JUNIOR LYCEUM ANNUAL EXAMINATIONS 2007
Educational Assessment Unit – Education Division

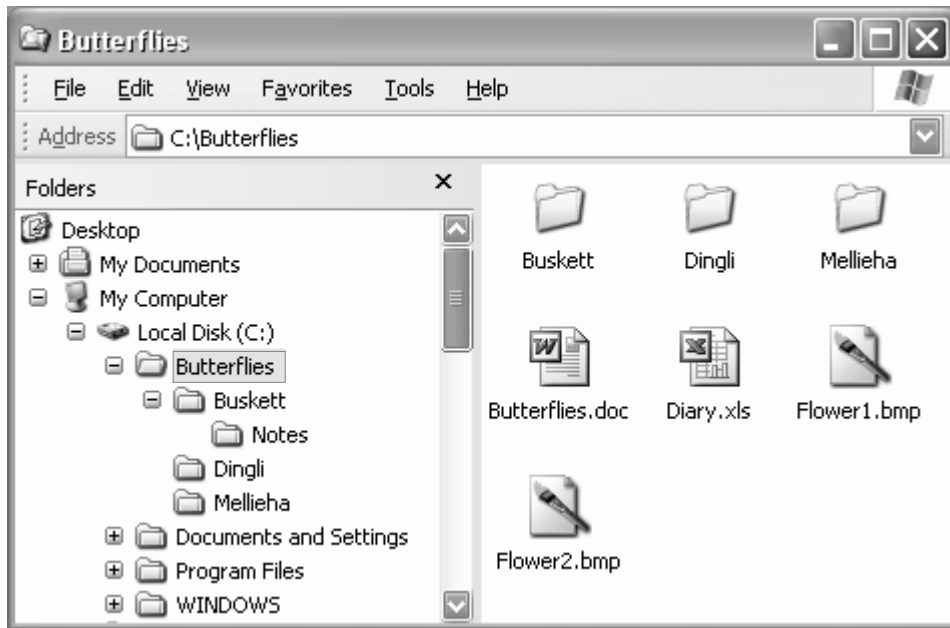|		
FORM 2	**INFORMATION AND COMMUNICATION TECHNOLOGY**	**TIME: 1 h 30 min**

Name: _____ **Class:** _____

Answer ALL questions.

1 Karen is collecting information about butterflies in Malta.

   a) Karen creates a **folder** named **Butterflies** in her computer's hard disk as shown below:

   i. Write the **path** of the folder **Butterflies**:   2

   ii. Write the names of the three **sub-folders** found in the folder **Butterflies**:

   3

   iii. Write the **path** of the file **Flower1.bmp:**

   2

   b) Describe how Karen can **copy** the file **Butterflies.doc** to a floppy disk:

   _____

   _____
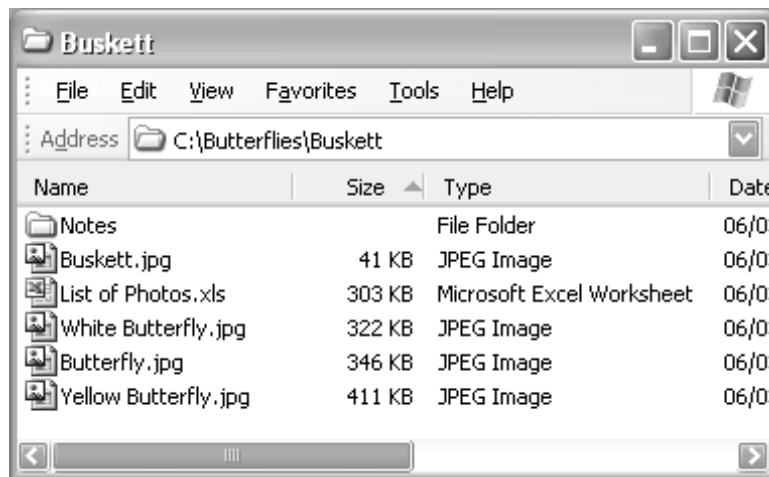
   2

   c) Karen **moves** the file named **Flower2.bmp** to the folder named **Buskett**. Describe how she can do it.

   _____

   _____

   2

d) Look carefully at the above picture and answer by writing **T** for True or **F** for False.

		T or **F**	
i.	The files are sorted by their file **size**.		1
ii.	The largest image file is **Butterfly.jpg**		1
iii.	The folder **Buskett** contains 5 files.		1
iv.	Once you delete **Buskett.jpg** you can restore it from the Recycle Bin.		1
v.	To select only the files **Buskett.jpg** and **Butterfly.jpg**, you need to click on both files while holding the **Shift** key.		1

**e)** Karen would like to add more pictures to her collection. List **two** ways how she can do this:

i. _____ 2

ii. _____ 2

2 Two major components of a computer system are **input** and **output** devices. **Name** each of the following devices and write whether it is an **input or output** device.

Name of Device:				3
Input or Output?				3

3 **Karen uses a word-processor to write notes about Butterflies.**

She produces a document with a **title, a picture** and a **paragraph of text**, as shown below. She formats the indentation and spacing of the first paragraph.
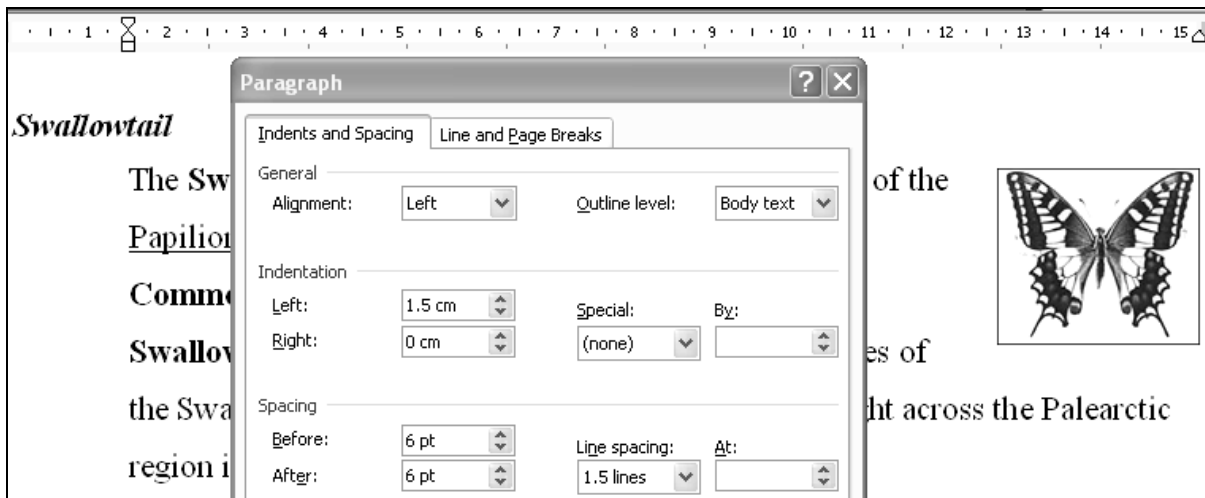

a) **Look carefully at the above picture and underline the correct phrase from the ( ):**

i. The title "Swallowtail" is aligned to the (right, left, centre). 1

ii. The first paragraph is indented 1.5 cm from the (right, left) margin. 1

iii. The spacing before the paragraph is (1.5 cm, 0 cm, 6 pt). 1

iv. The line spacing of the paragraph is (0 cm, 1.5 lines, 6 pt). 1

v. The font style of the title is called (italics, indent, Arial). 1

vi. To apply borders around the title "Swallowtail", select the menu 2

(Edit, Insert, Format) and then (Font, Paragraph, Borders and Shading).

b) **Look carefully at the following picture and complete the statements below:**

The above list is called a list with _____.

To obtain this effect, _____ the text and click ⊞ from the

_____ toolbar, otherwise, click the button ⊞ if you want a

_____ list. 4

4 a) Karen types more notes after the word *Common*. She clicks ¶ from the Standard toolbar and uses tabs as shown below.
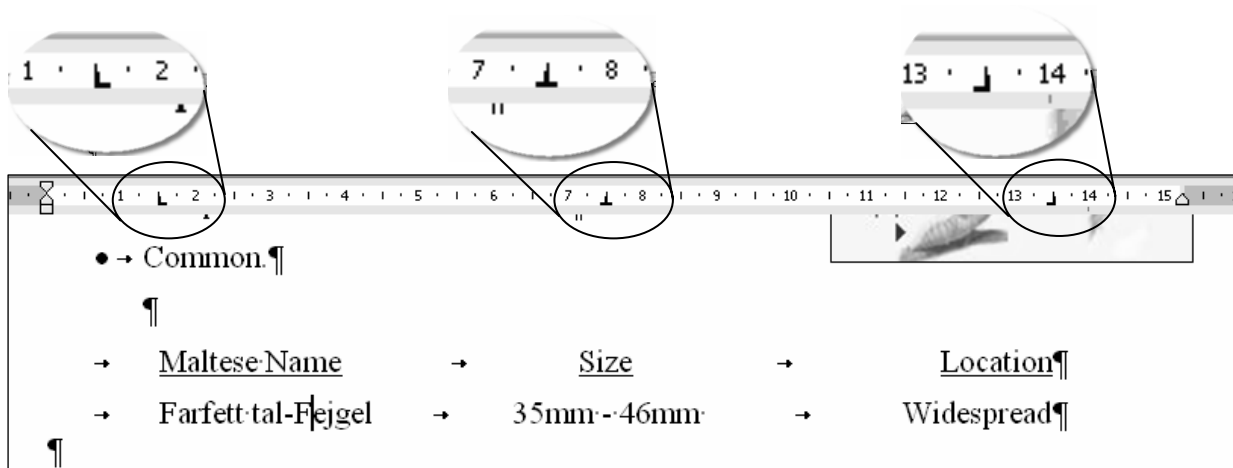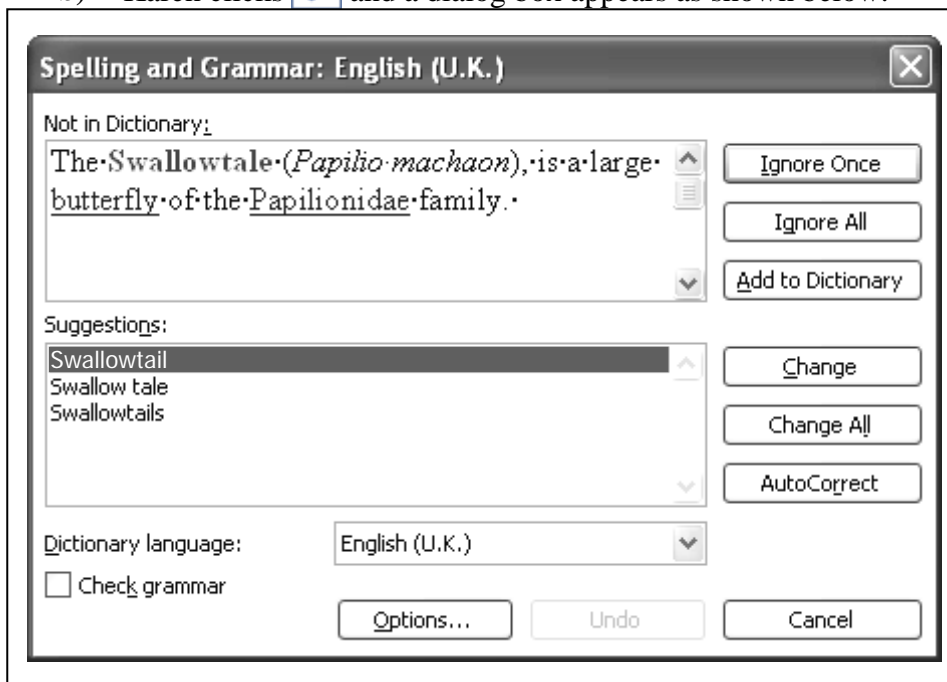

Complete the following:

i.   What is the Tab stop **position** of the **Left Tab**? _____   1

ii.   What is the **alignment** of the tab at position 13.5 cm? _____   1

iii.   What does the symbol ¶ represent? _____   1

iv.   Draw the **symbol** which represents a **Tab key** press: 1

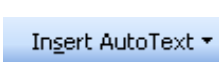**b)** Karen clicks ✓ and a dialog box appears as shown below:

i.   The **dictionary language** of the **spell checker** is _____.   1

ii.   Describe how Karen may use the dialog box to **correct** the word *Swallowtale* to **Swallowtail**:

                                                                                                          1

5 **Headers and Footers can be inserted in a document.**
   Describe what the following Header and Footer **toolbar buttons** are used for:

a)	🕐		1
b)	Insert AutoText ▾	Inserts auto text, for example _____	1
c)	#️		1
d)	⊞		1
e)	▤		1

6 **Karen, together with her classmates, presents her Science project about Butterflies.**
   A spreadsheet, as shown below, was used to show the score obtained by each student.

	A	B	C	D	E	F	G
1	Science Project: Butterflies in Malta						🦋
2							
3	Index	Project Title	Name	Report	Photos	Website	Total Score
4	1	Butterflies of Malta	Karen	6	10	8	24
5	2	Moths and Butterflies	Mark	5	5	8	18
6	3	Colourful Fliers	Mario	5	4		9
7	4	Our Butterflies	Kevin	8		8	16
8	5	A story of a Pupa	Tiziana	7			7
9	6	Butterflies illustrated	Fiona	6.5	6		12.5
10	7	Photogenic Butterflies	Flora	6	8	7	21
11	8	Butterflies	Fauna	5.5	3	3	11.5
12							
13		Projects with a Report:	8		Maximum Score:		24
14		Projects with Photos:	6		Minimum Score:		7
15		Projects with a Website:	5		Average Score:		14.875
16							

   Look at the above picture and complete the following:

   a) The **active cell** is _____ and its **value shows** the _____ score. 2

   b) The maximum score was obtained by the student whose **name** is _____. 2

   c) The formula in cell **G14** is   =MIN(_____) 2

   d) Write the formula used in the cell **G4**, using the + **operator**, which finds the **total** of the cells D4, E4 and F4. 3

   e) Write the formula used in the cell **G4**, using the **function** which finds the **total** of the cell range **D4:F4**. 3

   f) Write the formula entered in the cell **C15** to **count** the number of projects with a website. 2

7 **Anthony makes use of Toolbars to work through his spreadsheet.**
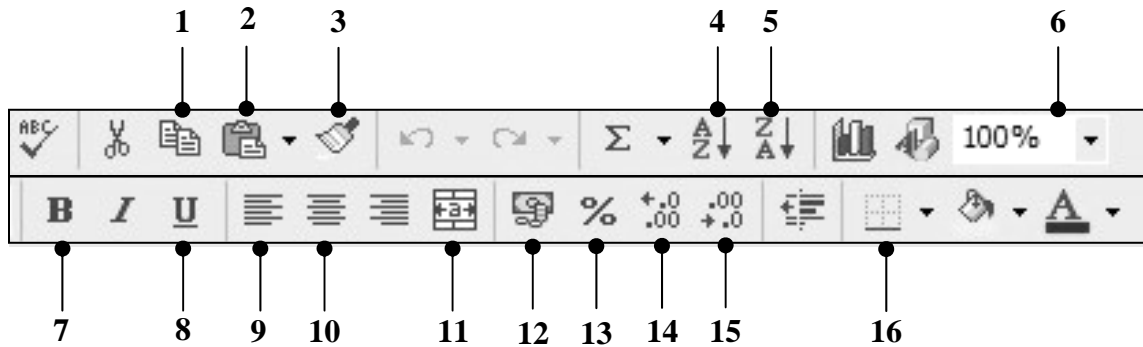
Write the **number** of the **tool button** that Anthony has to use if he wants to:

		Tool	
a)	Format a cell to **bold**.		1
b)	**Copy** the **format** from a cell to cell range.		1
c)	Format a cell to show **currency**.		1
d)	**Decrease** the number of **decimal** places.		1
e)	Add **borders** to a cell range.		1
f)	**Sort** the data in **descending** order.		1

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

		T or **F**	
a)	A computer virus can spread by sharing infected floppy disks.		1
b)	Viruses cannot spread over an extranet.		1
c)	Anti-virus software should be updated monthly.		1
d)	An e-mail attachment can contain a virus.		1

9 **Underline the correct phrase from the brackets ( ):**

a) In a school, computers are connected together so that files and printers can be shared. This network setup is called a (WWW, LAN, HTTP) 1

b) Computers can send and receive files using the telephone network. A device called (modem, plotter, scanner) is required to do so. 1

c) An example of an input and output device is a (scanner, touch screen, plotter). 1

d) An (intranet, extranet, internet) is a private network of computers that includes external specified users. 1

e) Make sure that while using a computer, you are sitting properly and that the work area is properly lit and ventilated. In this way you avoid (RMS, RSI, HTTP). 1
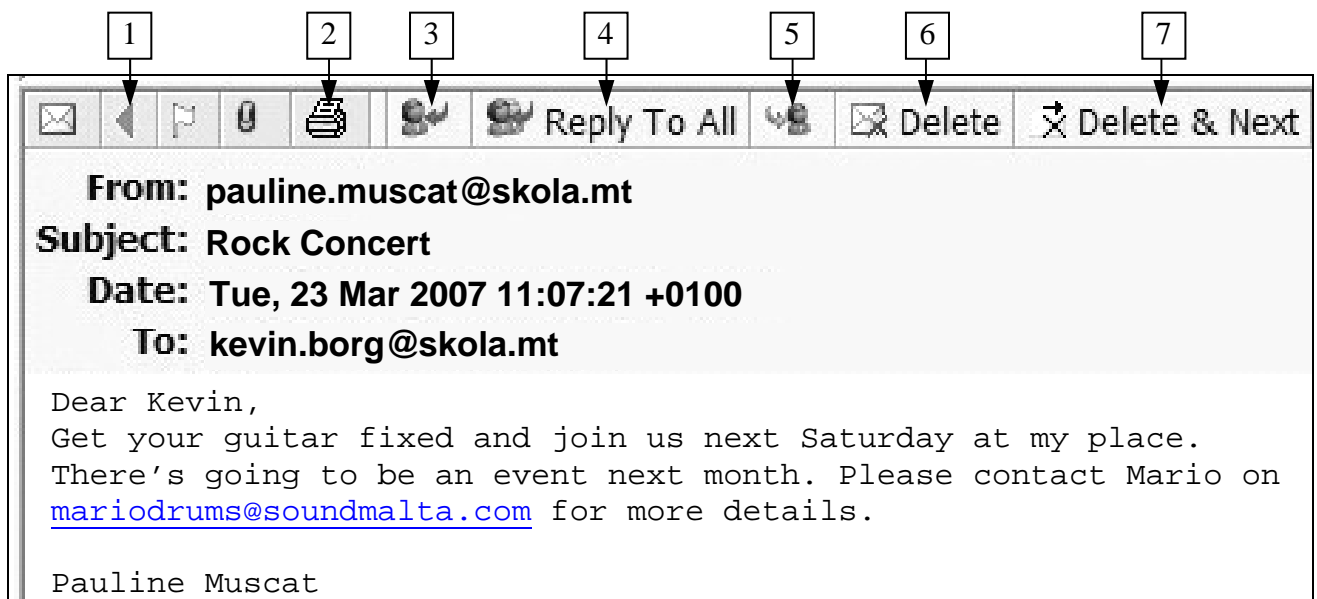
10 a) **Kevin opened his mailbox.**

Look carefully at the picture below and answer the following in the space provided:

i. How many **emails** are there in the **Inbox**? [ ] 1

ii. How many **unread** emails are there in the **Inbox**? [ ] 1

iii. How many emails has Kevin **deleted**? [ ] 1

iv. How many emails has Kevin **sent**? [ ] 1

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

Write the number of the **button** that Kevin has to use if he wants to:

	Tool	
i. **Reply** to the received email.		1
ii. **Forward** the received message to another friend.		1
iii. **Delete** the received message.		1
iv. Read the **previous** message that is in the inbox.		1
v. **Print** the e-mail message.		1

c) Write the **email address** of the **sender** of the email shown in the picture above. [ ] 2

d) Explain why Kevin should compose a new message to ask for more details and not reply to received e-mail massage.

_____

_____

_____ 2

e) **Pretend you are Kevin. Fill in the picture below as if you are composing an email message to ask Mario for more details about the Rock Concert.**

Write "**Rock Concert**" as the **subject** of your message which should read:

```
Dear Mario,
Kindly send dates and venue of next month's Rock
Concert.

Thanks,
Kevin
```

1
2
2

| ⊟ Send | 🖫 Save | ✕ Discard | ▤ HTML ☐ | ⊘ Notify: Delivery ☐ Read ☐ | 🖫 Copy ☑ | 🖎 Address |

From : "Kevin Borg" <kevin.borg@skola.mt>

To :

Cc :

Bcc :

Subject :

Priority : Undefined ⌄

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11 This question is on the use of the **Internet**. Fill in the blanks:

a) The **R** in the term **URL** stands for _____.   1

b) To connect to the Internet you need an account with an Internet Service _____   1

c) The **F** in the term **FTP** stands for _____Transfer Protocol.   1

d) The word _____ refers to how you should use **polite manners** while

   chatting or sending messages on the Internet.   1

e) A **search engine** is used to search for websites using _____.   1

END of EXAMINATION PAPER