

Area Secondary Annual Examinations 2001
Education Assessment Unit - Education Division

Form 3

Information Technology

Time: 1 hour 30 min

Name: _____

Class: _____

1. Charles is using a computer to produce his Social Studies project. The report includes text, graphics and charts. He has the following **programs** available:
- **Word Processor**
 - **Graphics**
 - **Spreadsheet**
 - **Database**
 - **Web browser**
- a. From the list above, write down in the space below the name of the program that Charles should use to:

i) type text for his report:

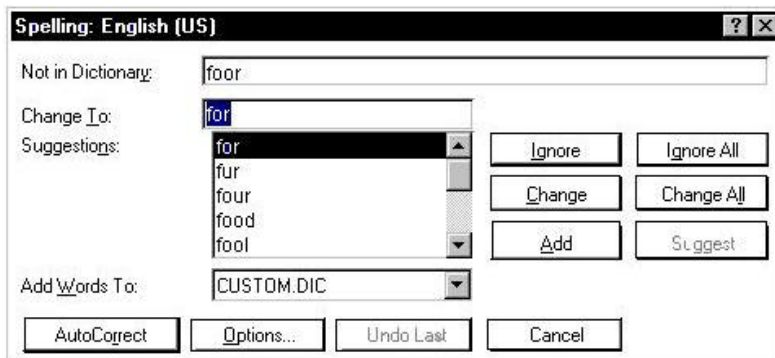
ii) draw diagrams:

iii) make automatic calculations:

iv) find information on the Internet:

- b. Charles has used a **spelling check** facility on his report. What is a **spell checker** used for:

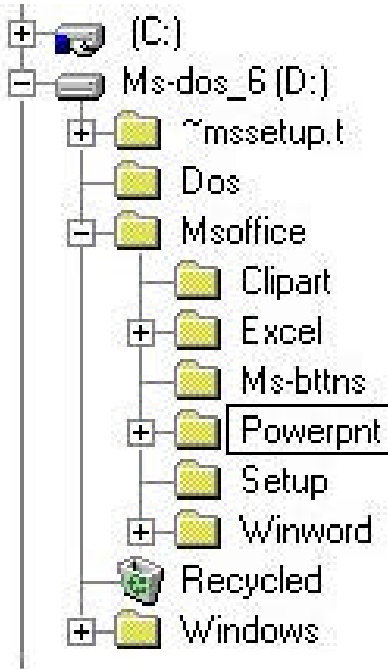
- c. The spell checker has highlighted a mistake. Read the following sentences and **underline** the correct answer from the words in brackets:



- i) To correct a spelling mistake, Charles uses the button named (**Ignore, Change, Add**).

- ii) If he does not want to make a change then Charles presses the (**Ignore, Change, Add**) button but if he wants to include the word in the spelling dictionary so that it is not marked as a spelling mistake then he presses the (**Ignore, Change, Add**) button.

2. Naomi wants to organize her files on the computer. To do this she uses the **Windows Explorer** as shown in the diagram below.



Fill in the blanks using the words in the box:

File	folder	path
plus	minus	Hard Disk [D:]
Sub-folder		

The document that Naomi has saved on her computer is known as a _____ and she organizes all her documents in a _____. To open up a folder she clicks the _____ sign but to close a folder she clicks the _____ sign. All the folders shown in the diagram are stored in _____. The _____ to the “Powerpnt” folder is: D:\Msoffice\Powerpnt so “Powerpnt” is a _____ of Msoffice.

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3. Read the following statements and write **True** or **False** in the space provided.

- A number of computers linked together in one room is called a Local Area Network.
- You are allowed to bring food and drink in the computer lab.
- A Desktop Publisher program is better than a Word Processing program for doing a school magazine.
- In word processing a table can be used to organize information in rows and columns.
- You cannot format text in a cell in a table.
- You need to press the Enter Key when you need to start a new paragraph.
- When the mouse pointer stays on a tool button, a help Tool Tip appears.
- Clipart cannot be inserted in a Desktop Publishing document.
- A Spell Checker cannot tell the difference between “where” and “were” if typed by mistake.
- Normally a database is used for drawing tables.

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4. Jonathan has a small business that makes wooden items. He has created the spreadsheet below to help him calculate the cost of making each item.

	A	B	C	D	E	F
1	Item	Cost of Wood (Lm)	Pay per hour (Lm)	Time Taken (hours)	Total Pay (Lm)	Total Cost (Lm)
2	Chair	2.50	3.00	2	6.00	8.50
3	Table	16.00	3.00	5	15.00	31
4	Stool	1.75	2.50	1.5	3.75	5.5
5	Shelving	5.00	2.75	3.5	9.62	14.62
6	Total					
7	Average					

a. Cells E2 and F2 each contain a formula.

- i) Write a **suitable formula** to multiply the *Pay per hour* by the *Time Taken* for cell E2.

- ii) Write a **suitable formula** to add the *Cost of Wood* to the *Total Pay* for cell F2.

b. Write down the formula:

- i) which Jonathan needs to type in Cell B7 to find the average Cost of Wood.

- ii) to find the Highest cost of wood.

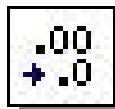
- iii) to find out the least time taken.

c. Jonathan wants all the **values** in Column F to be displayed to **two decimal places**.

- i) How will the value in Cell F3 appear when it is formatted to 2 decimal places?

- ii) Describe what each of these buttons are used for:





3
3
2
2
2
1
2

d. He wants all the **gridlines** to be easily seen so he puts a **border** around all the cells. Explain the terms in bold:

i) gridlines:

ii) border:

e. Before printing, Jonathan uses the *print preview* option. What is the **print preview** used for?



f. When Jonathan prints the spreadsheet, he uses a **Landscape** orientation instead of a **Portrait** orientation layout. Draw in the boxes below a Landscape oriented page and a Portrait page.

Landscape	Portrait

g. On the desktop, Jonathan has an icon marked **Recycle Bin**. He drags a file and drops its icon into the Recycle Bin.

i) What does Jonathan use the Recycle Bin for?

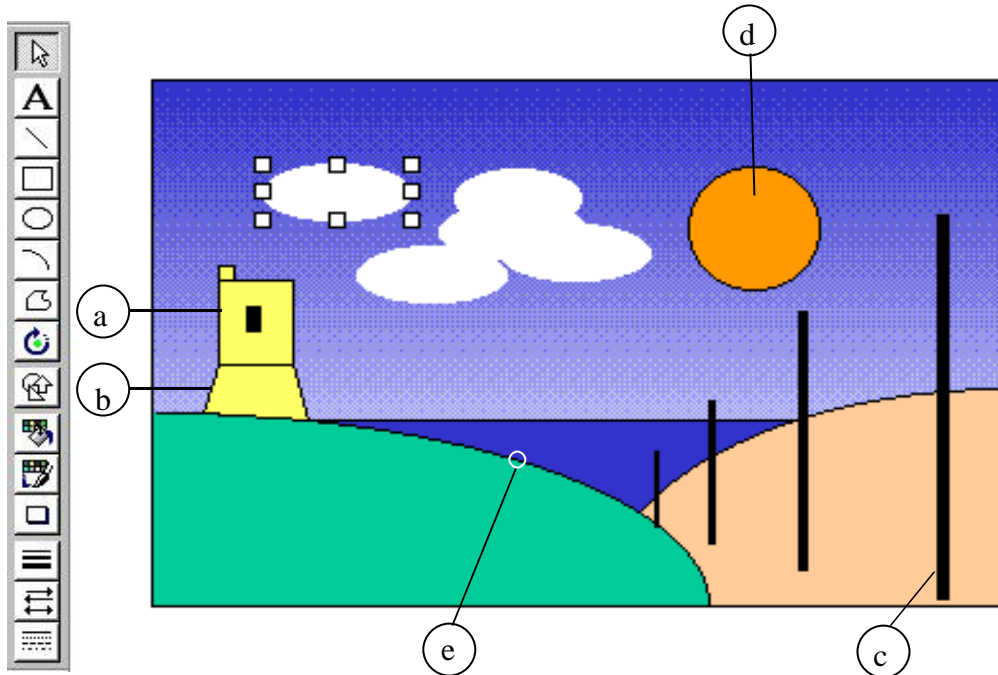


ii) The icons in the pictures marked 1 and 2 are different. What is the difference and what does it mean?



iii) Can a file which has been dropped into the Recycle Bin be brought back (Restored)? Write YES or NO in the box:

5. Tanya uses PowerPoint to draw diagrams for her school work. The diagram shows the PowerPoint Drawing Toolbar and a drawing that she produced.



a. Write down the name of the **drawing tool** that she used to draw the following:

- i) The top room of the tower: _____
- ii) The bottom part of the tower: _____
- iii) The poles: _____
- iv) The sun: _____
- v) The fields: _____

b. Fill in the blanks with the following words:

copies	handles	pencil	shift
--------	---------	--------	-------

To draw the sun as a perfect circle, Tanya uses the ellipse tool while holding down the _____ key. To draw the clouds, she first draws one ellipse and then makes more _____ of it. The poles are of different thicknesses, so she use different _____ widths. She can change the size of the selected cloud by dragging one of its _____ .

1
1
1
1
1

8

c. Tanya makes use of the Drawing Plus tools shown in the diagram on the left. Which **tool/s** did she choose to:



a
b
c
d
e
f
g
h

i) **Combine** together a number of objects:

1

ii) Put an image **on top** of another image:

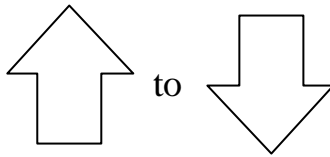
1

iii) **Flip** an object horizontally:

1

iv) **Flip** an arrow pointing upwards to an arrow pointing downwards:

1



6

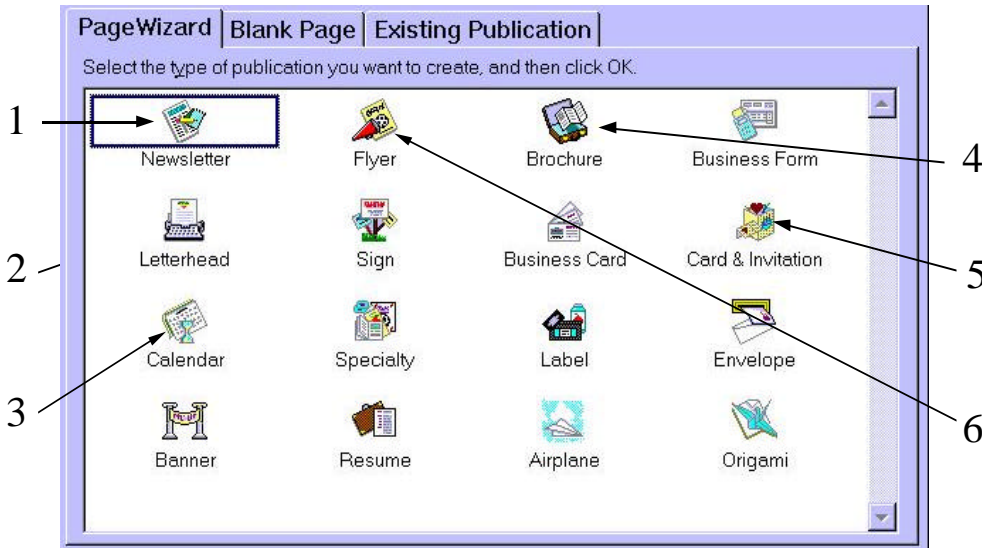
a. Winston wants to produce a Newsletter for his class. He uses a Desktop Publisher program to do this. Write down in the boxes provided the names of the tool buttons that Winston uses in his Desk Top publisher.

Three empty boxes on the left have arrows pointing to the text, image, and rotation tools respectively. Three empty boxes on the right have arrows pointing to the table, rotation, and background tools respectively.

6

b. Winston uses a **Template** in the **Page Wizard** of the DTP to produce the class Newsletter. Explain what a **template** is:

2



c. The diagram above shows templates numbered 1 to 6. Write in the space provided below the **number of the template** you would use to produce the following:

- i) A classroom publication
- ii) An invitation for a birthday party
- iii) A folding pamphlet
- iv) A small poster
- v) The days and months of the year
- vi) A letter with the school logo

1
1
1
1
1
1

7

Continue these sentences using the following words:

browsing keyfield item fields updating records

- a. A file is made up of a number of _____ .
- b. A record is made up of different _____ .
- c. The field which uniquely identifies a record is the _____ .
- d. The name of a student in a field is known as an _____ of data.
_____ means displaying and searching different records in a file.
- e. Adding, deleting or editing a record is known as _____ .
- f. Adding, deleting or editing a record is known as _____ .

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8 Choose **one** of the following topics and write briefly:

a. Three advantages of using a **word processing** program instead of a typewriter.

or

b. Three differences between using an electronic **database** on a computer and a manual system of keeping records.

or

c. Three advantages of using a **Desktop Publisher** program to produce a newsletter.

i)

3

ii)

3

iii)

3