

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

FORM 3

**INFORMATION AND COMMUNICATION
 TECHNOLOGY**

TIME: 1 h 30 min

Name: _____

Class: _____

| Question 1 (max 33) marks | Question 2 (max 12) marks | Question 3 (max 20) marks | Question 4 (max 18) marks | Question 5 (max 21) marks | Question 6 (max 6) marks | Paper Total 100 % |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------|-------------------|
| | | | | | | |

Answer ALL questions. This paper carries 100 marks.

1 This question is about Basic Concepts.

a) Give a brief description of the following types of computers:

| | Computers Type | Brief description | |
|------|----------------|-------------------|---|
| i) | Mainframe | | 2 |
| | | | |
| ii) | Network PC | | 2 |
| | | | |
| iii) | Laptop | | 2 |
| | | | |
| iv) | PDA | | 2 |
| | | | |

b) Below is a description of a Central Processing Unit and its functions. Fill in the blanks with the following words/phrases.

operating system, applications, processing, brain, GHz, main memory

The CPU is the single most important item of all the hardware within the system and is labelled as the _____ of the computer. It is responsible for the running of the _____ (e.g. Microsoft Windows) as well as your _____. It performs all the _____ within the computer. It also accesses and uses the _____ called RAM (Random Access Memory) available in your computer. In many ways, the CPU controls the overall speed of your computer which is measured in _____.

6

- c) There exist different situations where computers are more appropriate than people and vice-versa. Mark the tasks below with (P) for People or (C) for Computer to show which is best suited for each task.






| | Mark P or C | |
|--|------------------------|--|
| i) To obtain some advice about a personal problem | 1 | |
| ii) To prepare a circular and send it out to all club members. | 1 | |
| iii) To seek medical advice about a backache. | 1 | |
| iv) To work out the payroll of a company. | 1 | |
| v) In a factory where millions of packets need to be wrapped everyday. | 1 | |

- d) i) **Name two large scale computer applications used in business and/or education.**

| | | |
|--|--|---|
| 1 | | 1 |
| 2 | | 1 |
| ii) Give one advantage and one disadvantage of tele-working | | |
| Advantage: | | 1 |
| | | |
| Disadvantage: | | 1 |
| | | |

| | | |
|----------|--|---|
| 2 | | This Question is about using the computer and managing files |
|----------|--|---|

a) The following are the icons of some file extensions. Match each icon with the right file extension by writing the correct letter in the empty column.

| ICON | | FILE EXTENSION | | |
|------|----------|---|-------------|---|
| i) | A |  | .txt | 1 |
| ii) | B |  | .bmp | 1 |
| iii) | C |  | .zip | 1 |
| iv) | D |  | .mdb | 1 |
| v) | E |  | .doc | 1 |

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



i) What is the speed of the CPU?

1

ii) What is the name of the Operating System installed on this computer?

1

iii) How much memory does this computer have?

1

c) **The picture below shows the file details of six files.**

| Name | Size | Type | Date Modified |
|----------------------------|---------|-------------------------|------------------|
| 16th Birthday | 1.28 MB | AVI Video | 25/01/2007 03:00 |
| CSC | 815 KB | WinZip File | 18/05/2006 08:15 |
| Bird Life | 74 KB | Microsoft Word Document | 11/12/2006 10:21 |
| My CV | 53 KB | Microsoft Word Document | 01/01/2007 23:30 |
| Building a Web site | 21 KB | Microsoft PowerPoi. | 21/05/2006 10:47 |
| Draft memo | 8 KB | Text Document | 29/03/2001 07:58 |

i) In what order are the files sorted?

1

ii) Give the name of a video type file.

1

iii) Name the smallest file.

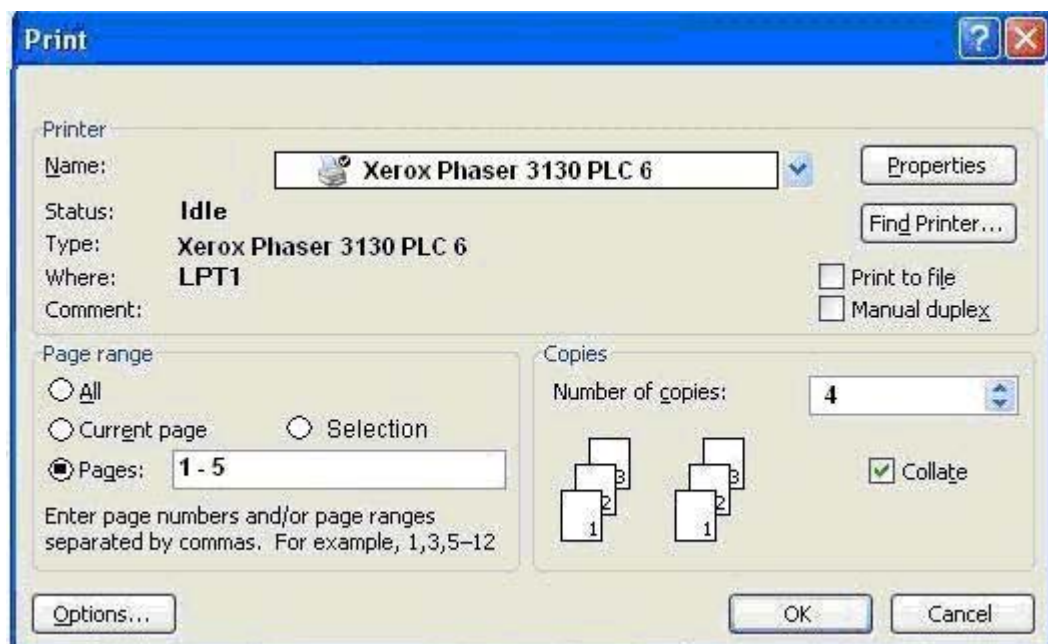
1

iv) Name the last updated file.

1



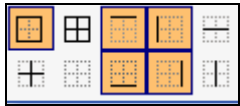
3 This question is about Microsoft Word

a) Answer the following questions using the picture of the Print dialogue below.



- | | | |
|--|---|--|
| i) How many copies will be printed? _____ | 1 | |
| ii) What is the name of the Printer? _____ | 1 | |
| iii) Circle the item which has to be clicked to save as a PRN file. | 1 | |
| iv) Is the printer in the picture above set as the Default Printer? (YES / NO) _____. | 1 | |

b) Use the following words/phases to label the four items shown below.

| | Borders | Show/Hide | numbered list | symbol |
|------|---|-----------|---------------|--------|
| i) |  | | | |
| ii) |  | | | |
| iii) | i) ii) iii) | | | |
| iv) |  | | | |

c) The steps to complete a Mail Merge are listed below

- i) Number the steps so that they are in the correct order.
The first one has been done for you.

| | | |
|----------|---|---|
| 1 | Open the main document | |
| | Merge the data | |
| | Choose and insert merge fields | |
| | Create Mailing letter | |
| | Create/browse for a data source (Excel, Word table or Access) | 8 |

4 This question is about Spreadsheets

a) i) From the following worksheet answer the questions below.

| | A | B | C | D | E | F |
|---|----------------------------------|------------------|----------------|-----------------|-----------------|----------------------|
| 1 | Sunshine Book Store Sales | | | | | |
| 2 | Book Category | September | October | November | December | Average Sales |
| 3 | Fiction | € 2,500 | € 3,200 | € 2,750 | € 3,470 | |
| 4 | Biographies | € 4,050 | € 2,300 | € 3,500 | € 3,500 | |
| 5 | Reference | € 3,000 | € 2,900 | € 2,590 | € 2,800 | |
| 6 | Text books | € 5,500 | € 6,200 | € 2,300 | € 1,500 | |
| 7 | Periodicals | € 4,000 | € 4,210 | € 4,430 | € 5,000 | |
| 8 | Total Sales | | | | | |

| Tick <input checked="" type="checkbox"/> whether the following statements are TRUE or FALSE | TRUE | FALSE |
|---|--------------------------|--------------------------|
| Cells (A1:A8) contain shading | <input type="checkbox"/> | <input type="checkbox"/> |
| F3 should contain =sum(B3:E3) to get the average for Fiction from September to December | <input type="checkbox"/> | <input type="checkbox"/> |
| Most cells are formatted to LM . | <input type="checkbox"/> | <input type="checkbox"/> |
| Some cells in the table have been merged. | <input type="checkbox"/> | <input type="checkbox"/> |
| AutoFill feature may have been used in the table. | <input type="checkbox"/> | <input type="checkbox"/> |
| B8 should contain =sum(B3:B7) for the Total sales in September | <input type="checkbox"/> | <input type="checkbox"/> |

6

b) Study the following worksheet and then answer the questions below.

| | A | B | C | D | E | F | G | H |
|---|--------|--------------|--------|-----|-----|-----|--------------------|---------------------|
| 1 | | | | | | | | |
| 2 | | Hourly Rate: | £M2.50 | | | | | |
| 3 | | | | | | | | |
| 4 | | | Mon | Tue | Wed | Thu | Fri | Money Earned |
| 5 | Week 1 | 8 | 9 | 8 | 10 | 7 | =SUM(C5:G5)*\$C\$2 | |
| 6 | Week 2 | 7.5 | 8 | 7.5 | 8 | 6 | | |
| 7 | Week 3 | 8 | 7.5 | 8.5 | 7 | 8 | =SUM(C7:G7)*C2 | |
| 8 | | | | | | | | |

i) Which cell containing a formula uses an Absolute Reference in the formula?

2

ii) Which cells containing a formula uses a Relative Reference in the formula?

2

- c) i) Cell B1 should contain the result from the 'IF' formula shown in the formula bar in the picture below.
Write down the result that will appear in B1 with the given formula.

| | A | B | C | D |
|---|----|---|---|---|
| 1 | 45 | | | |
| 2 | 69 | | | |
| 3 | 35 | | | |
| 4 | 25 | | | |
| 5 | | | | |

2

- ii) Write down the Formula that will give the total of cells A1 to A4 in cell A5.

2

- d) i) What is the file extension of a template spreadsheet (Excel) file?

2

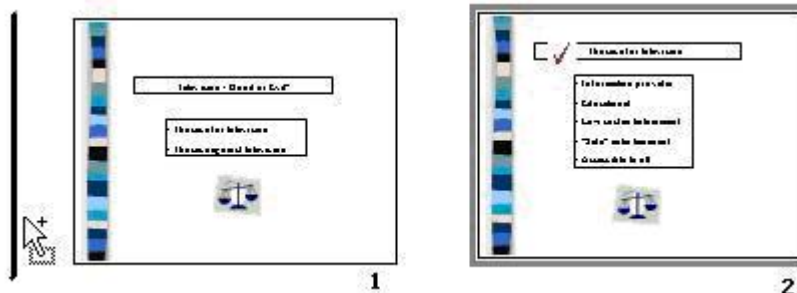
- ii) Circle the correct button that is used to create a Graph.



2

5 This Question is about PowerPoint Presentation

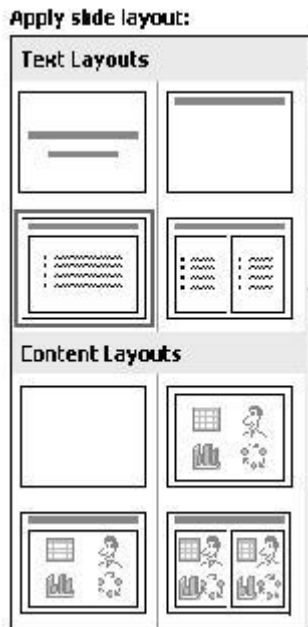
The user is performing a particular action on these two slides. Tick the correct action from the list below:



- Copying slide 2 before slide 1
- Inserting a new slide before slide 1
- Copying the design template only of slide 2 before slide 1
- Moving slide 2 before slide 1

1

b) Use the picture of the panel below to answer the following questions.



i) What is this panel used for?

1

ii) Mark a Title Slide with a 'T'.

1

iii) Mark with a 'B' the slide for a bulleted list.

1

iv) Mark with a 'P' the slide for inserting a picture.

1

c) Use the picture below to answer the following questions.



i) What is the name given to these templates?

2

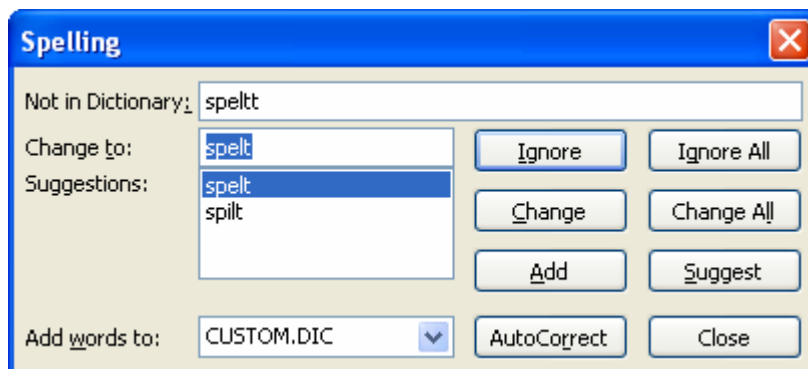
ii) Can I add new templates to this collection?
Is this statement correct? Tick

Yes

No

1

d) Study the following picture and then answer the questions below



i) What is this feature called?

2

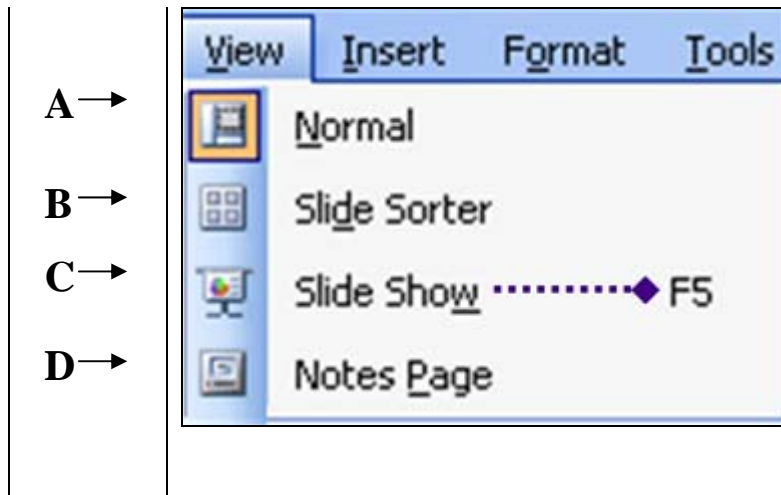
ii) _____
Which is the word found in the original text?

1

iii) Give the correct words suggested by this feature?
_____.

2

e) The menu below shows the list of the view options which have been given a letter.



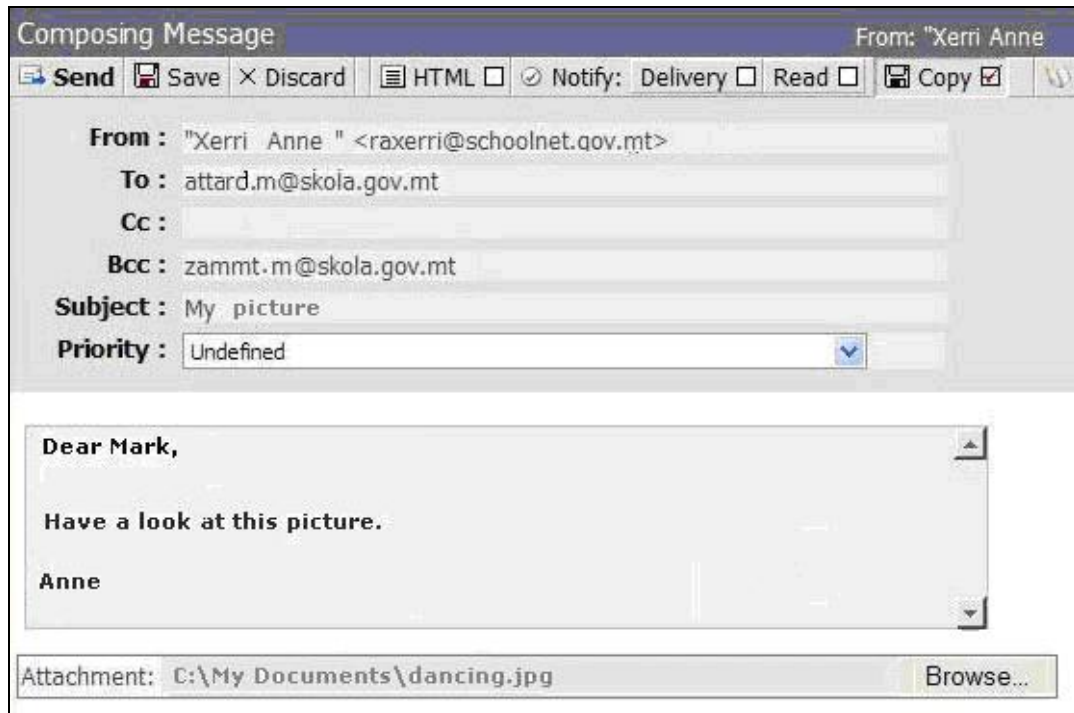
Write the letter in the empty column that matches the following descriptions of views:

| | | | |
|------|----------------------|--|---|
| i) | <input type="text"/> | This view is used to write and design your presentation | 2 |
| ii) | <input type="text"/> | This view is used to add the speaker notes | 2 |
| iii) | <input type="text"/> | This view takes up the full computer screen, like an actual slide show presentation. | 2 |
| iv) | <input type="text"/> | This view is an exclusive view of your slides in thumbnail form. | 2 |

6

This question is about Information and Communication

a) Anne is sending an email. Answer the following questions from the picture below.



i) To whom is Anne sending the email?

1

ii) Will the receiver know that zammit.m@skola.gov.mt has receive the same email? YES/NO _____

1

iii) What file type is the attachment?

_____.

1

iv) Give the path of the attachment file.

2

v) You want to search for information on the effects of pollution on the climate using a Search Engine. Write down the symbol in the box below that joins the two keywords

| |
|---|
| climate pollution |
|---|

1