JUNIOR LYCEUM ANNUAL EXAMINATIONS 2008
DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Educational Assessment Unit

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

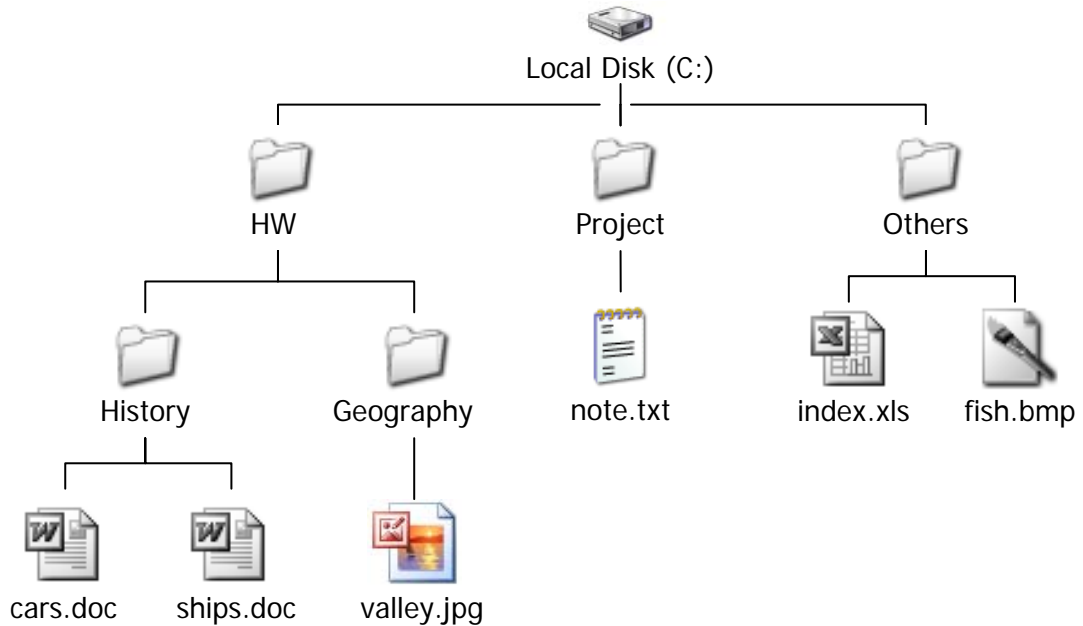**Name:** _____   **Class:** _____

Answer ALL questions.

1   Tick ☐✓ only ONE correct answer.

a) **GUI** stands for
☐ Graph User Interpreter
☐ Graphics Utility Interface
☐ Graphical User Interface

b) One **advantage** of using email:
☐ It is quick
☐ It is virus free
☐ You can send bulky parcels cheaper

c) While using a computer, it is **healthy** and **safe** to …
☐ take breaks every 20 minutes
☐ use poor lighting
☐ leave trailing power cables

d) This **input** device is often used on laptops:
☐ Touch screen
☐ Touch pad
☐ Light Pen

e) **RSI** stands for
☐ Repeated Stress Injury
☐ Repetitive Strain Injury
☐ Reading Software Intelligence

f) Use the chair at the correct height to …
☐ make sure that the screen is fully visible
☐ prevent overheating of the computer
☐ avoid backache and other muscular problems

g) A **hyperlink** is a …
☐ link to another web page
☐ type of modem
☐ connection to the ISP

h) An **attachment** is a …
☐ peripheral device used during chatting
☐ file sent with an email message
☐ file which stores your favourite websites

i) The **U** in the term **URL** stands for
☐ Uniform
☐ Ultra
☐ Universal

j) This device is used to allow computers send files using the telephone network:
☐ Modem
☐ Plotter
☐ UPS

k) This **output** device is used to print drawings on large paper:
☐ Scanner
☐ Plotter
☐ Printer

l) The **P** in the term **FTP** stands for
☐ Profile
☐ Protocol
☐ Publisher

m) The term **Netiquette** refers to …
☐ how you should behave while chatting and while writing e-mails
☐ how you should delete nasty messages
☐ how you download pictures from the Internet

n) A search engine is …
☐ used to find and destroy viruses
☐ used to restore deleted files from a floppy
☐ to find information on the Internet

[14]

2 a) Laura organises her **files** using **folders** and **sub-folders** as shown below:

Local Disk (C:)

HW   Project   Others

History   Geography   note.txt   index.xls   fish.bmp

cars.doc   ships.doc   valley.jpg

i.   What is this file structure called? _____ [1]

ii.   How many **files** are displayed? _____ [1]

iii. Write the names of the **three folders** found in root directory of **C:**

[3]

iv.   Complete the **path** of the file **note.txt**: C:\ _____\note.txt [1]

v.   Write the **path** of the file **ships.doc:** _____ [2]

vi.   Complete the sentence:

"The folder **History** is a _____ of the folder **HW**." [1]

vii. Which program was used to create the file *ships.doc*?

_____ [1]

viii. Which program was used to create the file *index.xls*?

_____ [1]

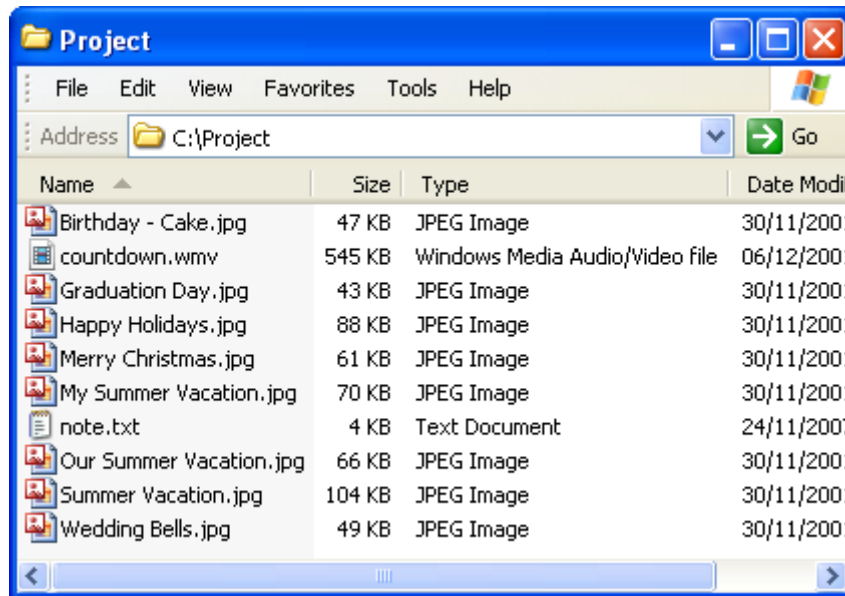**b)** Describe how you can create a new Folder using the menu bar?

File   Edit   View   Favorites   Tools   Help
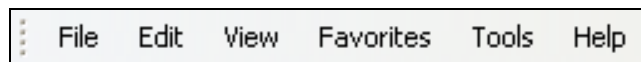
_____
_____ [2]

c) Describe how Laura can **change the name** of the file *note.txt* to *mynote.txt*

_____
_____ [2]

3 **a)** 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 **104 KB**		[1]
iii.	The folder **Project** contains 8 files.		[1]
iv.	To select only the files **countdown.wmv** and **note.txt**, you need to click on both files while holding the **Ctrl** key.		[1]

b) Describe how a **picture** of a car can be **captured** from a **magazine** and saved on the **computer's hard disk** as a picture file.

_____

_____ [2]

c) The main storage device is the Hard Disk. List two other storage devices:

i) _____   ii) _____ [2]

4 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.

	Use	Name of Device	Input or Output?	
a)	Used to play games.			[2]
b)	Used to take digital photos.			[2]
c)	Used to type reports, letters and e-mails.			[2]
d)	Used to transmit your image during a video conference or video chatting.			[2]
e)	Used to print on very large papers.			[2]
f)	Used to capture your voice during a voice chat session over the Internet.			[2]

5   Laura uses a word-processor to produce notes about Transportation.

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

The Wheel

The origin of the wheel
invented, knowledge
throughout the Medit
vehicles made the mo

The Wagon
The earliest known exam
to 3000 BC. The cart or w
vehicle. Today, animal-d
freight but sometimes to
cart, became an importar
soldiers quickly. The cha
spread to Egypt, Persia,

Paragraph

Indents and Spacing   Line and Page Breaks

General
Alignment: [   ]   Outline level: [Body text ▼]

Indentation
Left: [   ]   Special: [▼]   By: [   ]
Right: [   ]

Spacing
Before: [   ]   Line spacing: [▼]   At: [   ]
After: [   ]
☐ Don't add space between paragraphs of the same style

a)   Fill in the empty boxes in the above picture to set the following:

  i.   Format the first paragraph to **double line spacing**.   [1]
  ii.   **Indent** the paragraph by **0.5 cm** from the **left** margin.   [1]
  iii. Set the spacing **before** the paragraph to **6 pt**.   [1]
  iv.   Set the spacing **after** the paragraph to **12 pt**.   [1]
 v.   Set the paragraph formatting to **Justified**.   [1]

b)   Laura uses the Header and Footer toolbar to insert text in the document. She uses the header and footer toolbar to help her.

Header and Footer
Insert AutoText ▼

Describe what the following Header and Footer **toolbar buttons** are used for:

i.			[1]
ii.			[1]
iii.			[1]
iv.			[1]
v.			[1]

**5 c)   Laura inserts some text in the Header and Footer area of the document.**
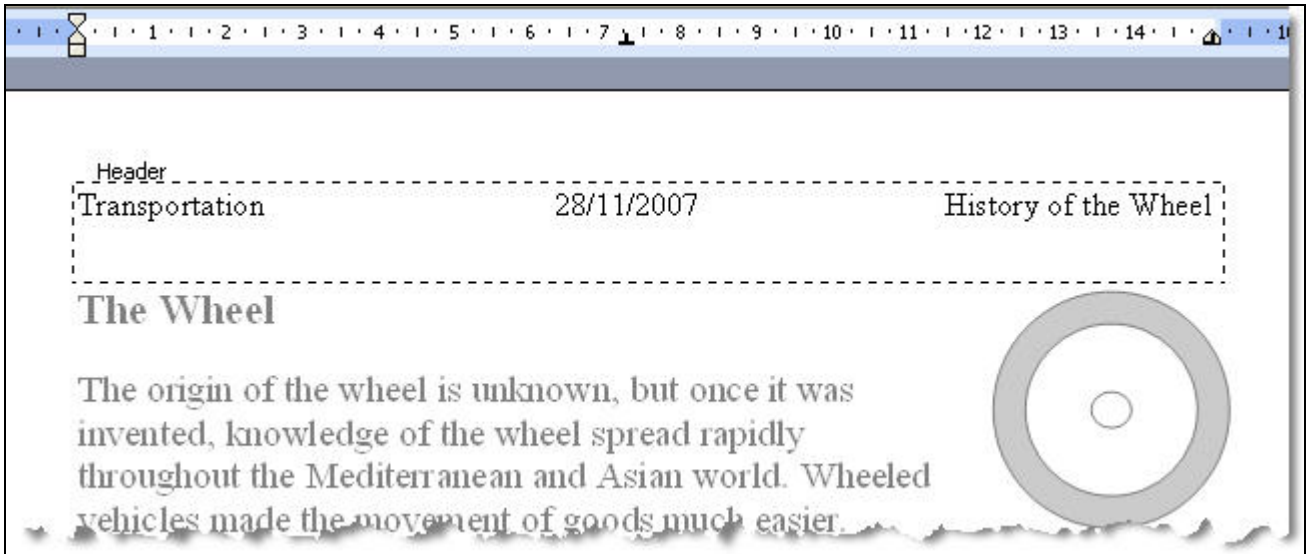
Look carefully at the above picture and fill in the blanks with SIX of the following:

Transportation	middle	left	center	header
footer	7.25	15	date	Tab

[6]

Laura types the title _____ in the _____ section of

the page _____. She then presses the _____ key

from the keyboard to move the cursor to the next tab stop. This tab stop is at

_____ cm and it is called a _____ Tab.

6 **John gathered data about what transport is used in the morning to arrive to school. He uses a spreadsheet as shown below:**
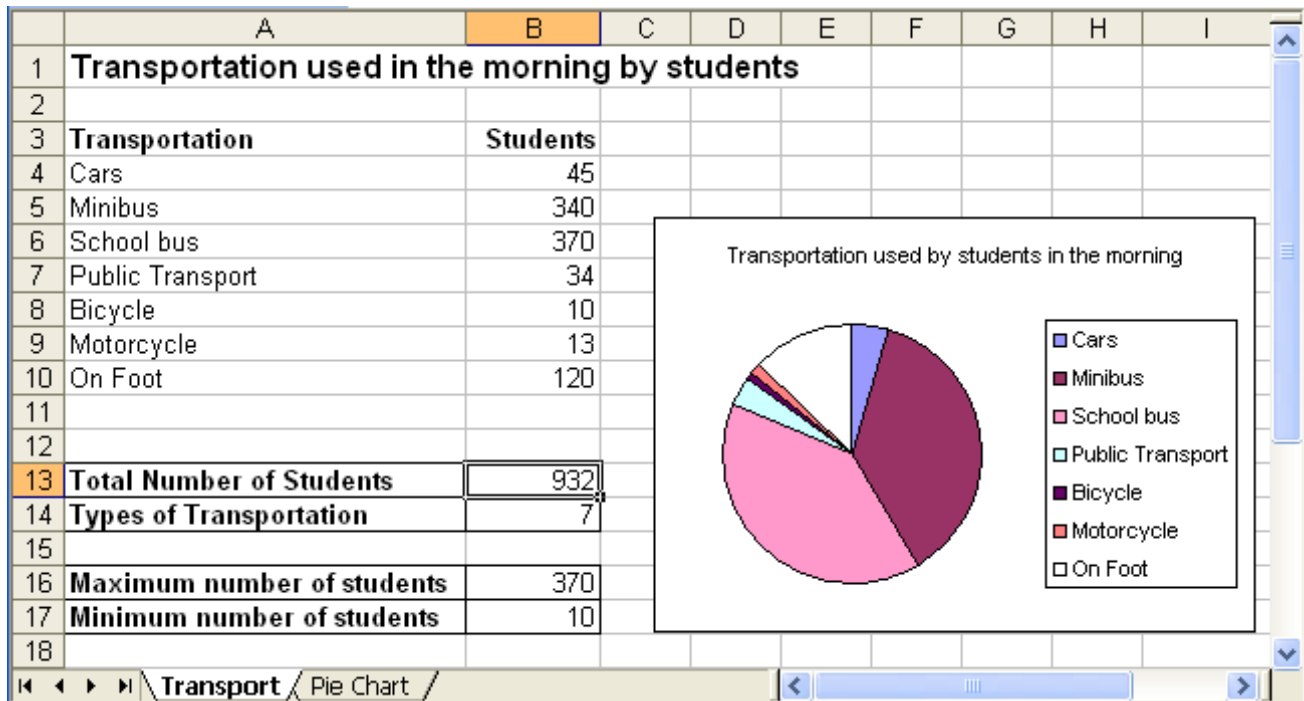

Look at the above picture and complete the following:

a) The **total number of students** who participated in the survey is _____. [1]

b) The formula in cell **B17** is   =MIN(_____) [1]

c) Write the formula used in the cell **B13**, using the **function** which finds the **total** of the cell range **B4:B10**. [2]

d) Write the formula used in the cell **B16**, which finds the **maximum number of students**. [2]

e) Write the formula entered in the cell **B7** to **count** the number of different transportations listed. [2]

f) Describe how John can **move** the pie chart from the worksheet named *Transport* to the worksheet named *Pie Chart:*

_____

_____ [2]

g) Describe how the worksheet named *Transport* can be **renamed** to *Transportation:*

_____

_____ [2]

7 **a)** Look carefully at the picture below and answer the following in the space provided:
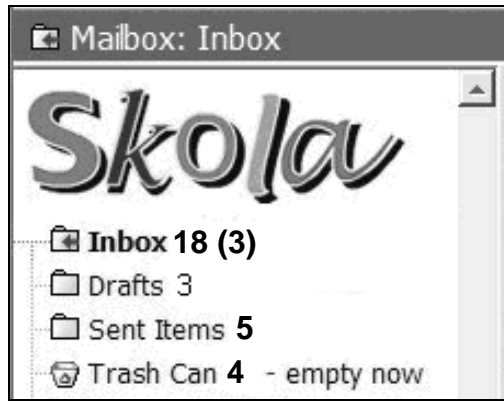
i.   What is the total number of **emails** in the **Inbox**?   [ ]   [1]

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) Describe how emails are removed from the Trash Can.   [1]

_____

c) **Look carefully at the following picture. Some tool buttons are numbered.**
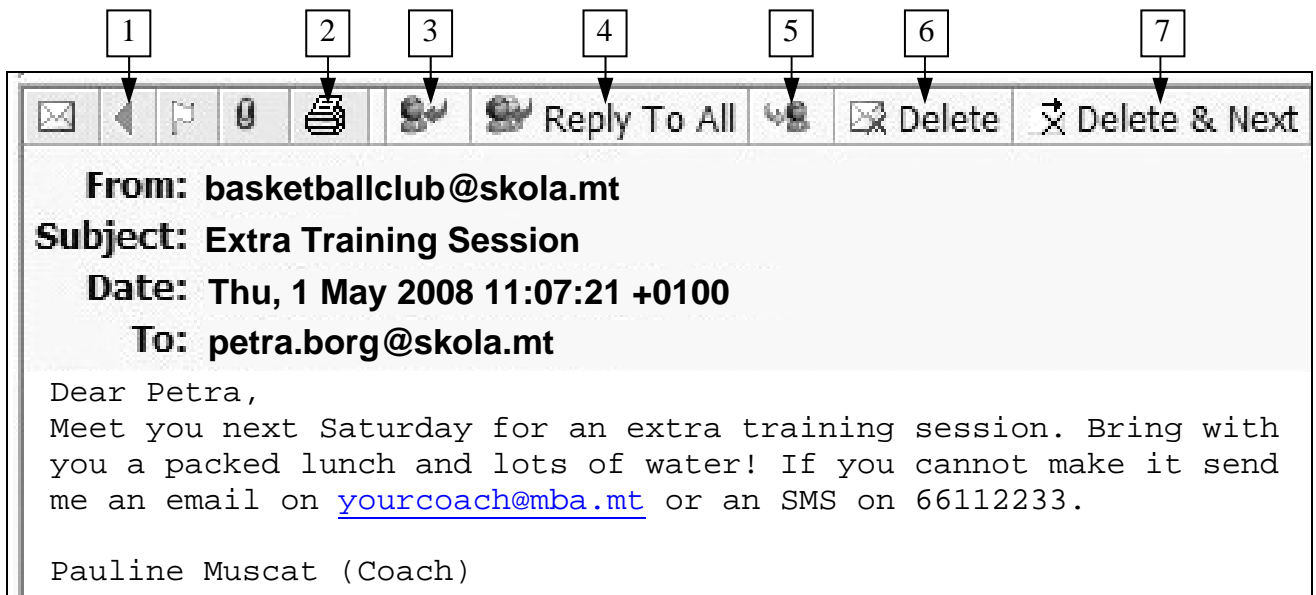
Write the **number** of the **button** that Petra has to use if she wants to**:**

                                                  Tool

i.   **Delete** the received message.   [ ]   [1]

ii.   **Reply** to the received email.   [ ]   [1]

iii.   **Forward** the received message to another friend.   [ ]   [1]

iv.   **Print** the e-mail message.   [ ]   [1]

v.   **Delete** the e-mail message and **read** the next one.   [ ]   [1]

d) Describe how Petra can add the e-mail address of Pauline Muscat (Coach) to her address book.

_____

_____   [2]

e) Pretend you are Petra. Fill in the picture below as if you are composing an e-mail message to inform your coach that you cannot attend the training session.

Write "**Saturday training session**" as the **subject** of your message which should read:

```
Dear Coach,
I'm sorry, but I cannot make it next Saturday.

Petra
```
[3]

⊟ Send	🖫 Save	✕ Discard		▤ HTML ☐	⊘ Notify:	Delivery ☐	Read ☐	🖫 Copy ☑		⑾ Address

From : "Petra Borg" <petra.borg@skola.mt>

To :

Cc :

Bcc :

Subject :

Priority : Undefined

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8 This question is on the use of the **Internet Explorer**.

a) **Underline** the **one** which is a **URL**:
   i) http://skola.gov.mt   ii) ftp://schoolnet.gov.mt   iii) jake@skola.gov.mt   [1]

b) **What do you understand by FTP**? Give an example of how it can be used?   [3]

c) Describe what happens when you click on the tool button   ⭐   [1]

d) Describe what happens when you click on the tool button   🏠   [1]

e) What is a Browser history used for?   [2]

END of EXAMINATION PAPER