JUNIOR LYCEUM ANNUAL EXAMINATIONS 2007
Educational Assessment Unit – Education Division

FORM 3	INFORMATION AND COMMUNICATIONS TECHNOLOGY	TIME: 1 h 30 min

Name: _____   **Class:** _____

For office use only:								
Question 1 (max)	Question 2 (max)	Question 3 (max)	Question 4 (max)	Question 5 (max)	Question 6 (max)	Paper Total 80%	Practical Test 20%	Final Mark

Answer ALL questions. This paper carries 80 marks.

1   This question is about Basic Concepts.

a)   Two memories found in a computer system are **RAM** and **ROM**.

	i)	What do the abbreviations **RAM** and **ROM** stand for?		
		RAM:		1
		ROM:		1
	ii)	Which of the two memories is the **main working memory** of the computer? _____		2

b)   The following are different types of computers. Fill in the empty space below with the one that fits the best description.

Palmtop,   Mac,   Mainframe,   Personal Digital Assistant (PDA)

	i)	The power of this computer can be distributed amongst many PCs sharing the same network via their own PC.	_____	1
	ii)	It uses a different operating system, and requires special versions of application programs and distinguished itself in Graphical User Interface performance.	_____	1
	iii)	This is a small type of computers that can literally fit into the palm of your hand.	_____	1
	iv)	These devices use a special pen, rather than a keyboard and can be used for storing and retrieving information.	_____	1

c)	i)	Give 2 functions that the CPU performs.		
		1.		1
		2.		1
	ii)	What is the speed of the CPU measured in? _____		1
	iii)	What is the operating system that is loaded on your PC at school? _____		1

d) **Who is the most appropriate for the following tasks**
Write (P) for People or (C) for computer in the adjacent box

i)	To give the best advice on a family problem	☐	1
ii)	To send a circular to fan club members?	☐	1
iii)	To monitor polluted or radioactive environments.	☐	1
iv)	To clean your house?	☐	1
v)	To perform mathematical calculations	☐	1

e) **Give one advantage when using the following computer application :**

i)	Airline Booking System	
		2
ii)	Online Banking System	
		2

2 **This Question is about Using the Computer and managing files**

a) Match the Requirement with Right Action by writing the correct letter in the box

Requirement			Action	
A	To automatically load all Word Document files		Use a File compression and extraction application	1
B	Take a full picture of the whole screen		From Print Manager set it as the Default Printer	1

C	Reduce the size of a large file		Press the **Prt Scr** button from the keyboard		1
D	View and control a print job		Open the Print Manager		1
E	Set a particular printer to always print from that printer		Do a Search for Files and Folders Type ***.*doc**		1

b		Study the following picture and then answer the questions below.

i)	What is the CPU speed? _____	1
ii)	Which Operating System is installed on this computer? _____	1
iii)	What is the size of the RAM ? _____	

c)		The picture below shows the file details of six files which have been labelled by a letter

Write down the letter next to the file in the file description next page

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	i)	Compressed file	1
	ii)	Text file	1
	iii)	Video file	1
	iv)	Word Document	1
	v)	Presentation	1
	vi)	Html file	1
3		**This question is about Microsoft Word**	
	a)	Using the picture of the Print dialogue below, answer the following questions.	
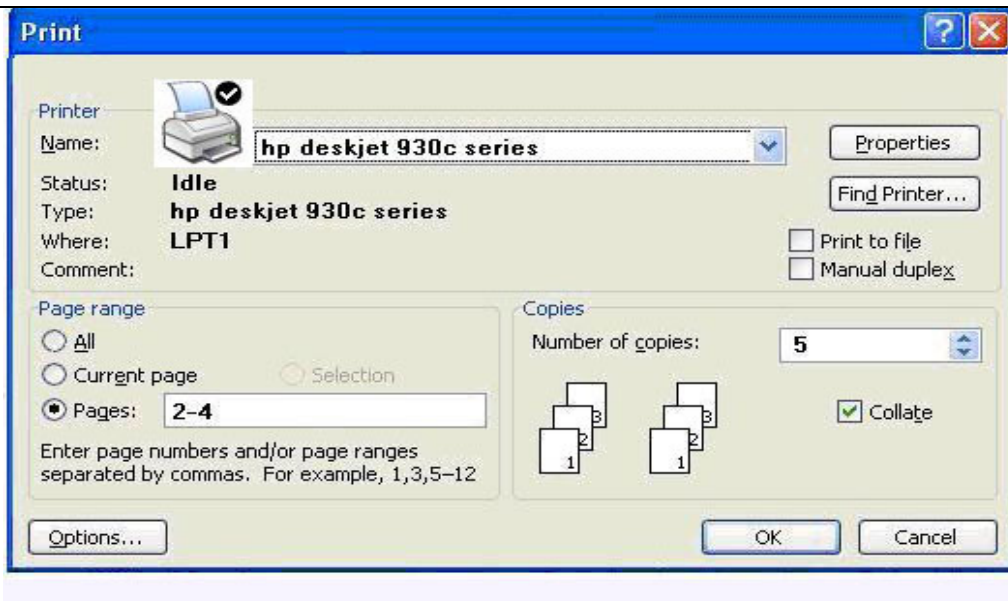
	i)	How many copies will be printed ? _____	1
	ii)	What is the name of the Printer ? _____	1
	iii)	When a document needs to be saved as a PRN file which checkbox ☑do you tick?	1
	iv)	Is the printer set as Default Printer (YES / NO) _____	1
	b)	**Complete the sentences below with the following word/s** **dark blue, copy and paste , Show/Hide, symbol, templates**	
	i)	One can _____ between one Word documents and another document.	2

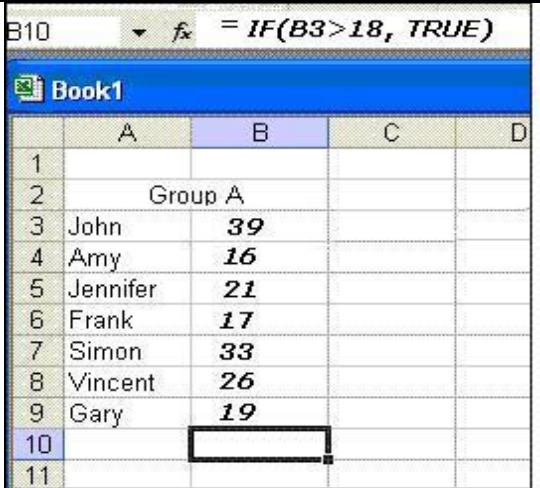| ii)	A document that is highlighted in _____is the Active Document.	2
iii)	¶ is the _____icon on the Standard Tool.	2
iv)	Ms Word provides several styles like Memos, letters that are called _____.	2
v)	❖ is a _____ you can use as bullets.	2

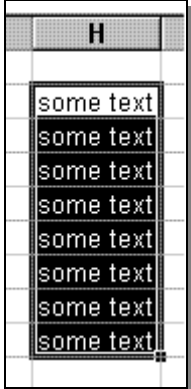c) **Below are the steps to complete a Mail Merge but not in the correct order. Number the steps.**

	1	Open the main document	1
		Merge the data	1
		Choose and insert merge fields	1
		Create Mailing letters	1
		Create/Browse a data source (Excel, Word table , Access)	1
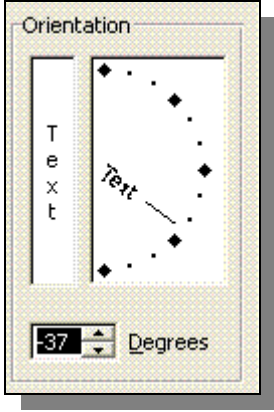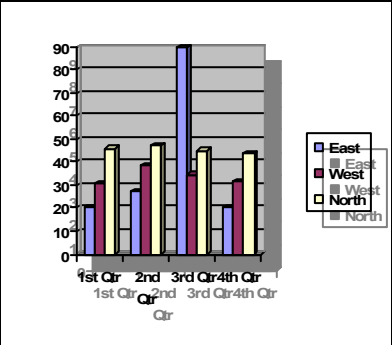
4		**This question is about Spreadsheets**
	a)	The following are special features. Match them with the pictures below.

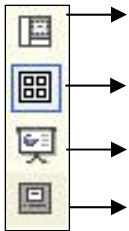**Graph,   Auto fill,   IF condition formula,   text orientation**

B10	▼ fx	= IF(B3>18, TRUE)

Book1

	A	B	C	D
1				
2		Group A		
3	John	39		
4	Amy	16		
5	Jennifer	21		
6	Frank	17		
7	Simon	33		
8	Vincent	26		
9	Gary	19		
10				
11				

H
some text
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_____   _____

				2

	b)	From the Excel sheet below answer the following questions

	A	B	C	D
3		**AB Computer Centre**		
4	Items	Item Name	Unit Price(LM)	Price(LM)
5	3	Hard Disk Drive 80GB	21	63
6	3	ATX Mainboard	29.95	89.85
7	2	DVD Writer	16.5	33
8	3	CPU Case	29.9	89.7
9			Total Amount	275.55
10			Discount 10%	
11			Final Amount	

	i)	Write down the formula that was typed in cell D5 _____	2
	ii)	What formula shall you type in cell D10 to get the discount for the Total Amount? _____	2
	iii)	Which are the merged cells ? _____	2
	iv)	What formula shall you type in cell D11 to get the Final Amount? _____	2

5			**This Question is abut the PowerPoint**	
	a)	i)	Mark with an A the icon showing all sides of the Presentation	1
		ii)	Put a B next to the icon you click to run the Slide Show	1

b)		Using the picture below on the right , answer the following questions.
	i)	What does this panel on the right contain? _____
	ii)	Mark with a C the slide that represents a Title Slide
	iii)	Mark with a D the slide that has a picture.

6

6	**This question is about Information and Communication**
	Xerri Rose Anne is sending an email. From the picture below answer the following questions

a)	To whom is Rose Anne sending the email? _____		1
b)	Who else will receive the email ? _____		2
c)	Will raxerri@schoolnet.gov.mt know that the zammit.m@skola.gov.mt. will receive the same email? YES/NO _____		2
d)	What is the name of the attachment file. _____		2
e)	When you type `	Journals + ICT	in a Search Engine, it gives all journals. Tick ☑ the right one. ☐ False ☐ True		2