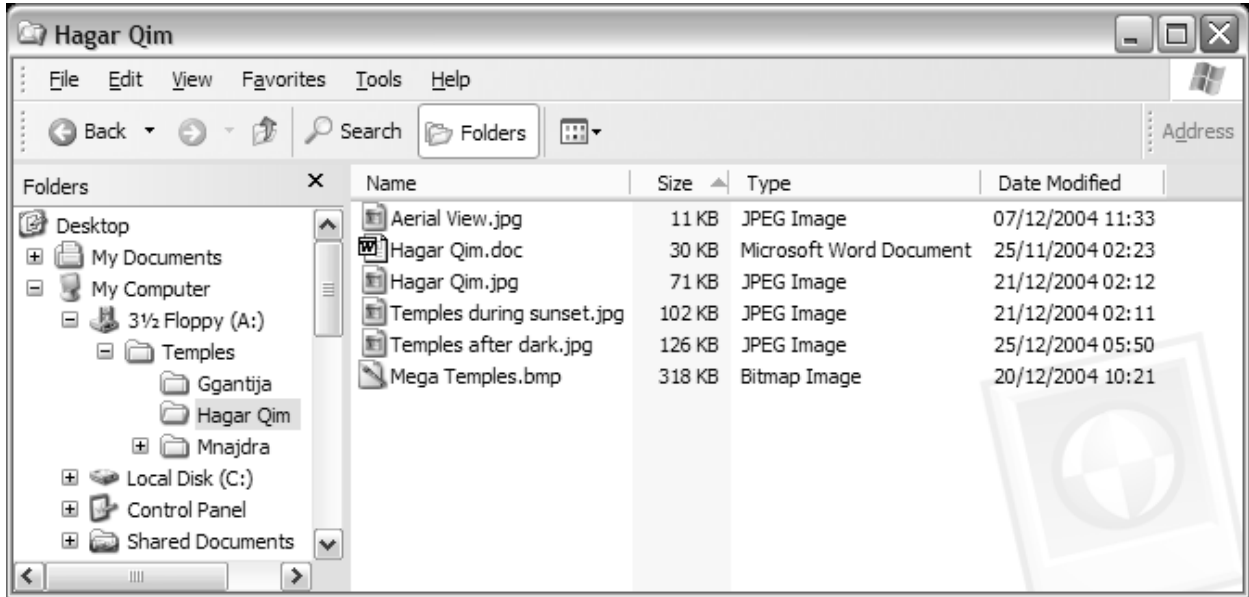


d) Kevin organises the files on his floppy disk in **folders** and **sub-folders**.



i) What is a **folder**? _____

2

ii) Look carefully at the above picture. Write the name of the **sub-folder** in **A:\Temples** that contains more sub-folders?

2

iii) How many **image** files are there in the sub-folder named *Hagar Qim* ?

2

iv) The files in *Hagar Qim* sub-folder are sorted according to their file size. Are they sorted in **ascending** order or **descending** order?

1

v) "Kevin deleted the *Ggantija* folder. He can use the **Recycle Bin** to restore it." Do you agree with this statement? Why?

2

2 Read carefully and answer by writing **T** for True or **F** for False.

- a) A virus is a program which may harm a computer system.
- b) A virus scanner is used to create new viruses.
- c) A diskette cannot have a virus.
- d) You can be infected by a virus if you sit in front of an infected computer for more than one hour.
- e) Viruses can be transmitted by downloading programs from the internet.

T or F

1

1

1

1

1

3 Elena is doing some research on the Mnajdra Temples.

She produces a document with a **title**, a **picture** and **two paragraphs of text**, as shown in the picture.

Mnajdra Temples

<http://www.heritagemalta.org>

Mnajdra lies tucked in a hollow in the cliffs on Malta's southern coast. The site is probably the most atmospheric of all Malta's temples. It lies in an isolated position on a rugged stretch of coast overlooking the isle of Fifla and just 600m from another principle temple site, Hagar Qim. The surrounding area is designated a Heritage Park and is typical of rugged Mediterranean garrigue landscape. Barren in summer, the landscape is transformed in spring by flowering herbs and shrubs.

Mnajdra is a complex site consisting of three temples overlooking an oval forecourt. The first and oldest temple is a simple trefoil of the Ggantija phase (3600-3100 BC). The small rubble walls are a modern reconstruction but the small uprights, with their pitted decoration, are original.

Title

First Paragraph

Second Paragraph

a) Elena produces the title using **special text effects**. What is this feature called?



2

b) **Tick (✓)** the correct phrase:

i. The paragraph **alignment** used by Elena for the **first paragraph** is:

Align Left	Centre	Align Right	Justify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

ii. The paragraph **alignment** used by Elena for the **second paragraph** is:

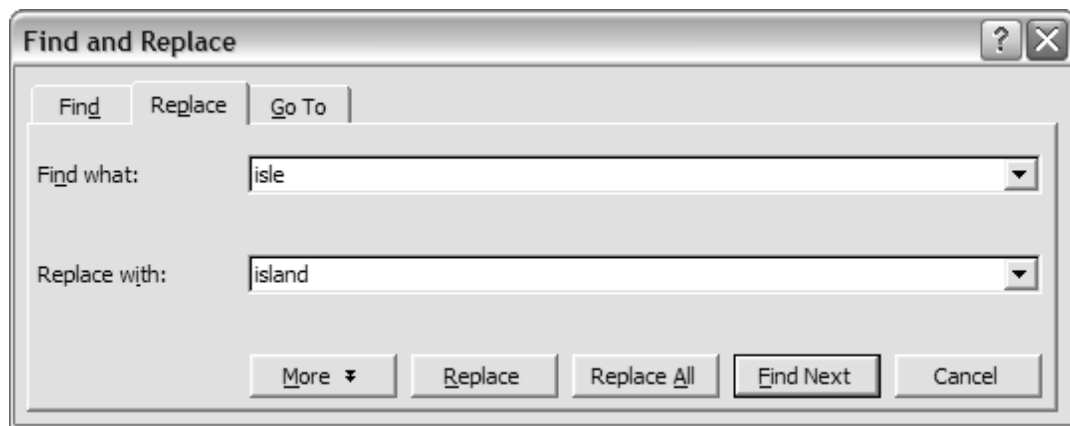
Align Left	Centre	Align Right	Justify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

c) Write the **URL** of the website from where Elena found this information.

2

d) Elena uses a feature called **Find and Replace** as shown below.



i. What text is she trying to find?

2

ii. Which button does she need to click to start the search?

2

iii. What happens when she clicks on the **Replace All** button?

4

4 **Underline** the correct statement for each of the following:

a) The computers in a school are connected together so students can share files and printers. What is this arrangement of computers called?

- i. FTP
- ii. WWW
- iii. LAN

1

b) Which of the following devices allows computers to communicate using the telephone network?

- i. CD-ROM
- ii. Modem
- iii. Plotter

1

c) Which of the following is both an input and output device?

- i. Digital Camera
- ii. Scanner
- iii. Touch Sreen

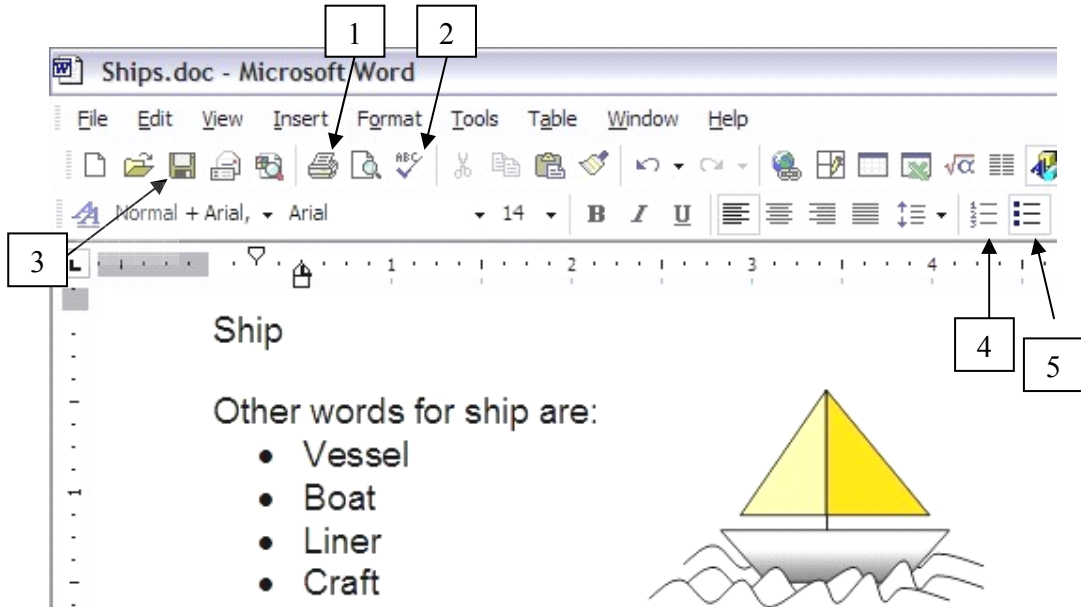
1

d) An extranet is:

- i. A local area network with an extra file server.
- ii. A private network of computers.
- iii. A private network of computers that includes external specified users.

1

5 Look carefully at the following picture. The numbers are used to label tool buttons.



a) **Write** the number in the box to show which button is used to complete the task.

- i. To **save** the document to disk.
- ii. To **print** the document.
- iii. To **check the spelling**.
- iv. To change the bulleted list into a **numbered list**.

1
1
1
1

b) Look carefully at the picture and complete the following:

- i. The file **name** of the above document is _____.
- ii. **Two** words found in the **bulleted** list are _____ and _____.
- iii. The **name of the font** used is _____ and the **font size** is _____.
- iv. To save the document with a different filename, from the **Menu bar** select the word _____, then select _____.

2
2
2
2

6 The question is on the use of the **Internet**. Fill in the blanks with the following words:

<i>Home</i>	<i>netiquette</i>	<i>Protocol</i>	<i>Transfer</i>	<i>Uniform</i>	<i>History</i>	<i>keywords</i>	<i>Resource</i>
-------------	-------------------	-----------------	-----------------	----------------	----------------	-----------------	-----------------

- a) The term URL stands for _____ **Locator**.
- b) The term FTP stands for **File** _____.
- c) The webpage that appears when you connect to the Internet is the _____ Page.
- d) The _____ folder contains links to webpages you've visited.
- e) A search engine is used to search for websites by using _____.
- f) The rules of behaving properly when communicating over the Internet are referred to as _____.

2
2
1
1
1
1

- 7 Carol is collecting information about Tourists who visited Mnajdra Temples. The following spreadsheet shows her findings.

	A	B	C	D	E	F	G
1	Tourists visiting Mnajdra Temples						
2							
3		<i>January</i>	<i>February</i>	<i>March</i>		Total	Max
4	Italy	35	35	33		103	35
5	France	40	45	47		132	47
6	Spain	16	23	26		65	26
7	Greece	13	14	15		42	
8	Germany	36	47	55		138	
9	UK	22	24	23		69	
10	Japan	15	3	6		24	
11							
12	Total	177	191	205			
13	Minimum	13					
14	Maximum	40					
15	Average	25.29	27.29	29.29			

- a) Look carefully at the above picture and write down:
- the **total number** of tourists who came from **Germany**. 1
 - the **maximum number** of tourists who visited in **January**. 1
- b) **On the above picture**, fill in the **values** that should appear in the cell **C13** and **D13**. 2
- c) **On the above picture**, fill in the **values** that should appear in the cells from **G7** to **G10**. 4
- d) Complete the following sentence:
 The **minimum** number of tourists came from the country of _____ . 1

e) Carol entered the formula =SUM(B4:D4) in cell F4 to calculate the total number of tourists who visited from **Italy**. She copied and pasted the formula in cell F5.

i. Write the formula that should appear in cell F5:

2

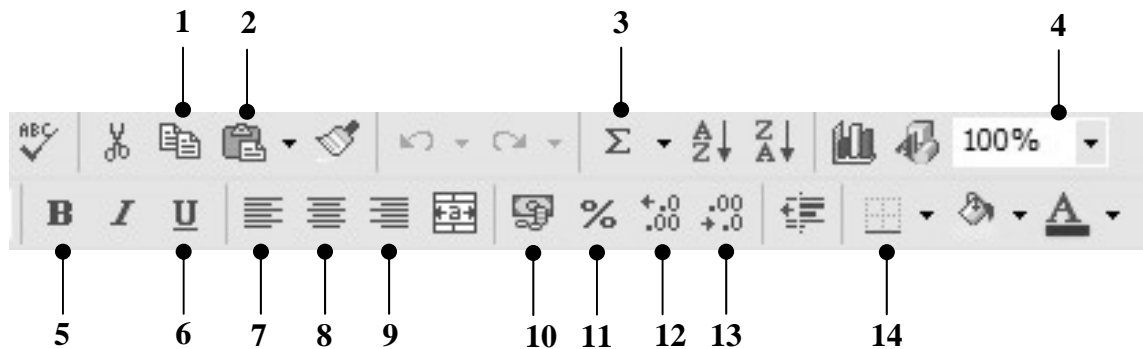
ii. Write the formula that is in cell B13 to calculate the **Minimum** number of tourists who visited during **January**:

4

iii. Write the formula that is in cell D15 to calculate the **Average** number of tourists who visited during **March**:

4

f) Carol used some of the tools that appear in the toolbars.



Write the number of the tool button that Carol has to click if she wants to:

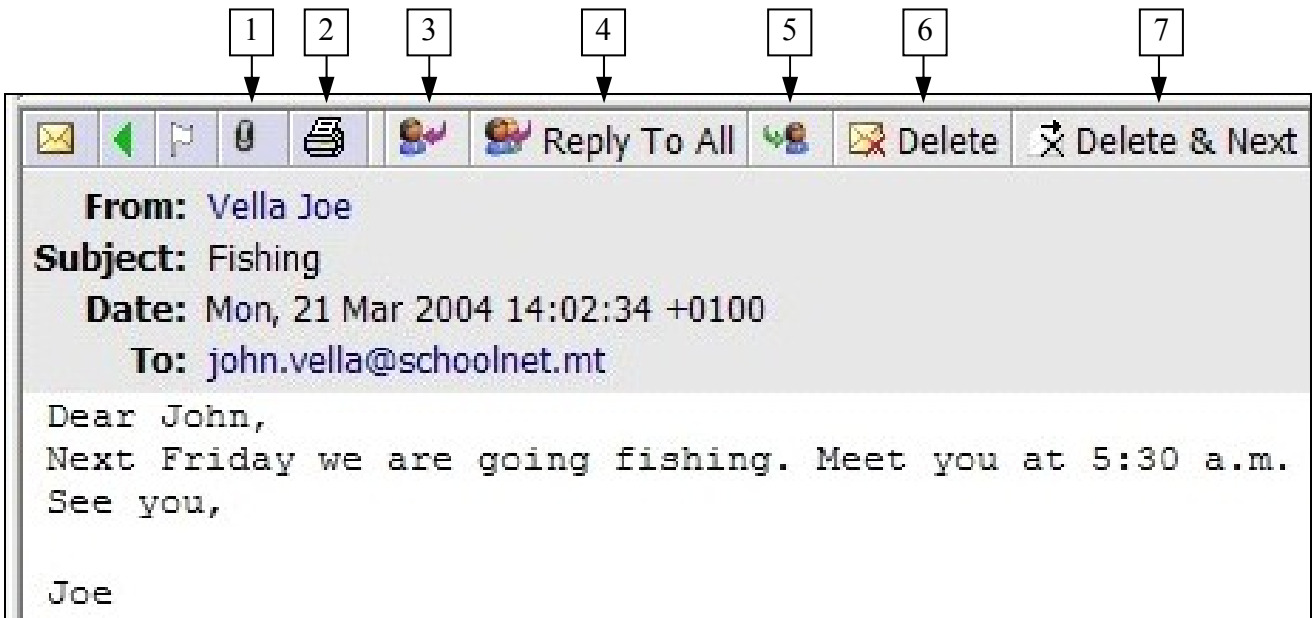
	<i>Tool</i>	
i. Copy a formula.		1
ii. Align to the left the contents of a cell.		1
iii. Centre a title in a cell.		1
iv. Change the number in cell D15 from 29.29 to 29.3		1
v. Insert a function such as SUM.		1
vi. Underline the contents of a cell.		1
vii. Add borders around cells.		1
viii. Zoom to 50%.		1
ix. Format a number in a cell to currency .		1
x. Format a number in a cell to percentage .		1

8 a) John opened his mailbox. Look carefully at the picture below and answer the following:



- | | | | |
|------|---|----------------------|---|
| i. | How many emails has John in his inbox? | <input type="text"/> | 1 |
| ii. | How many emails has John sent ? | <input type="text"/> | 1 |
| iii. | How many emails has John deleted ? | <input type="text"/> | 1 |
| iv. | How many unread emails are there in the Inbox ? | <input type="text"/> | 1 |

b) Look carefully at the following picture. Some tool buttons are numbered.



Write the number of the button that John has to click if he wants to:

- | | | | |
|------|--|----------------------|---|
| i. | Open the file attached to the received e-mail. | <input type="text"/> | 1 |
| ii. | Print the received message. | <input type="text"/> | 1 |
| iii. | Delete the received message. | <input type="text"/> | 1 |
| iv. | Reply to the received message. | <input type="text"/> | 1 |
| v. | Forward the received message to another friend. | <input type="text"/> | 1 |

c) Write **ONE** advantage of having **web-based** e-mail:

2