

Secondary Schools Annual Examinations 2001

Education Assessment Unit - Education Division

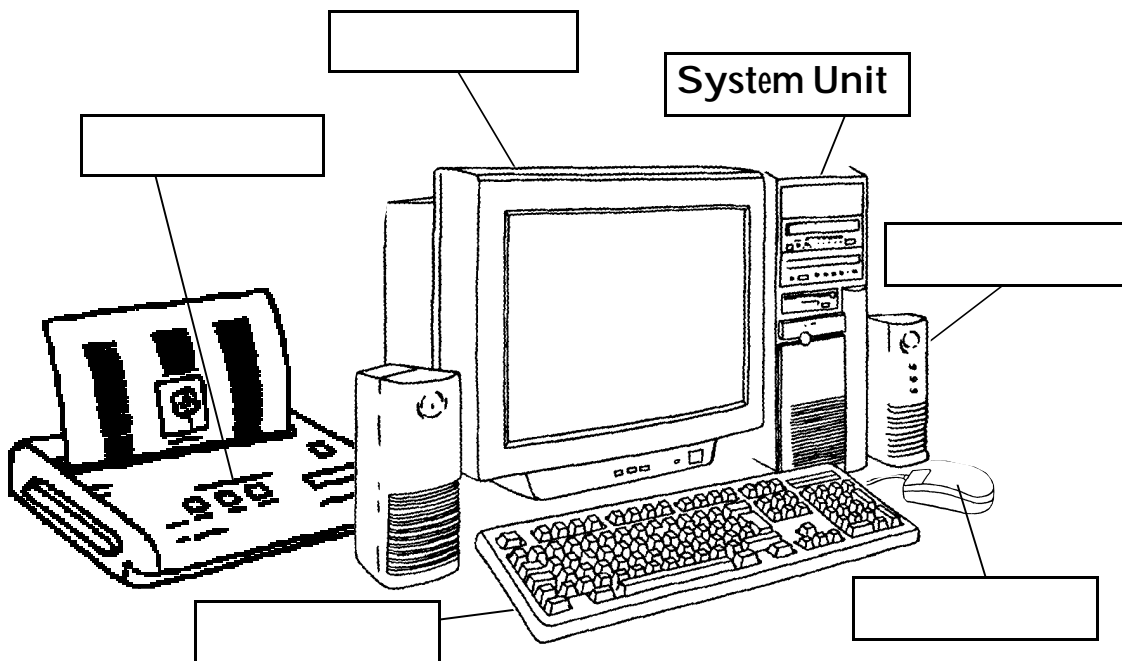
Information Technology

Form 1

Time: 1 hour

- 1 i) Use words from the box below to finish the diagram by filling in the name of each object. An example is provided.

monitor scanner keyboard modem
 speakers printer ~~system unit~~ mouse



5

- ii) Fill in the table below by writing names of appropriate devices under the two categories.

You may use device names given in the box in exercise (i)

Input Devices	Output Devices

6

2 i) Joseph is starting the Paint program. The following are the steps that he takes. Re-write them in the correct order.

- Click on Programs
- Click on the Start button
- Click on Paint
- Click on Accessories

1. _____
2. _____
3. _____
4. _____

ii) Help Joseph make some notes. Match sentences a to h to the corresponding button on the toolbar by writing their letters in the circles. The first one is done for you.

a. The polygon tool lets you draw many-sided shapes.

b. Use this button to fill a shape with the foreground colour.

c. We use the ellipse tool to draw circles as well as ellipses!

d. This is the selection tool. It is used to select areas of your drawing.

e. You can type in letters by using the text tool.

f. It is as if you are spraying paint with this tool. It's called the airbrush tool.

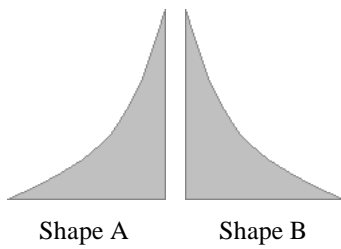
g. The free-form select tool can be used to make irregular selections.

h. The eraser tool is used to rub out parts of your painting.

4

7

iii) **Underline the right answer:**



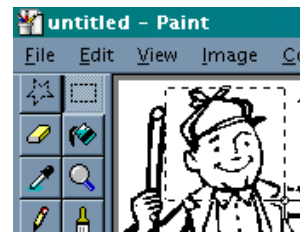
- a. Shape A and shape B are the same.
- b. Shape B is a copy of shape A flipped horizontally
- c. Shape B is a copy of shape A.
- d. Shape B is a copy of shape A flipped vertically.

1

iv) **Mark true statements with (T) and false ones with (F).**

Joseph selected part of his painting and then used the Copy command....

- a. The selected part is deleted. ()
- b. The selected part remains in its place ()
- c. The selection can then be pasted. ()

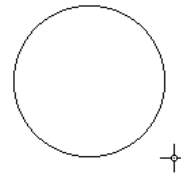


3

v) **Underline the correct answer**

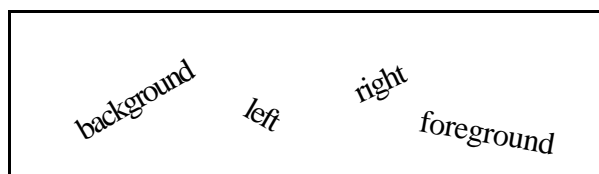
Joseph needs to draw a perfect circle in his painting. Which button does he need to hold down while dragging?

- a. The 'Alt' button
- b. The right mouse button
- c. The 'Shift' button
- d. The 'Ctrl' button



2

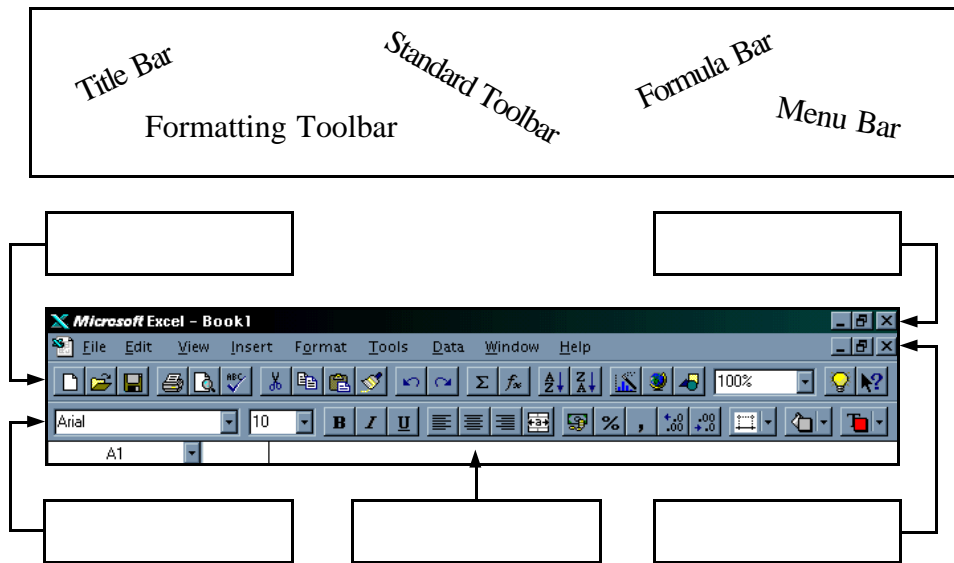
vi) The picture below shows part of the colour bar from MS Paint. The enlarged part shows the currently selected colours. **Fill in the blanks using words from the box below.**



The picture shows black as the _____ colour, this is selected by clicking the _____ mouse button. The _____ colour is white and this is selected by clicking the _____ mouse button.

4

- 3 Michelle is finding out what a spreadsheet program can do.
 i) Use the terms given in the box below to finish labelling her diagram.



- ii) Help her identify the type of content for each of the labelled cells.

	A	B	C	D
1	Number 1	Number 2	Function	Result
2	12	3	*	36
3	12	3		=A3+B3
4	12	3	/	4
5	12	3	-	9

Fig. 1

- iii) In Fig.2 below, the highlighted cells form a _____.
- iv) In Fig.3, the highlighted cells are in a _____.
- v) Copy the contents of the cell D1 _____.

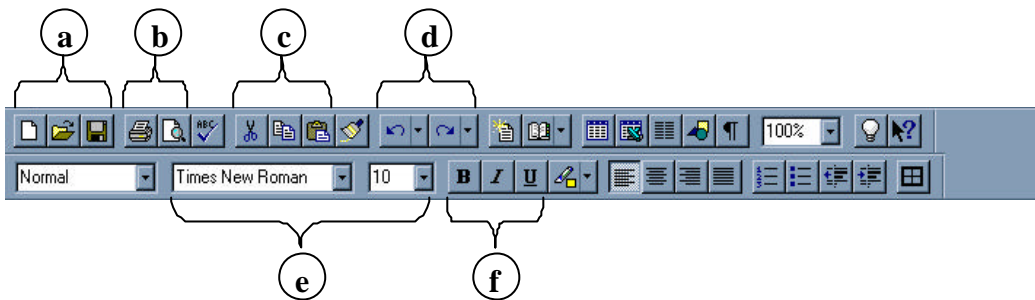
	A	B	C	D
1	Number 1	Number 2	Function	Result
2	12	3	*	36
3	12	3	+	15
4	12	3	/	4
5	12	3	-	9
6				

Fig. 2

	A	B	C	D
1	Number 1	Number 2	Function	Result
2	12	3	*	36
3	12	3	+	15
4	12	3	/	4
5	12	3	-	9
6				

Fig. 3

- 4 i) Refer to the toolbar illustrated and complete the table below. An example is given:



	Name	Button/Control Function
a	New	Starts a new document
b		
c		
d		
e		
f		

14

- ii) Michael prefers using a word processor to a type-writer? Give three important reasons why:

1 _____

2 _____

3 _____

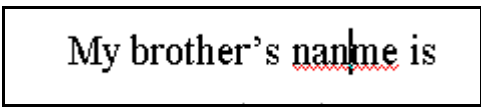
1

1

1

5 Michael is using a word-processor to type a composition. The image below shows part of a sentence that he is typing.

i) **Answer the questions based on the picture below:**



a) In between the letters “n” and “m” there is a vertical line which blinks. What is this line called?

1

b) What is it really used for?

2

c) With the blinking vertical line as shown, which key should Michael use to remove the letter “m”?

1

d) With the blinking vertical line in the same position, which other key would he use if he wanted to remove the letter “n”?

1

ii) Michael is working on a word document and has made a mistake. One paragraph is misplaced. Show him how to solve his problem...

a) Arrange the following by writing numbers in the circles.



Click on Cut



Click on paste



Select the paragraph



Move the insertion point

2

b) What would the difference be if he used the “copy” command instead of “cut”?

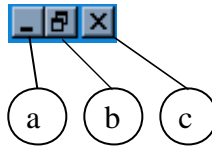
2

c) Michael later realises that after all he hadn't misplaced the paragraph and is about to use the method you have just showed him... there is a much easier way.

What can he do now?

2

- 6 i) In the space provided, write the name of each of the buttons a, b and c and briefly explain what they do:



a) Button "a" is

1

b) Button "b" is

1

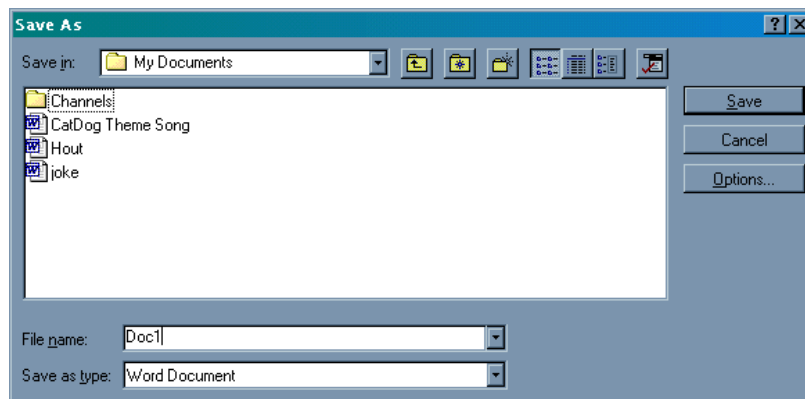
c) Button "c" is

1

- ii) Mention one advantage and one disadvantage of saving work to a floppy disk.

2

- iii) David needs to save a file to a floppy disk, help him do this by placing the five steps listed below in the correct order. An example is provided.



Type in the desired filename

Click on the 'Save' button on the dialog box

Select Save As from the File menu

Insert write-enabled floppy in disk drive

Select 3½" Floppy in the Save in drop down list

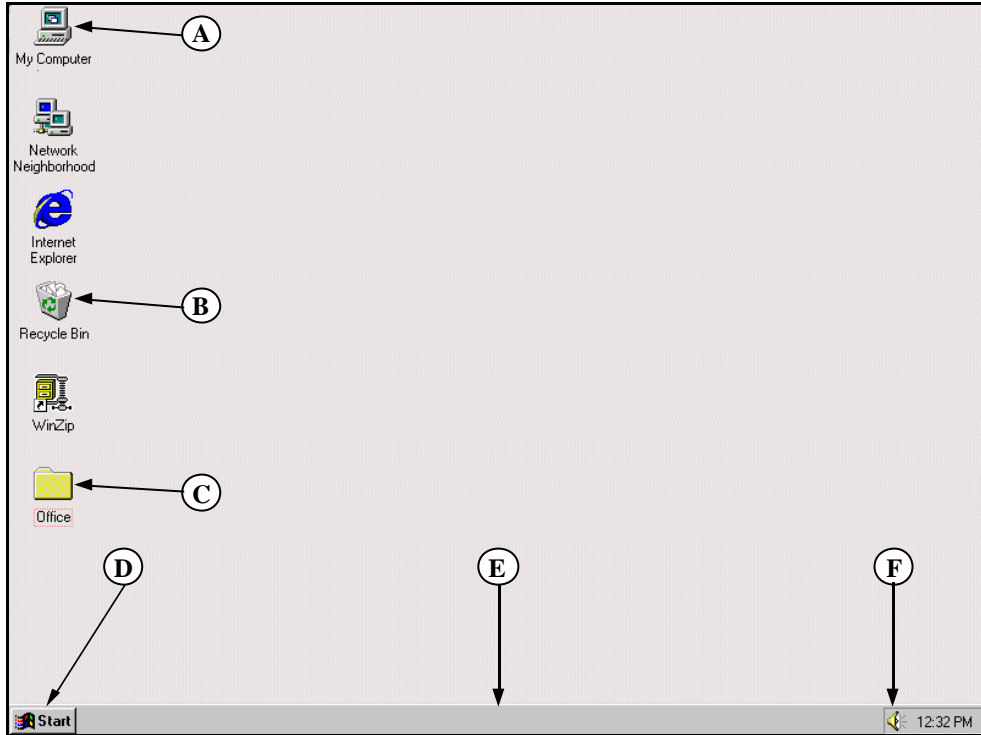
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4

7

Below is a Windows 95 desktop screenshot. Some of the objects found are labeled with letters from A to F.

Write briefly about four of these objects. Write their name, what they are used for and how they are used.



•

2

•

2

•

2

•

2