

Secondary Schools
Annual Examinations 2001
 Education Assessment Unit – Education Division

Information Technology

Form 2

Time: 1 hr 30 min

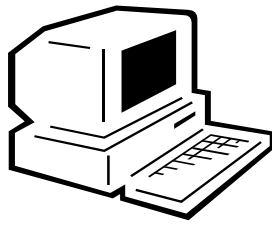
NAME:

CLASS:

1 (a) Peter saw the following computer advertisement in a newspaper:

Fast Computers

- Hard Disk Drive
- Floppy Disk Drive
- Monitor
- Printer
- Keyboard
- Mouse
- Scanner
- Speakers



i) In the table below, write down **two input devices**, **two output devices** and **two secondary storage devices** that are listed in the advertisement.

Input devices	Output devices	Secondary storage devices

ii) He wants to use the computer for various tasks. The **software programs** available on the computer are listed below:

- Spreadsheet program
- Graphics program
- Word Processing program
- Database program

From the list of programs above, which program he has to use to:

Draw a picture:

Write a letter:

Calculate his expenses:

6

3

iii) Name one other program that Peter may want to put in the computer.

2

(b) Write a **True** or a **False** after reading the following sentences:

- The letter for the Floppy Disk Drive is C.
- The floppy disk must be formatted before using it for the first time.
- A Dialogue Box usually contains an 'OK' and 'Cancel' buttons.
- A Folder is used to 'Shut Down' the computer.
- Peter uses the Help menu to get information.
- The Minimize button is found in the Standard Toolbar

6

(c) Write two important rules that Peter must follow in the Computer Lab. *One has been done for you:*

(i) Students MUST NOT touch any mains wires.

(ii) _____

(iii) _____

2

2

2

Ann is using the Word Processing program for the first time. She typed the following paragraph of text:









The best thing about the holiday was the weather. It was terrific every day. The sun was shining through the morning mist and the wind was very light.

(a) i) She noticed that when a line gets full, words are **moved automatically** to the next line. From the list below, write down what this feature is called?

- Header and footer
- Word moving
- Word wrapping

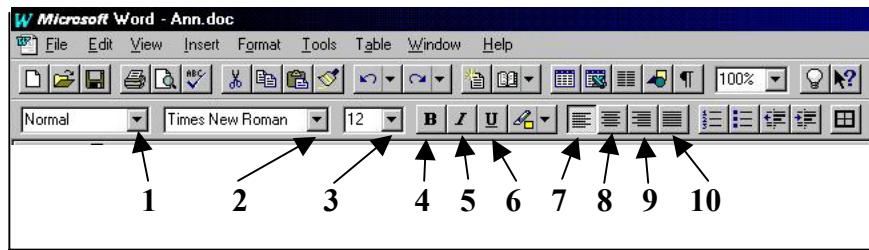
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ii) She has to make a copy of the same paragraph on the same page. Tick (✓) one box to show the **correct sequence of buttons**.

- First click  then click 
- First click  then click 
- First click  then click 
- First click  then click 

2

- (b) Ann would like to make changes to the text in the paragraph. The diagram below shows part of the Word Processor screen:



- i) Complete the sentences below by putting in the correct number. *The first sentence has been done for you:*

- She must click on button 4 to make the text **bold**.
- To change the **font type** to Arial she must click button _____ .
- Click on button _____ to **justify** the text in the paragraph.
- She must click on button _____ to increase the **font size**.

1
1
1

- ii) Use the correct word from – ‘**paste, highlight, drag, delete**’ – to fill in the blank in the sentence below.

Ann must _____ the paragraph before clicking the button to increase the font size.

2

- iii) What is button ‘8’ used for?

2

- iv) She has already saved her paragraph. What **filename** did she give to her document? _____

2

- 3 Bernard is using the Word Processing program to produce the Invitation Card, shown below, for his birthday party.



- (a) What is the name of the program for producing the **fancy design** for the title of the card? _____

2

(b) The Drawing Toolbar of the Word Processor that Bernard has used is shown below:



i) Draw the button that he used to draw the **outline around his age**.

1

ii) Draw the button that he used to draw the **frame around the text**.

1

(c) Bernard wants to **insert a picture** from the Clipart Gallery. The four boxes below show the steps, not in the correct order, to add a picture.

Click the **Insert** button

From **Insert** menu select **Object** option

Choose the **picture**

From **Object** dialogue box select the **Clipart Gallery**

Write the steps in the **correct order**:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

4

(d) i) When the card was ready he clicked the **Print Preview** button and then printed the card. What do you understand by Print Preview?

3

ii) Look at the Birthday card on page 3. Tick (✓) one box to show the **paper orientation** that Bernard has used?

Portrait

Landscape

1

4 Louis has used the **spreadsheet program** to keep a record of the rainfall for the month of January.

(a) Why do you think he has used the Spreadsheet program and **NOT** the Word Processing program?

3

- (b) Fill in the blanks using the words: **letter** **number**
- A row in the spreadsheet program is referred to by a _____ 1
- A column in the spreadsheet program is referred to by a _____ 1
- (c) Draw arrows to **match and join** phrases on the left with those on the right.
One has been done for you.
- To find the total rainfall for January Insert a new column
- To place numbers in the middle of cells Change column width
- A label is partly hidden Centre the contents of cells
- Left out a column of information Save the spreadsheet
- Store the spreadsheet on floppy disk Type a formula 4

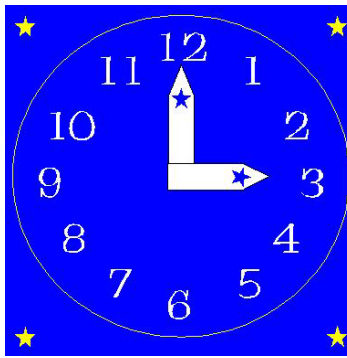
5 Rita is using the spreadsheet program to find out how she has **spent her pocket money** for a particular week. She typed the following labels and values.

	A	B	C	D	E	F	G	H
1		Monday	Tuesday	Wednesday	Thursday	Friday		
2	Food	0.70	0.30	0.55	1.00	0.40		
3	Drinks	0.45	0.20	0.35	0.30	0.25		
4								
5								
6								
7								

- (a) Complete the following sentences:
- Cell _____ contains a **label**. 1
 - Cell _____ contains a **value**. 1
 - The contents of cell F1 is **aligned** _____ . 1
 - The contents of cell C3 is **aligned** _____ . 1
- (b) Write the formula that Rita should type in cell G2 to find the **amount of money she has spent on 'Food'** for the whole week. _____ 3
- (c) Write the formula that she should type in cell B5 to find the **amount of money she has spent on 'Monday'**. _____ 3
- (d) She would like to find the **average amount of money she has spent on 'Drinks'**. She has also to use the division sign ' / ' in her formula. Write the formula she has to type. _____ 3

6

Winston painted the following picture of a clock using the paint program. The diagram also shows the toolbox he used.



free-form select

eraser

pick colour

pencil

airbrush

line

rectangle

ellipse



select

paint bucket

magnifier

paintbrush

text

curve

polygon

rounded rectangle

(a) Write down the **name of the tool** he used to:

• draw the round outline of the clock.

1

• remove mistakes

1

• write the numbers on the clock face

1

• draw one of the small stars in one action

1

• enlarge the image

1

• fill the background with a colour

1

(b) The **airbrush tool** and the **paint bucket tool** are both used for applying colour to a picture. Write the tool that you have to use to colour the boxes as shown below.





2

(c) i) Winston only drew the hour clock hand. He then performed various **actions**, listed below, to draw the minute hand. Write the actions in the **correct order**.

from Image menu select Flip/Rotate command	select the hour hand
from Edit menu choose Copy command	from Edit menu choose Paste command
drag the minute hand to its position	

1 _____

2 _____

- 3 _____
- 4 _____
- 5 _____

5

ii) Tick (✓) one box for the correct answer.

The minute hand was **flipped** through 90°.

The minute hand was **rotated** through 90°.

2

(d) To draw a perfect circle for the clock face, Winston also **pressed a key from the keyboard**, together with the tool. Write the key, from the list below, he pressed.

Alt	Enter	Shift	Space bar
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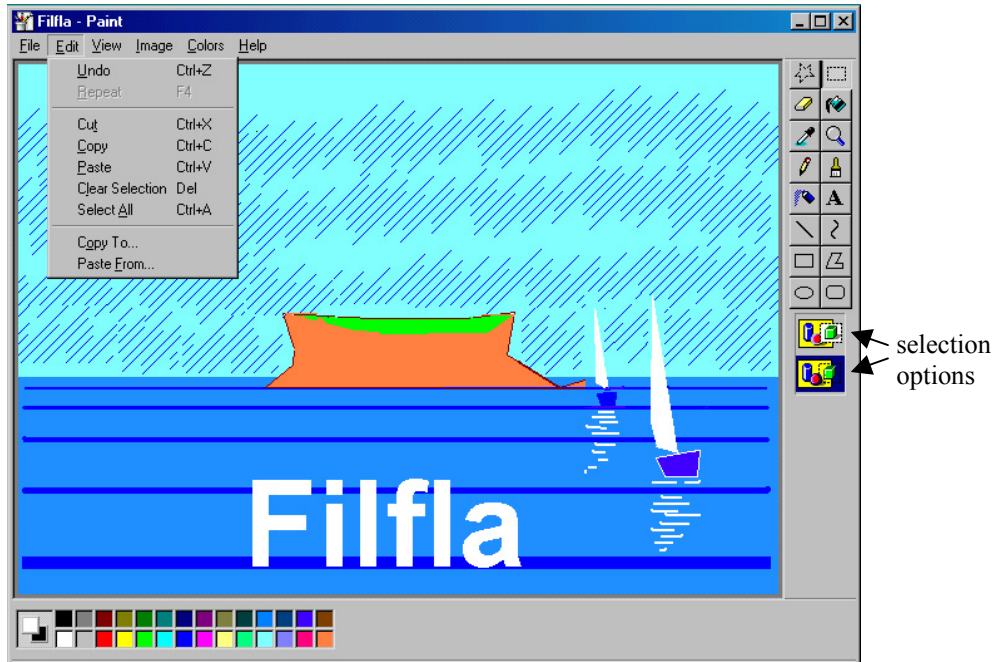
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(e) Pressing the '+' (plus) key while using the pencil tool will **increase the thickness of the line**. Write down the effect of pressing the '-' (minus) key with the pencil tool.

2

7

Caroline painted the picture of Filfla shown below.



(a) Look at the **Edit** menu on the picture of Filfla. Then explain how she has covered the sky with lines **without drawing every single line**.

3

(b) Caroline made a mistake while painting the boats. Which command from the Edit menu must she select to **remove the last action**.

2

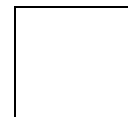
(c) Caroline wants to import a clip art of a bird to put in the picture of Filfla. Which **command from the Edit menu** she has to select?

2

(d) When she wrote the title 'Filfla' the foreground colour was white. How can she **change the foreground colour** (for example to yellow) and fill the letters with the same colour?

2

(e) Draw the button from the Toolbox that Caroline has used to **draw the outline of Filfla**.



2

(f) Explain the difference between the two '**Selection Options**' shown below the Toolbox.

2