.   1 _____   1

ii.   2 _____   1

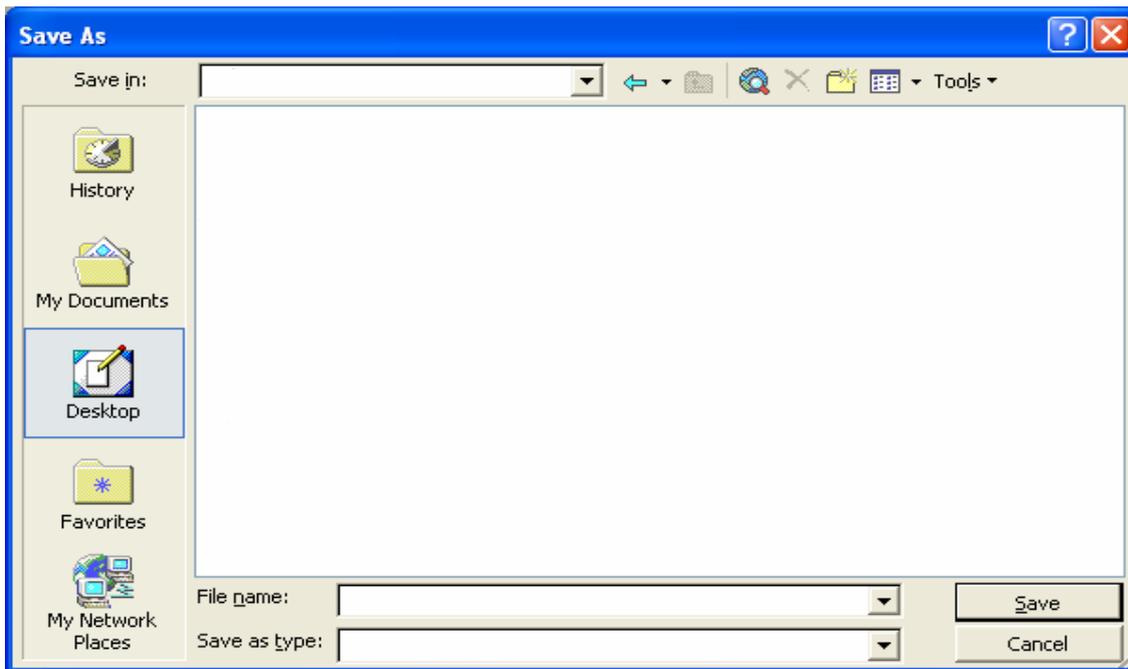iii.   3 _____   1

iv.   4 _____   1

(b) i   On the picture on Pg. 2 draw a circle round the icon showing the local **Hard Disk**.   1

    ii   Write down the name of a **removable backing storage** device which appears in the window:

       _____   1

    iii   Which folder is being explored? _____   1

5   **Simon needs to save a file and he uses the following dialogue box.**

In the picture above, fill in the details in the correct spaces, to do the following.

    i   He wants to name the document as '**Friends**'   1
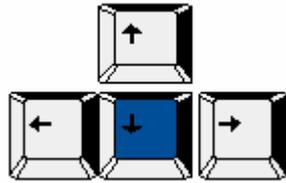
    ii   He wants to save it in the **3 ½ Floppy 'A'**   1

    iii   In the "**Save as type**" text box indicate that it is a Word Processor document   2

    iv   Indicate by an arrow which button he needs to **click to save** the document.   1

6   **The pictures below shows two (2) Word Processor toolbars**

(a)   **Write down in the spaces below the names of the labelled icons**

    i   A: _____   vi.   F: _____

    ii   B: _____   vii.   G: _____

    iii   C: _____   viii.   H: _____

    iv   D: _____   ix.   I: _____

    v   E: _____   x.   J: _____   10

(b)   **What is the use of the following keys?**

    i   Enter:_____

               _____

                                                                                2

    ii   Backspace:_____

               _____

                                                                                 2

    iii   Space Bar:

               _____

               _____

                                                                         2

    iv   Delete:

               _____

               _____

                                                                         2

v The down cursor arrow:

_____

_____   2

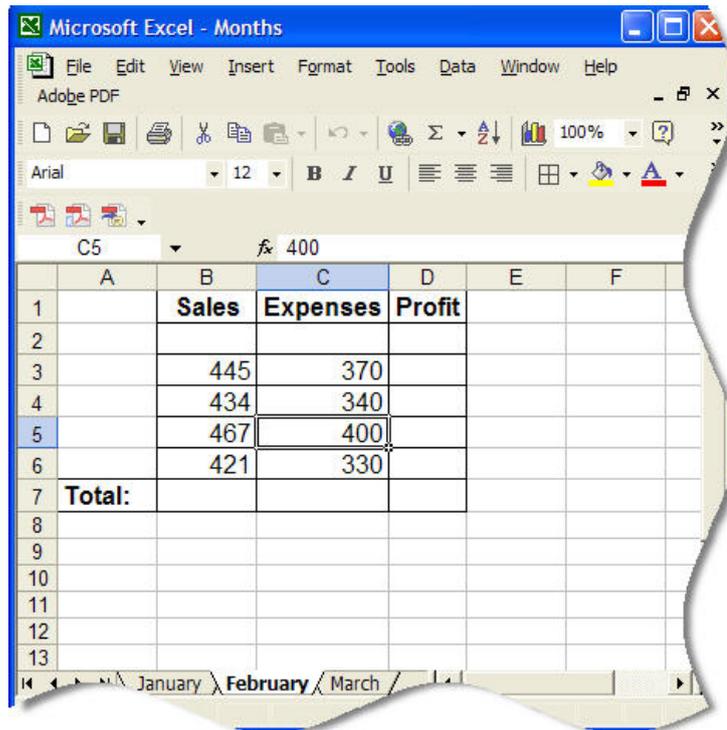**7** **(a)** **This question is about Spreadsheets**

i A Spreadsheet cell can store three types of data. Write any two of them.

_____   _____   2

Look at picture above and answer these questions

ii What is the name of the Workbook being used? _____   2

iii What is the name of the active Worksheet? _____   3

iv Write down the value which appears in the active cell? _____

2

v Write down the formula which the user has to type in cell D3 to calculate the profit: **(Profit = Sales-Expenses)** _____   3

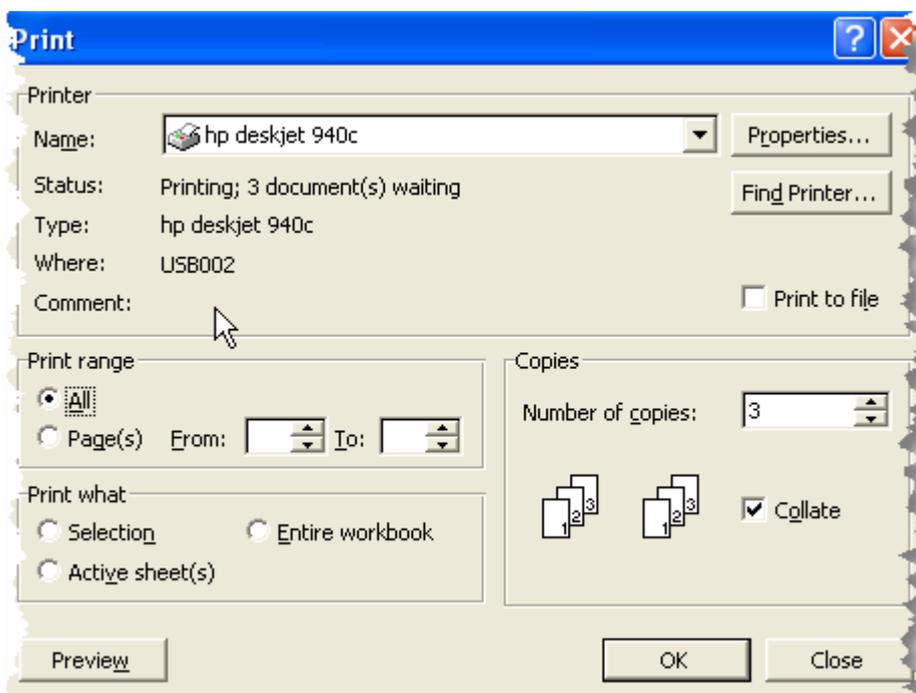vi Write down the formula which the user has to type in cell B7 to calculate the total of the Sales: _____   3

(b)   **Tick whether these statements are true or false**

	T	F

i   To **select** non adjacent cells you press the CTRL button and mouse click   1

ii   A **formula** must always start with the equals (=) sign :   1

iii   You cannot change the **name** of a worksheet: 1

iv   You can have more than 3 **worksheets** in a workbook: 1

v   The **extension** of a spreadsheet file is **.doc**   1

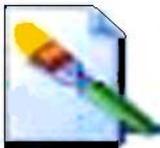**8**   **This question is about Printing in spreadsheets**

i   Which **printer** is being used? _____   1

ii   Draw a circle round the radio button which I have to click to print a **selection**?   2

iii   How many **copies** are going to be printed? _____   1

iv   Draw a circle round the button which I have to click in order **to print**.   1
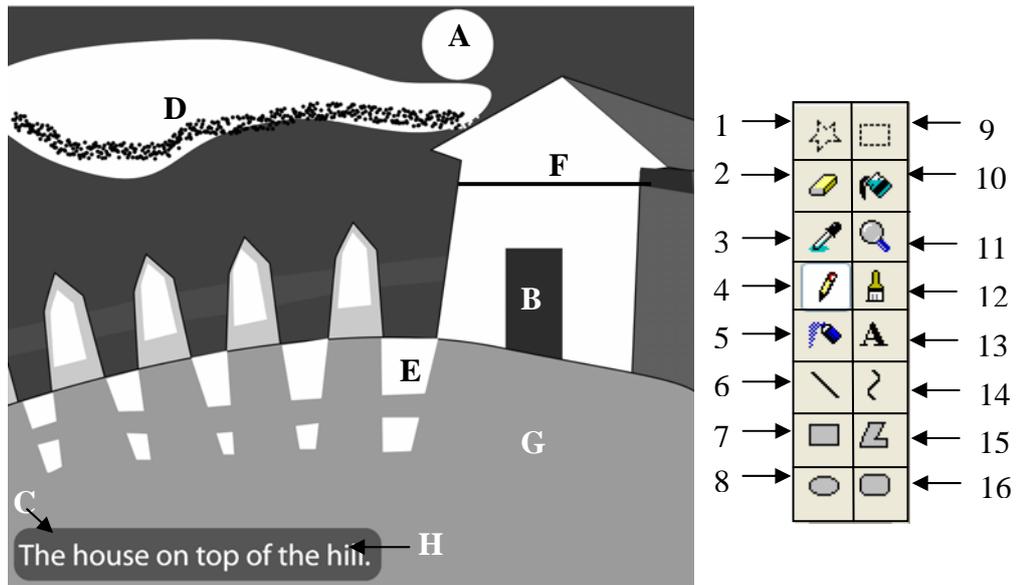
9   **(a)**   i   What **kind of file** does this icon represent? Underline the correct answer from the options below.

       Document,   Worksheet,   Picture,   Sound   1

ii   What is the **extension** of a file that has this icon? (.bmp ; .doc ; .xls ; .txt)   1

(b) The following picture was drawn using Paintbrush. The drawing toolbar is shown beside it.

Use the numbered toolbar to state which tool was used to:

i   To create the Sun marked with an **A** _____ 1

ii   To create the door marked with a **B** _____ 1

iii   To create the background shape for the text marked with a **C** _____ 1

iv   To create the shadow for the cloud marked with a **D** _____ 1

v   To create the reflection marked with an **E** _____ 1

vi   To create the line marked with an **F** _____ 1

vii   To fill the area marked with a **G** _____ 1

viii   To write the text marked with an **H** _____ 1

10   State whether these statements about Internet are True or False

		T	F	
i	The **internet** is software used to chat with			1
ii	The **internet** is a LAN			1
iii	The software used to **view web sites** is called a Browser			1
iv	**E-Mail** is one of the services offered over the internet			1
v	We use a **search engine** to find information			1

11   **Fill in the following paragraph below using the words given.**

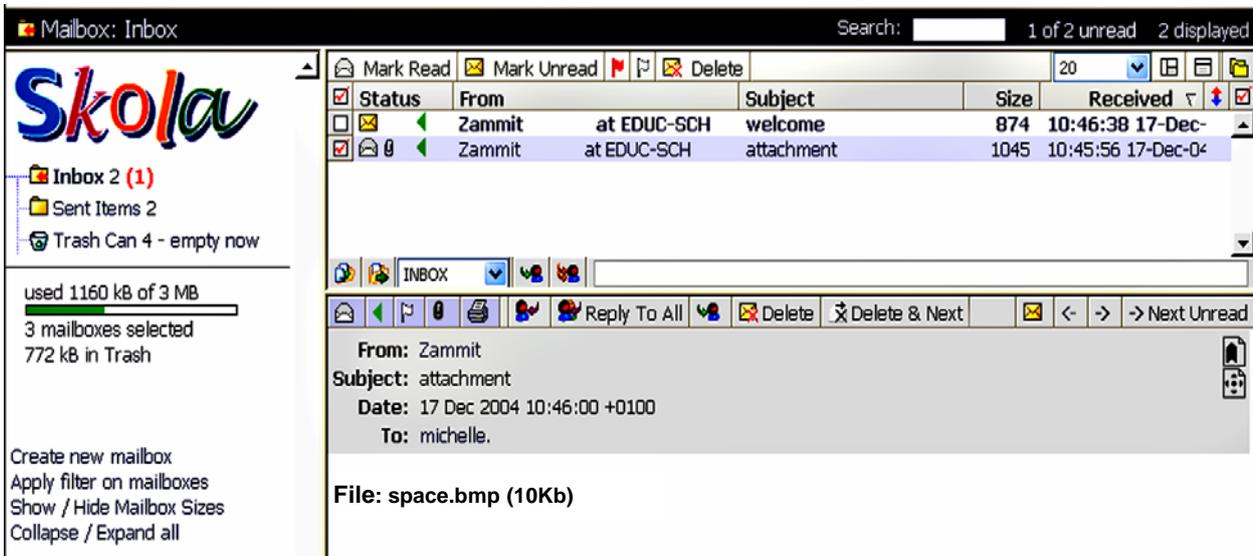|				
username	browser	E-Mail	modem	home
ISP	telephone line	messages	password	logged

Darren went to an _____ to buy Internet service. The sales person told him that in order to have internet access he must have the following hardware and equipment: A computer System, a _____ and a _____. To view the web pages he needs a special program called _____. When Darren paid for the service, the sales person gave him a _____ and _____ so that he could logon to the service. He also provided Darren with an _____ address so that he could send _____ to his friends. Darren went home and _____ on to the internet and the first Web Site which appeared was the _____ page.

10

12   **Use the following screenshot to answer the questions below.**

i   What is the subject of the unread e-mail?

1

ii   What is the size of the opened mail?

1

iii The opened e-mail has an attachment. Write its name?

1

iv What is the name of the person who received the opened e-mail?

1

v   How many e-mails were deleted?

1