

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2005

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 Basic Concepts.

(a) Write down whether the information provided below is referring to a:

PDA, Mainframe, PC or Laptop.

- | | | | |
|-------|----------------------------------------------------------|--|---|
| (i) | Found in homes, offices and computer labs. | | 1 |
| (ii) | Mainly used by people on the move. | | 1 |
| (iii) | Very expensive and only affordable by large companies. | | 1 |
| (iv) | Uses a special pen for storing and fetching information. | | 1 |

(b) Write down whether the following statements on the performance of a computer are **true** or **false**.

	Statement	True or False	
(i)	The larger the RAM size the faster the computer.		1
(ii)	A 500MHz computer is faster than a 2GHz computer.		1
(iii)	Computer programs need free hard disk space to run.		1
(iv)	The more programs that are running at the same time, the faster each program runs.		1

(c) The table below shows four **different applications of computers** in four different sections. Write down another application for each section.

<p style="text-align: center;">Applications in Business</p> <p>1. <i>Insurance claims processing.</i></p> <p>2.</p>	<p style="text-align: center;">Applications within Government</p> <p>1. <i>Tax collection.</i></p> <p>2.</p>		2
<p style="text-align: center;">Applications in Health</p> <p>1. <i>Ambulance control system.</i></p> <p>2.</p>	<p style="text-align: center;">Applications in Education</p> <p>1. <i>Preparation of timetable.</i></p> <p>2.</p>		2

- (d) With use, the files of a computer program may get scattered all over the hard disk. What is the **process of joining the files together**, called?

1

- (e) Read through the following tasks. Each task has been given a letter of the alphabet.

- A. Mathematical calculations.
- B. Creative thinking.
- C. Monitoring dangerous chemicals.
- D. Repetitive jobs.
- E. Recognising shapes.

Write down the letter of each task in the table below to show whether the task is more **appropriate to a computer** or **more appropriate to people**.
One has been provided as an answer.

More appropriate to computer	More appropriate to people
	B

4

- (f) (i) Tick () the statement which best describes **tele-working**.

Statement

- Working at the office but connected to your computer at home.
- Working at home but connected to the organisation via a network.
- Working at home by receiving verbal instruction from the organisation over the telephone.

Tick

1

- (ii) Write down one **advantage** and one **disadvantage** of **tele-working**.

Advantage: _____

1

Disadvantage: _____

1

2. This question is on Using the Computer and Managing Files.

- (a) A key from the keyboard can be pressed to **capture a screen**. This can then be imported into another program. Write down the **name of this key**?

1

- (b) (i) What do you understand by **file compression**?

2

(ii) Give one **reason** why we may need to **compress a file**.

1

(iii) Circle the **program** that is normally used to compress a file.

Compzip Winzip PKzip Officezip

1

(c) The picture below shows the **System properties** of a particular computer.



Look carefully at the properties and then complete the following:

(i) The **operating system** is _____.

1

(ii) The **clock speed** is _____.

1

(iii) The **size of memory** is _____.

1

(d) Suppose that the following are seven files stored on a particular computer. You can **search for a file** if you know only part of the file name.

**ecdI
results
earth
align
school
ecosystem
earrings**

Write down the answers to the following questions in the boxes provided.

(i) How many files are found if you type **a ?**

1

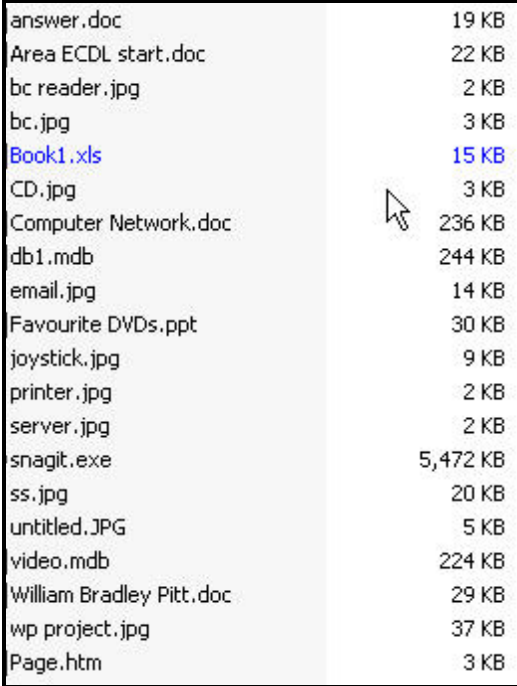
- (ii) How many files are found if you type **a*** ?

 1
- (iii) How many files are found if you type **ec*** ?

 1
- (iv) How many files are found if you type **ear??** ?

 1

(e) The following picture shows part of the **Windows Explorer** program.



Study the picture and then answer the following questions.

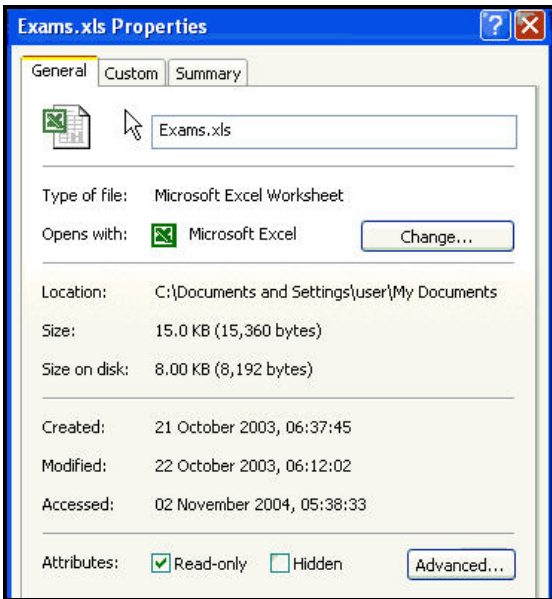
- (i) How many **different types of files** can you see?

 1
- (ii) Write down one **file extension**.

 1
- (iii) Are there any **audio (music) files**?

 1

(f) The following picture shows the **file properties** of a particular file.



(i) Which **program** opens this file?

1

(ii) Write down whether you can **save any changes** that you make to this file.

1

(g) (i) The picture below shows a **number of printers** that are installed on a computer. Write down the name of the **default printer**.



Default printer:

1

(ii) Give one reason why you may have to use the print option called '**Print to file**'.

1

3. This question is on Word Processing.

(a) "A special type of document file can be created **once, saved** and then **customised** as required. The file name of this document finishes with **.dot**." What is this **type** of document file called?

1

(b) The picture below shows some text and special characters after the button shown on the right is clicked.



↑
The big bad wolf↑
↑

(i) What are these **special characters** called?

1

(ii) Complete the following statements:

• The . represents a _____.

1

• The ↑ represents a/an _____.

1

(c) The picture below shows a section of the **Formatting Toolbar**.



(i) What is the feature that has been set to **Normal**, called?

1

(ii) Provide one **advantage** of using this feature.

1

(d) Information can be stored in a **table**.

(i) Give one **advantage** of storing information in a table?

1

(ii) Write down the names of the **two items** which make up a table.

1. _____ 2. _____

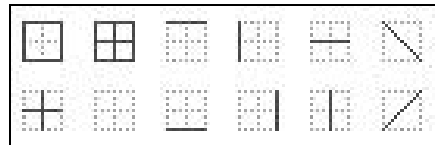
2

(iii) What happens if you click the **button** shown on the right?

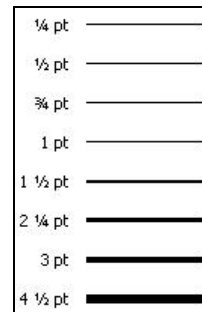


1

(iv) Pictures A and B shown below are used when preparing a table.



A



B

Write down what each picture is used for.

Picture A: _____

1

Picture B: _____

1

(e) This part of the question is on **Mail Merge**.

(i) Fill in the blanks of the paragraph below using the following phrases.
main document data source personalised letters

Mail merge is the process of preparing and printing a series of _____.
_____. Two files need to be created before you can merge them. The information that does not change is stored in the _____ file while the data that changes during mail merge is stored in the _____ file.

3

- (ii) Write down the name of the program where the **main document** is prepared.
_____ 1
- (iii) Write down the name of a program where the **data source** is prepared.
_____ 1
- (iv) Give an example to show where the **school administration can use mail merge**.

_____ 2

4. This question is on Spreadsheets.

- (a) Use the following words to show the **type of addressing** (cell referencing) that was used in the spreadsheet formulas given below:

Absolute Relative Relative and absolute

	Formula	Type of addressing (referencing)
(i)	=D2+F6	
(ii)	=D2+\$F\$6	
(iii)	=\$D\$2+\$F\$6	

- (b) Consider the following worksheet.

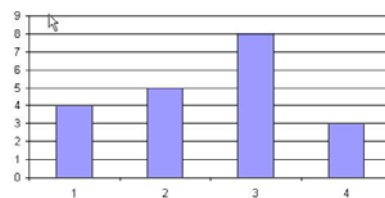
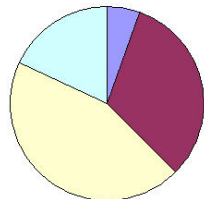
	A	B	C
1	Examination		
2	Name	Mark	Pass/Fail
3	Francesca	61	
4	Jane	56	
5	Sylvia	32	
6	Carmen	78	
7			

- (i) The title of the worksheet (i.e. Examination) has been **centered across columns A, B, C**. Circle the **button** that was used for this formatting task.



- (ii) Write down the **IF function** that must be typed in cell C3 to display the word **'Pass'** or **'Fail'**. The pass mark is 50 and above.

- (c) (i) The pictures below show 2 different types of **charts/graphs**. Write down the name of each type of chart.



Type: _____

Type: _____

- (ii) A quick way of creating charts/graphs is by using the **Chart Wizard**. Explain how the **wizard** helps you in preparing the chart.

1

- (iii) To select **two non-adjacent rows/columns** for your chart/graph you must click the mouse button while holding down a **key** from the keyboard. Which key must be pressed?

1

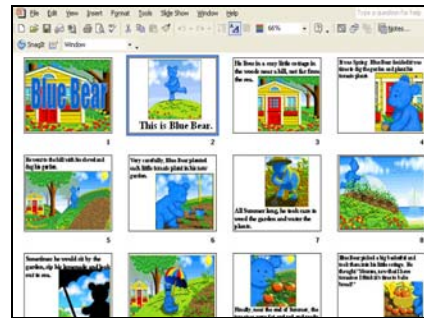
5. This question is on the Presentation (PowerPoint) program.

- (a) The pictures below show **four different views** of the same presentation. Write down beneath each picture, the type of view from the following list.

Normal outline view
Normal slide view



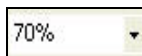
Slide sorter view
Slide show view



2

2

- (b) The following **icons** are found in the toolbars. What are they **used** for?









1

1

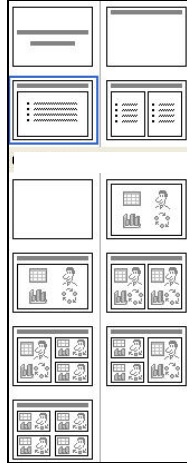
1

1

- (c) What do you understand by **line spacing**?

1

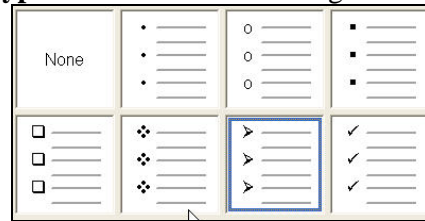
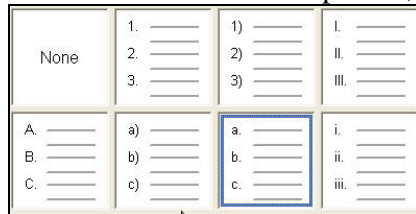
- (d) When you click on the **New Slide** button the following window pane appears on the screen.



What is the window pane **used for**?

1

- (e) Each of the following pictures is used to **change the format of a list**. Write down beneath each picture, the **type of list** that can be changed.



2

6. This question is on Information and Communication.

- (a) Write down whether the following statements are **True** or **False**:

	Statement	True or False
(i)	The address of a web site is given by a URL.	
(ii)	Cookies are files used in home economics.	
(iii)	A digital certificate is a printed birth certificate.	
(iv)	A protected site is one whose access is controlled.	

1

1

1

1

- (b) Complete the sentences below using the following words:

credit card encryption spam firewall virus

- (i) _____ is a method of scrambling an email message.
- (ii) An email file may infect your computer with a _____.
- (iii) _____ mail is mail that is sent in bulk.
- (iv) A _____ is a protection against invasion via the Internet.
- (v) You must be cautious when sending your _____ details over the Internet.

1

1

1

1

1

(c) You want to search for **car driving lessons** on the Internet. What is the difference between typing the following in the search engine?

car driving lessons _____

1

“car driving lessons” _____

1

(d) You want to **email** a printed **photograph** to a friend.

(i) The 4 main tasks for sending the email are the following. However the tasks are not in the correct order.

Attach the photo file **Type the message**
Send the message **Scan the photo**

Write them down below in the correct order.

1. _____

1

2. _____

1

3. _____

1

4. _____

1

(ii) You wish to send the same email to other friends using the **Cc** or **Bcc** features. What do the **abbreviations** stand for?

Cc: _____

1

Bcc: _____

1

(iii) Robert received an email from Tiziana. Robert now wants to **send** it to Peter. Write down whether the latter task is called **Forward** or **Reply**.

1

(iv) The **icon** shown on the right is found in the email program. What happens if you **click** on it?



1