

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2002

Educational Assessment Unit – Education Division

FORM 1

INFORMATION TECHNOLOGY

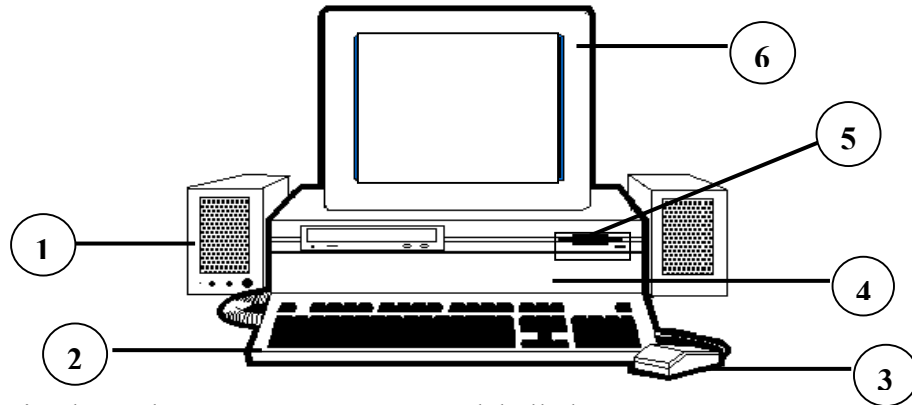
TIME: 1 hr 30 min

Name: _____

Class: _____

Answer ALL the questions.

1 (a) The diagram below shows a typical **computer system**.



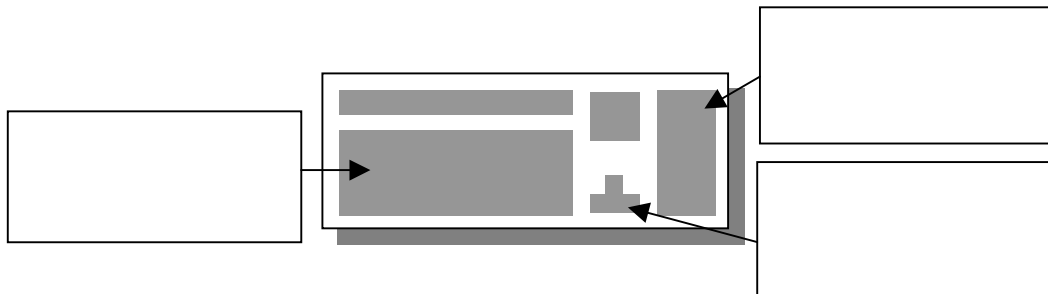
i) Write down the **names of the devices** labelled 1 to 6.
One has been done for you.

- | | | |
|---|----------|---|
| 1 | _____ | 1 |
| 2 | Keyboard | |
| 3 | _____ | 1 |
| 4 | _____ | 1 |
| 5 | _____ | 1 |
| 6 | _____ | 1 |

ii) Name another common **Output device** that is not shown in the diagram above.

(b) i) A simple diagram of the **keyboard** is shown below. Write the following words in the boxes to label the keys.

Numeric keypad Qwerty keys Arrow keys



ii) Write down the name of the **key** that is used to type words in **capital letters**.

2

Katie switched on the computer and the picture shown below appeared on the screen.

- (a) i) Use three of the following words to **label the picture**. *One has been done for you.*

desktop window icon taskbar recycle bin

The screenshot shows a Windows XP desktop. Labels with arrows point to: 'Y' pointing to the 'My Computer' icon; 'X' pointing to the 'Internet Explorer' icon; 'recycle bin' (in a box) pointing to the 'Recycle Bin' icon; and 'Start button' pointing to the 'Start' button in the taskbar. On the right side, there are three empty rectangular boxes for labeling. The taskbar shows the time as 9:15.

3

- ii) Katie clicked the **Start** button and the pop-up menu appeared. Write down two things that **she can do** with the commands in the menu.

- 1 _____
- 2 _____

1

1

- iii) What is the **item labelled X** in the picture above, **used for**?

2

- (b) She double clicked on the **item labelled Y** in the picture above and the **Window** shown below appeared on the screen.

The screenshot shows a 'My Computer' window. The menu bar contains 'File', 'Edit', 'View', and 'Help'. The main area displays various icons including '3 1/2 Floppy (A:)', '(C:)', '(D:)', 'Printers', 'Control Panel', 'Dial-Up Networking', 'Infrared Recipient', 'Scheduled Tasks', and 'Web Folders'. The status bar at the bottom shows '9 object(s)'. Labels with arrows point to the 'window border' and 'window corner'.

- i) Write down the **names of the four menus** that are found in the Menu bar.

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2

- ii) Letter **(A:)** refers to the **Floppy Disk**. Which letter represents the **hard disk**?

1

- iii) What is the window **border** or the window **corner used for**?

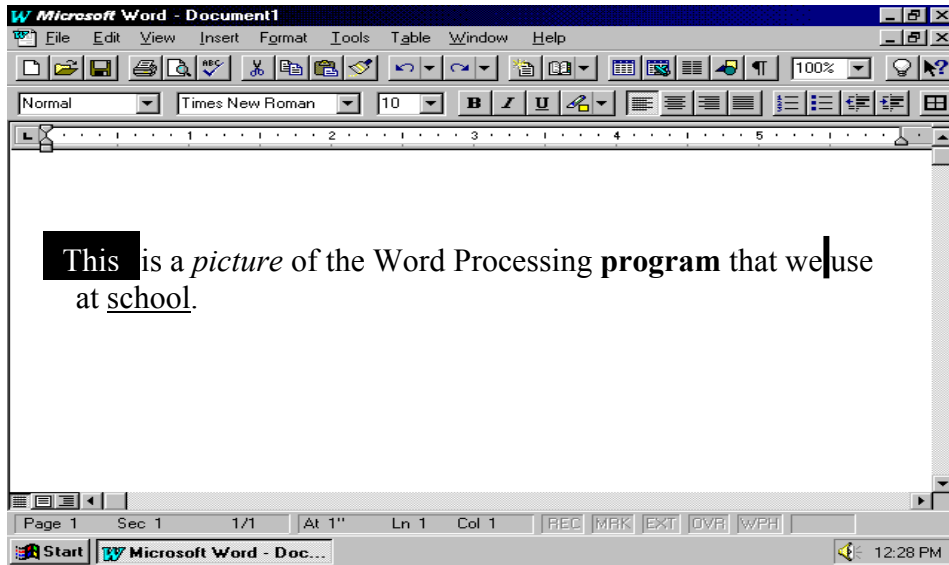
2

iv) Look carefully at the Window on the previous page and then **draw the buttons** (in the squares below) that she must click to do the following:

- Maximise the window.
- Minimise the window.
- Close the window.

1
1
1

3 (a) James is using the **Word Processing program** on the computer. A picture of his screen is shown below.



i) Fill in the blanks in the paragraph below using the following words:

cursor backspace highlighted italics bold delete school

The word ‘_____’ is underlined and the word ‘picture’ is in _____. The word ‘program’ is typed in _____. You can also see the _____ between the words ‘we’ and ‘use’. If James clicks the _____ key on his keyboard, the letter ‘e’ will be deleted. While if he clicks the _____ key the letter ‘u’ will be deleted. The word ‘This’ is _____!

1
1
2
1
1
1

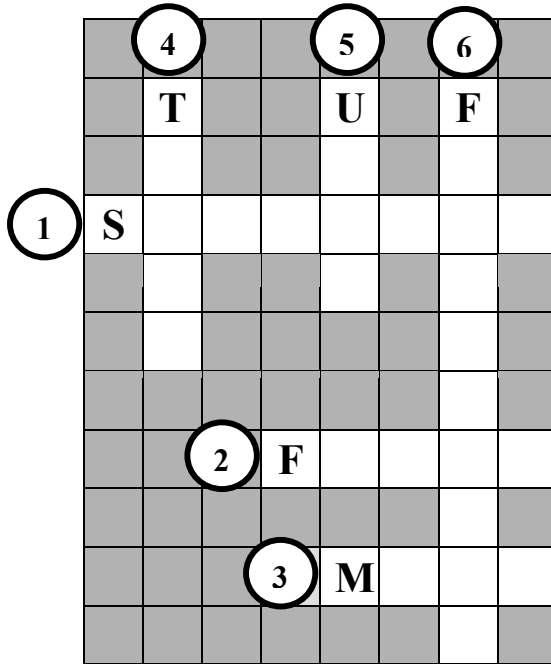
ii) James used the **Cut, Copy** and **Paste** buttons. Write down the **names of the two buttons** that he used to:

- Put a similar sentence elsewhere on the page.
- Move a sentence to a new position.

<i>Button 1</i>	<i>Button 2</i>

1
1

(b) Refer to the picture of the Word Processing program on the previous page to complete the crossword puzzle below:



Across:

- 1 The Cut, Copy and Paste buttons are found in this Toolbar. 1
- 2 'Times New Roman' and 'Arial' are examples of these. 1
- 3 The *File, Edit, View, Insert, etc.* are found in this bar. 1

Down:

- 4 This bar is used to drag the window to a new position on the screen. 1
- 5 When this button is clicked the last action is removed. 1
- 6 The *Bold, Italic* and *Underline* buttons are found in this Toolbar. 1

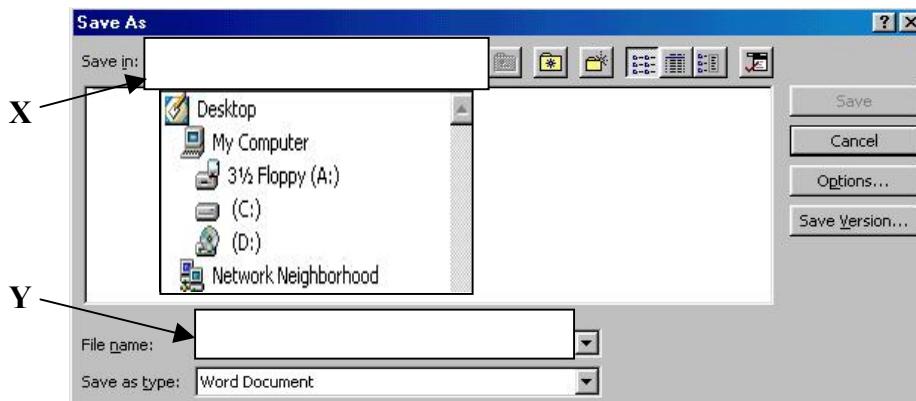
4 (a) Maria has a manual **typewriter** and a **computer with the Word Processing program**, at home. Give two reasons why Maria finds its better to use the computer rather than the typewriter, to prepare her English composition.

1 _____ 2

2 _____ 2

(b) She wanted to store her work on the **floppy disk** and name it '**Composition**'.

i) Fill the boxes marked **X** and **Y** in the picture below with the appropriate words.



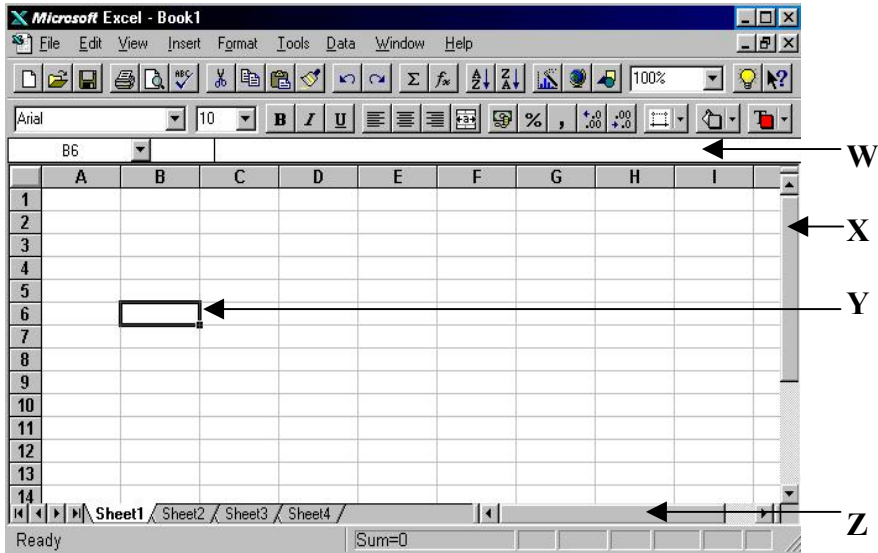
ii) Write down the **name of the button** from the picture above that she must click to store her work on the floppy disk.

_____ 1

- (c) Give one reason why Maria needs to **store her work on the floppy disk** rather than on the hard disk only.

2

- 5 Helen is using the Spreadsheet Program. A picture of **the spreadsheet program** is shown below.



- (a) Complete the sentences below using the following words:

columns active references formula
horizontal Arial rows vertical 10

- i) A spreadsheet consists of _____ and _____.
- ii) Letter **W** is pointing to the _____ bar.
- iii) Letter **X** is the _____ scrollbar.
- iv) Letter **Y** shows the _____ cell.
- v) Letter **Z** is pointing to the _____ scrollbar.
- vi) The selected font type is _____ and the font size is _____.
- vii) A8 and H3 are examples of cell _____.

2
1
1
1
1
2
1

- (b) Helen may type one of **three (3) different items** in a spreadsheet cell. Write them down in the boxes below.

	<i>Items</i>	
1		
2		
3		

1
1
1

(c) Write whether the following statements are **True (T)** or **False (F)**.

- | | | |
|--|--|---|
| i) The spreadsheet program is used for calculations. | | 1 |
| ii) The '+' sign is used in the spreadsheet for subtraction. | | 1 |
| iii) Letters of the alphabet are used to refer to the rows. | | 1 |
| iv) A formula must begin with the symbol '&'. | | 1 |
| v) A spreadsheet cannot be printed. | | 1 |
| vi) Columns may have different widths. | | 1 |

6 Anthony is using the **spreadsheet program** instead of a calculator to do some arithmetic additions. He **typed the numbers** shown below.

	A	B	C
1			
2		56	
3		120	
4			
5		7	
6		22	
7			

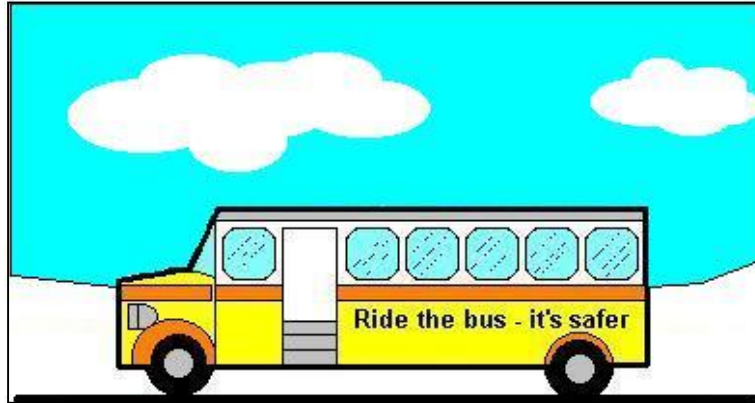
(a) Complete the following tasks by **writing the formulas** in the spreadsheet cells of the diagram above.

	Write in cell	Arithmetic operation to do	
i)	B3	The sum (total) of the numbers in A2 and A3.	1
ii)	B6	The sum (total) of the numbers in A5 and A6.	1
iii)	B7	The sum (total) of the four numbers given in the diagram.	2

(b) In cell A7 Anthony typed the formula $=22 + 3$ to add 3 to the contents of cell A6 and got the correct answer of 25.

- i) What will be the answer if he **changes** the contents of **A6 from 22 to 20**?
-
- ii) Explain why his **formula is wrong**?
-
- iii) In the box on the right, write down the **formula he should have typed** in cell A7.
-

Jane produced the following **drawing of a Maltese bus** on the school computer.



(a) Write down the name of the **program** that she used to produce the drawing.

1

(b) i) What key from the keyboard did she press, together with the **Ellipse** tool, to draw **perfect circles** for the wheels?

1

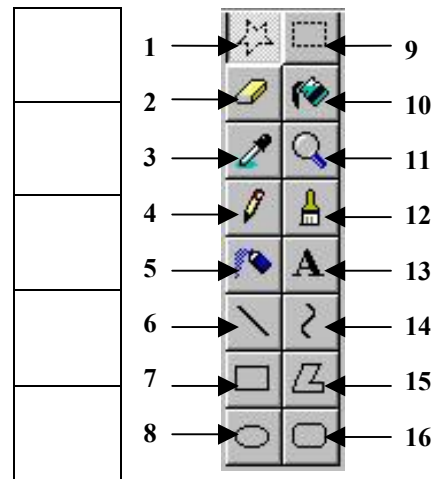
ii) The bus has six windows but she drew only one. Write down the **names of the two commands** that Jane used to produce the other windows?

2

(c) The picture on the right shows the **toolbox** she used to produce the drawing.

Write the **tool number** for each of the following questions.

- Which tool did she use to draw the **thick outline of the bus**?
- Which tool did she use to draw the **door**?
- Which tool did Jane use to draw the **windows with rounded corners**?
- Which tool did she use to draw the **cloud shapes**?
- Which tool did she use to **fill the sky with colour**?



1

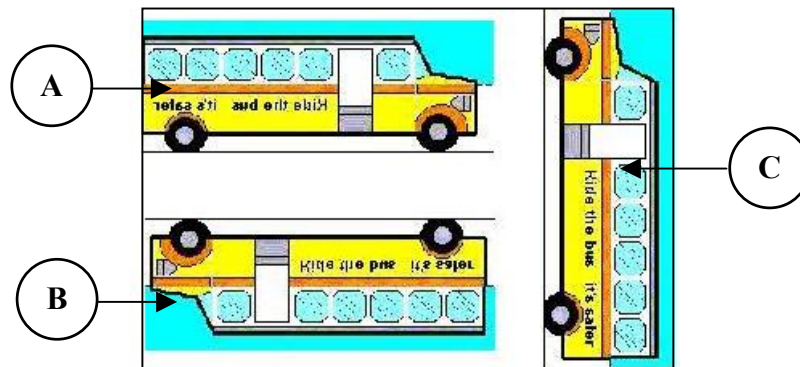
1

1

1

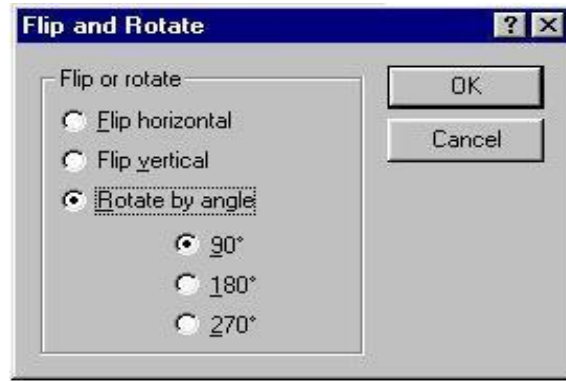
1

(d) She copied the bus for three times and produced the picture shown below.



Use the **names of the commands** shown on the right, to complete the sentences below.

Refer to the three buses A, B and C shown on the previous page.



- i) Bus **A** was produced by selecting _____ . 1
- ii) Bus **B** was produced by selecting _____ . 1
- iii) Bus **C** on the previous page was produced by clicking the _____ and _____ . 2

8 This question is on the **Internet**.

(a) Tick (☐) whether the following statements are **True** or **False**.

- i) The Internet is a **large electronic store** of information.
- ii) The Internet is a **Local Area Network (LAN)**.
- iii) The Internet is also called **World Wide Web (WWW)**.
- iv) A **website** may have **only text** (words).

True	False

(b) Read the passage below and fill in the blanks using the following words:

password service modem username
browser provider internet

In order to connect to the internet from home, most people use a _____ which is a device connected between the computer and the telephone line. Besides this device, you also need an _____ .

An ISP is a company that give you access to the Internet. It gives you a _____ and a _____ which you have to type in order to log on to their system.

You also need to have Internet software installed on your computer, this software is called the Internet _____ .

1
1
1
1
1
3
2
1

