SECONDARY SCHOOL ANNUAL EXAMINATIONS 2002
Educational Assessment Unit – Education Division

FORM 2	**INFORMATION TECHNOLOGY**	**TIME: 1 hr 30 min**

Name: _____ Class: _____

Answer ALL the Questions.

1   Amanda has **bought a new computer** from a shop.

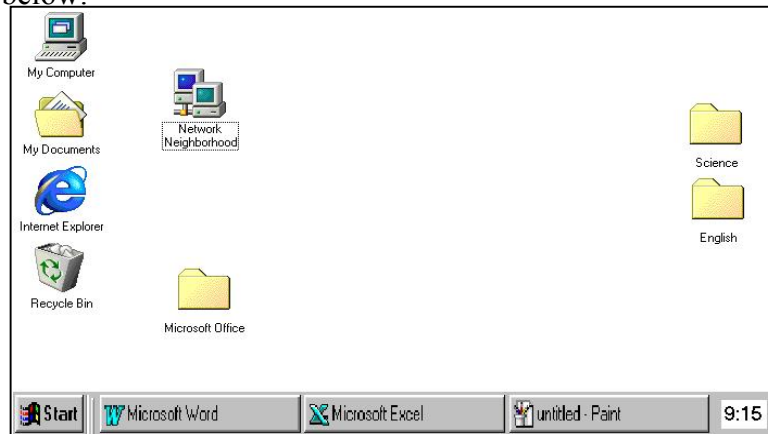(a)   Besides the system unit she was given the following input and output devices:

      keyboard   mouse   monitor   speakers   scanner   printer

Write down the name of the input or output device she uses to:

i)   Draw a circle.   1

ii)   See what she is typing.   1

iii)   Type her English composition.   1

iv)   Copy her homework onto paper.   1

v)   Hear the sounds of birds.   1

(b)   After she had been using the computer for some time, the **Desktop** looks as shown below:

i)   Look at the **Task Bar** and write down the names of the **three programs** that she is using:

    1. _____   1

    2. _____   1
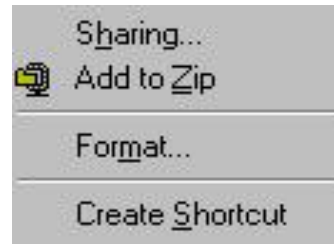
    3. _____   1

ii)   On the **Desktop** there are **four folders**. Two were **already present** when she bought her computer. Write down the names of these two folders.   2

iii) She **created two other folders**. Write down their names.

2

(c) i) A **new disk** may need to be prepared to accept data. From the menu on the right, write down the **command she needs to choose** before she can save on the new floppy disk.

Sharing...
Add to Zip
Format...
Create Shortcut

1

ii) Give one reason why Amanda wants to **save her work on the floppy disk** and NOT on the hard disk.

3

2 Paul prepared the **chart** shown below for his project.
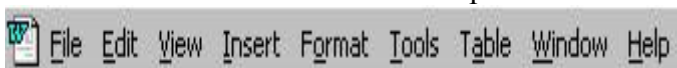

(a) To prepare the chart he had to use the following:

Spreadsheet   Word processor   Paint   Wordart   Clipart

Fill in the blanks using the words given above:

i) To design Part A he used the _____   1

ii) To type Part B he used the _____   1

iii) To draw Part C he used the _____   1

iv) To insert Part D he used the _____   1
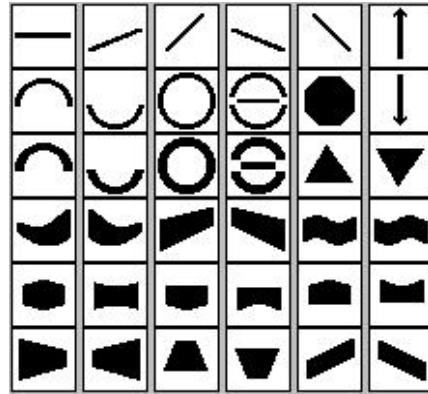
v) To type Part E he used the _____   1

(b) Paul forgot the steps he needs to do **to put a picture in a document**. Which menu did he use to solve his problem?

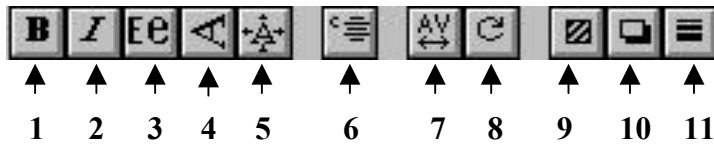File Edit View Insert Format Tools Table Window Help

2

(c) i) Look at the diagram of different **text shapes**. In the box below, draw the one that he chose for part A in the chart on the previous page.

3

ii) Paul also used the following **Toolbar** to produce part A.

1 2 3 4 5 6 7 8 9 10 11

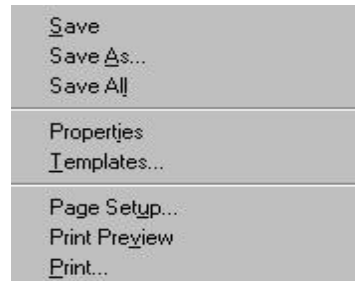Write the number of the button that he has clicked to:

- Make the title fit the width of the text frame.

1

- Rotate the text.

1

- Insert a shadow.

1

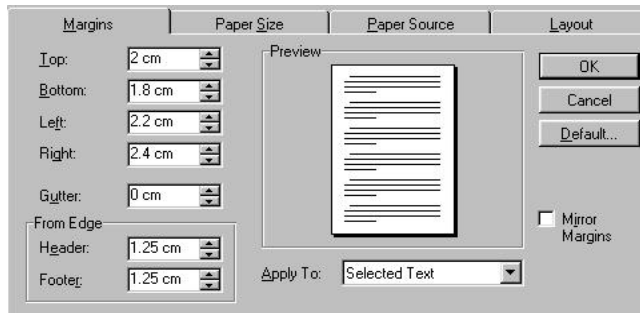3   John used the Word Processing program to write his Science Project.

(a) i) Part of the *File* menu is shown on the right. Write down the **name of the command** he must choose to change the size of the margins.

Save
Save As...
Save All

Properties
Templates...

Page Setup...
Print Preview
Print...

1

ii) After selecting the command to change the margins, the following **dialogue box** appeared on the screen.

| Margins | Paper Size | Paper Source | Layout |

Top: 2 cm
Bottom: 1.8 cm
Left: 2.2 cm
Right: 2.4 cm

Gutter: 0 cm
From Edge
Header: 1.25 cm
Footer: 1.25 cm

Preview

OK
Cancel
Default...

Mirror Margins

Apply To: Selected Text

In the table below write the **names of the four margins** and their **settings**.

Name:				
Setting:				

2

2

iii) Look at the dialogue box again on page 3. It has the following **four Tabs**:

Margins   Paper Size   Paper Source   Layout

Write down the name of the Tab that John must click to **set the paper to A4**.

2

(b) The *File* menu has the **Print Preview** command. Explain what Print Preview is used for.

_____

_____

3

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4   Natasha is using the **Word Processing program** to type her composition on Bicycles. First she typed it as shown in diagram A and then arranged it as shown in diagram B.

A
Bicycles
A bicycle is a light, two-wheeled vehicle propelled by the feet of the rider. A bicycle is relatively inexpensive, uses no fuel and requires little maintenance. A person can ride a bicycle at speeds of 15 to 18 kilometres per hour.
A bicycle moving in a straight line on a smooth surface will remain upright unless the rider leans too far on one side or the other, or slows down too much. Like swimming, bicycling is a skill that once mastered, is never entirely lost.

B
Bicycles

A bicycle is a light, two-wheeled *vehicle* propelled by the feet of the rider. A bicycle is relatively inexpensive, uses no fuel and requires little maintenance. A person can ride a bicycle at **speeds** of 15 to 18 kilometres per hour.

A bicycle moving in a straight line on a smooth surface will remain upright unless the rider leans too far on one side or the other, or slows down too much. Like swimming, bicycling is a skill that once mastered, is never entirely lost.

(a) Look carefully at both diagrams A and B and **note any differences**.
Read the sentences below and fill in the blanks using <u>some</u> of the words:

italics,   centered,   undo,   formatted,   justified,   font size,

underlined,   left,   right,   draft,   bold,   font type

i) The title 'Bicycles' has been _____ across the page and the

_____ made bigger.

2

ii) The first paragraph of diagram B is aligned _____ ,

while the second paragraph is _____ .

2

iii) The word 'vehicle' (in line 2) is in _____ while the

word 'speeds' (in line 6) has been made _____ .

2

iv) The words 'remain upright' (in line 9) have been _____ .

1

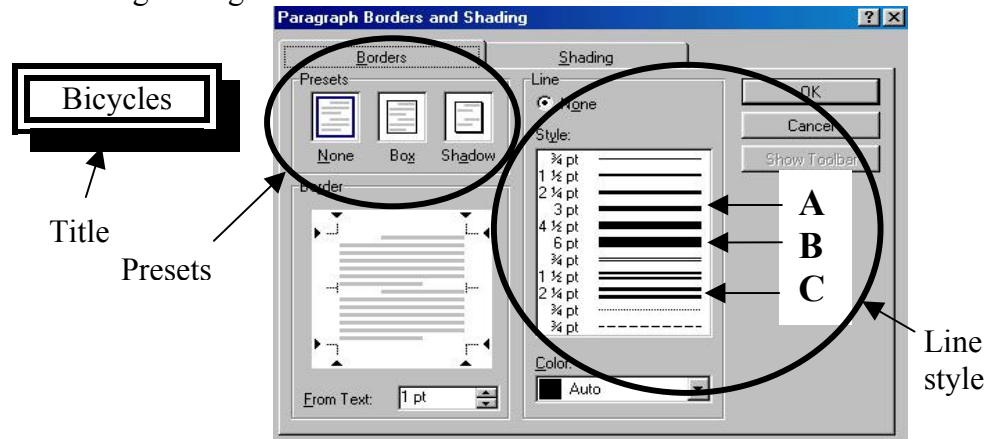v) The page shown in diagram A is a draft while the page shown in B has

been _____ .

2

(b)   While Natasha was typing she noticed that when a line gets full, the last word she was typing is **automatically moved** to the next line.

This is called _____ .   3

(c)   Natasha wanted to draw a **Border** around the title. She used the Borders and Shading Dialogue box shown below.

i)   Tick (✔) the **Preset** (border type) she has selected:

None ☐
Box ☐
Shadow ☐   2

ii)   Tick (✔) the **Line Style** she has chosen for the border:

A ☐
B ☐
C ☐   2

iii)   She also wanted to do some **shading** inside the border.
Tick (✔) the correct answer:

Shading will change the colour of the title. ☐
Shading will fill the border with a colour. ☐
Shading will do some shadow to the title. ☐   2

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5   The following sentences are about the **Spreadsheet program**. Write **True** or **False** in each box near the sentences.

i)   The spreadsheet program is used to write a letter to a friend.   ☐   1

ii)   The width of a column cannot be changed.   ☐   1

iii)   A new row can be inserted in the spreadsheet.   ☐   1

iv)   The letters of the alphabet are used to refer to the columns.   ☐   1

v)   The Autosum is used to divide two cells.   ☐   1

vi)   The * is used to multiply two cells together.   ☐   1

6   Ruth was using the **Spreadsheet program** to keep information on the weather for one week last January. The spreadsheet is shown below:

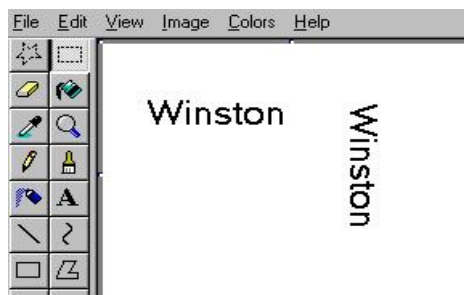|	A	B	C	D	E	F
1						
2			**The Weather for one Week**			
3			From 14/01/02 to 20/01/02			
4						
5			Day Temperature (°C)	Night Temperature (°C)	Temperature Difference (°C)	Rainfall (mm)
6		Monday	15	10		13
7		Tuesday	15	9		0
8		Wednesday	13	9		0
9		Thursday	10	7		35
10		Friday	12	6		12
11		Saturday	12	8		0
12		Sunday	11	8		40
13						
14						
15						
16						
17						

(a)   i)   Write down the **cell reference** of the Label '*Rainfall (mm)*'.

1

       ii)   Write down the **cell reference** of the value '7'.

1

       iii)   Which column has its contents **aligned left**.

1

       iv)   Besides Values and Labels, **Formulas** may also be typed in a spreadsheet. What are formulas used for?

_____

_____

3

(b)   i)   Write down the formula that she must type in cell F15 to find the **total Rainfall** for the whole week.

2

       ii)   Write the formula that she must type in cell E6 to **find the difference** between the day and the night temperatures for Monday.

2

7 (a)   Winston is using the **Paint program**. He would like to produce his name both in normal form (horizontally) and vertically, as shown below.

The **steps** to produce the name vertically are given on the next page. However, the steps are NOT in the correct order.
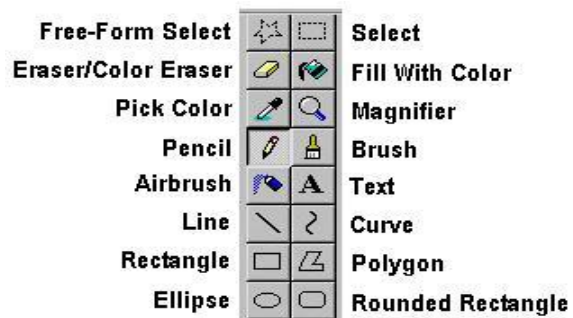
- From *Edit* menu choose *Paste* command
- Use the *Select* tool to select the word 'Winston'
- Type the word 'Winston'
- Click the *Text* button from the toolbox
- From *Image* menu select *Flip/Rotate* command
- Drag the vertical name to its new position
- Select the command to *Rotate by 90°*
- From *Edit* menu choose *Copy* command

Write down the steps in the **correct order**. *The first one has been done for you.*

1. *Click the Text button from the toolbox*

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____   7

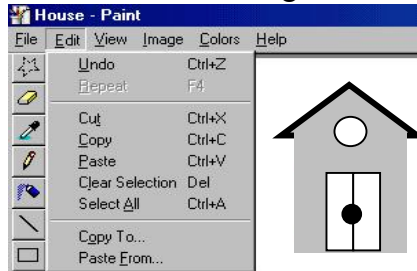(b) Winston also wants to paint the **tree** shown below, using some of the labelled Toolbox buttons.

Free-Form Select	Select
Eraser/Color Eraser	Fill With Color
Pick Color	Magnifier
Pencil	Brush
Airbrush	Text
Line	Curve
Rectangle	Polygon
Ellipse	Rounded Rectangle

Write down the **name of the button** to:

i) Form the leaves on the tree: _____   1

ii) Form the ground: _____   1

iii) Draw the trunk and branches: _____   1

iv) Draw the grass on the ground: _____   1

(c) Look again at the Toolbox buttons. Then tick (✔) either **True** or **False** for the following sentences:

		True	False	
i)	The **Colour Eraser** is used to remove the selected colour.			1
ii)	The **Pencil** tool and '+' key decrease the line thickness.			1
iii)	The **Magnifier** does not change the size of the picture.			1
iv)	The **Ellipse** tool and the '**Shift**' key draw a perfect circle.			1
v)	The **Text** tool is used to draw a line.			1

8 (a) Carmen has drawn the front of a house using the **Paint program**.

i) Carmen made a **mistake** while drawing the door. Write down the **command she has to select from the Edit menu** to remove the last action.

1

ii) She wants to **import a clipart** of a bird and insert it in the picture. Which **command from the Edit menu** must she select?

2

iii) Instead of drawing new houses she selected the house and used other commands from the Edit menu. Write the sequence of commands to **add two more houses** on the picture.

3

(b) Carmen made use of the **colour palette** shown below.

i) Use the word **Background** or **Foreground** to complete the sentences.

This is the _____ colour.

This is the _____ colour.

2

ii) Use the word **right** or **left** to complete the sentences below:

• The _____ mouse button is clicked to choose the foreground colour.

1

• The _____ mouse button is clicked to choose the background colour.

1

(c) Look at the diagram of the **Paint program** at the top of the page. Carmen has already **saved her work**. Write down the **file name** she has given to her work.

1