

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2002

Educational Assessment Unit – Education Division

FORM 3

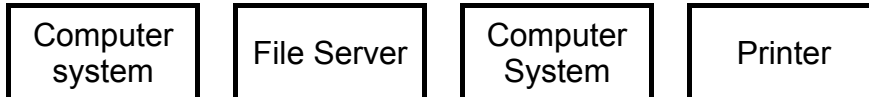
INFORMATION TECHNOLOGY

TIME: 1 hr 30 min

Name: _____ Class: _____

Answer ALL the questions.

- 1 (a) The computers in your school Computer Lab form a **Local Area Network (LAN)**. Using the following four boxes, draw a **diagram to form a LAN** in the space provided below.



4

- (b) The picture below shows part of the **Tree Organisation of the C: drive** as seen in the **Windows Explorer**.



- i) Write down the name of one **closed folder**. _____ 1
- ii) Write down the name of the **opened folder**. _____ 1
- iii) In which folder is the **Grammar folder found**? _____ 1

iv) Write down the **name of the secondary storage device** that the (C:) icon is standing for. _____

1

(c) Tick (4) the statement that best describes the **use of a folder**:

- To store your Word Processed documents.
- To link all the folders by a line.
- To organise better the storage of your files.

1

(d) i) Write down the **name of the icon** shown in the picture on the right.



1

ii) How do you know whether the icon above **has any files** or is **empty**?

2

2

Marilyn is using the **Word Processing program** for her Geography homework.

She wants to insert a **Table** to store information on the four Scandinavian countries shown below.

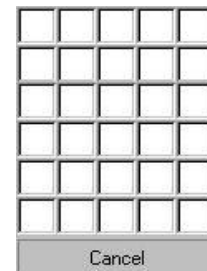
Country	Capital city	Population (million)
Sweden	Stockholm	9
Norway	Oslo	4.5
Denmark	Copenhagen	5
Finland	Helsinki	5

(a) i) In the box on the right, draw the button from the ones shown below, that she must click to **create a table**.



1

ii) After clicking the button, the picture shown on the right appeared below the Tables button. Shade the **cells required** to create the Table on countries shown above.



1

iii) How many **rows** and **columns** does the countries table have?

Rows: Columns:

2

(b) Marilyn wanted to print the **borders of the table**. The picture below shows the Borders toolbar.



↑
↑
↑
↑
↑
↑
↑
↑
↑

A
B
C
D
E
F
G
H
I

i) Write down the letters of the TWO buttons that she must click to **quickly draw all the borders**.

--	--

2

ii) Before clicking the two buttons, what **must she do to the table**?

2

iii) What is **part A** of the Borders toolbar used for?

2

iv) One of the buttons in the Borders toolbar is used to **remove the borders**. Write down the letter of the button.

1

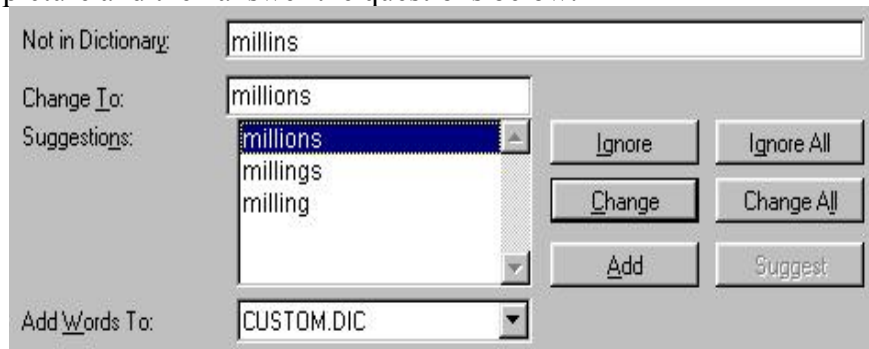
(c) Before printing her Geography homework, Marilyn **wants to see whether she has any mistakes or not** in her text.

i) From the list below, write down the **name of the feature** that she must use.

WordArt Clipart Spell Check Undo

1

ii) The picture of the feature of question (c)i is shown below. Look carefully at the picture and then answer the questions below.



• Write down the **word** that she has **typed incorrectly**.

1

• Write down the **name of the button** that must be clicked to **replace the incorrect word** in the document.

1

• Which **new word will be inserted** in the document if she clicks the button?

1

• Which button must she click **not to replace the incorrect word**?

1

• What is the difference between the **Change** and the **Change All** buttons?


2

(d) Marilyn wants to see how her **homework will look after printing it**. Write down the name of this feature.

2

3

Rebecca is using the **Spreadsheet program** to do some calculations on the sales of her father’s Ice Cream factory. The table below shows the sales of Ice Cream for the last two years.

	A	B	C	D
1		My Favourite Ice Cream Store Sales for 2000 and 2001		
2		Sales 2000	Sales 2001	
3	Chocolate	Lm 9000.00	Lm 8500.00	
4	Peach	Lm 8000.00	Lm 6600.00	
5	Vanilla	Lm 7500.00	Lm 4500.00	
6	Strawberry	Lm 2000.00	Lm 7000.00	
7	Cheery	Lm 4900.00	Lm 5400.00	
8				
9	Total Sales	Lm 31400.00		
10	Lowest Amount	=MIN(B3:B7)		
11	Highest Amount			
12	Average	=AVERAGE(B3:B7)		

- (a) i) In cell **C9** write down the formula that she must type to find the **Total Sales** for the Year 2001.
- ii) In cell **C10** write down the formula that she must type to find the **Lowest Amount** for the Year 2001.
- iii) In cells **B11** and **C11** write down the formulas that she must type to find the **Highest Amount** for the Year 2000 and the Year 2001.
- iv) In cell **C12** write down the formula that she must type to find the **Average Amount** for the Year 2001.

(b) In the box on the right, write down the formula that she must type to find the **Total Sales of ice cream for both years**.

(c) The values shown in the spreadsheet are in Maltese currency and are formatted to _____ **decimal place/s**.

(d) Rebecca wants to **insert a column** between columns **A** and **B**. In which column must she **place the cursor** to insert the new column? Column _____

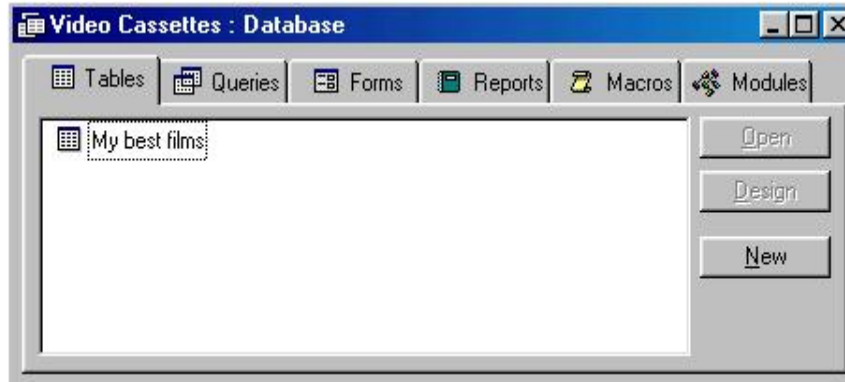
(e) Write down the **type of column alignment** for the following:

- i) Column **A**: _____
- ii) Column **B**: _____
- iii) Column **C**: _____

1
1
4
1
2
1
1
1
1

4

Robert is using the **Database** program to keep information on video cassettes. The **Database Window** is shown below.



- (a) i) What **name** has he given to the **Database**? _____ 1
- ii) What **name** has he given to the **Table**? _____ 1
- iii) Besides Tables, he can create **other objects** from the database table. Write down the names of two other objects. 2
- 1 _____ 2 _____

(b) The database **Table** that Robert created is shown below.

Video Number	Video Title	Category	Duration (minutes)
123	Titanic	Romance	195
454	Harry Potter	Fiction	128
231	Toy Story	Cartoon	98
89	Raiders of the Lost Ark	Adventure	110
336	The Lion King	Cartoon	110

- i) Look carefully at the Table above and then complete the passage below using some of the following words:
- item identify four different table**
records fieldname six printed the same
- The database table has _____ fields and five _____ 1
- _____. An example of a _____ 2
- is 'Category' while '110' is an example of a data _____ 1
- Robert has set the 'Video Number' as the keyfield because the data in such a field should be _____ 1
- _____. The keyfield is used to _____ 1
- _____ a record. To have a copy of the table on paper he then _____ the table. 1

- ii) From the database Table on the previous page, write down **one complete record** in the box below.

--

2

- (c) Robert has **Updated** the database table by doing the three operations – **Addition, Deletion and Editing**. Write the operation that best fits each of the updating tasks listed below.

- i) He changed the 'Duration' of 'Titanic' to 190.

- ii) He typed the information on a new video cassette.

- iii) He removed all the information on 'Toy Story'.

1

1

1

- (d) Robert has created a **Query** on the database Table. When the query is run, it displays only the video cassettes with a **Duration larger than 120 minutes**.

Complete the sentences below using three of the following words:

>120 Video Title =120 condition Duration (minutes)

A Query selects the records that satisfy a certain _____.

The condition he typed was _____ and he typed it in

the _____ field.

2

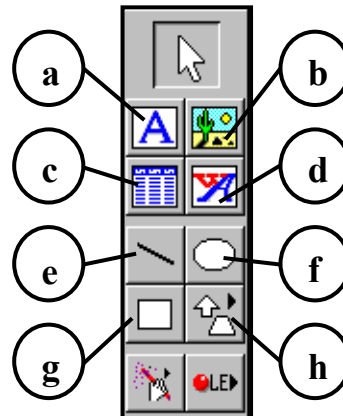
2

2

5

Charlene is using the **Desktop Publishing (DTP)** program to prepare a Poster for the school concert.

- (a) The diagram on the right shows some important **tool buttons** that are available in the DTP program.



Choose any **FOUR** buttons and for each chosen button write a **short sentence to describe what she may do with the button**.

One has been provided as an example.

	<i>Button letter</i>	<i>Short Description</i>
i)	c	<i>She uses this button to prepare a table.</i>
ii)		
iii)		

2

2

iv)	
v)	

2
2

(b) Charlene wants to **insert more items** in the Poster. The picture below shows the **commands in the Insert menu** of the DTP.

i) Which command must she select to **insert a ready-made picture**?



1
2

ii) Some commands in the Insert menu are **disabled**. Write them down in the lines below.

iii) What will happen if Charlene **clicks on one of the disabled commands**?

1

(c) Charlene has many options for printing the poster. The diagrams below, **drawn to scale**, represent **different Paper Sizes** and **different Page Orientations**.

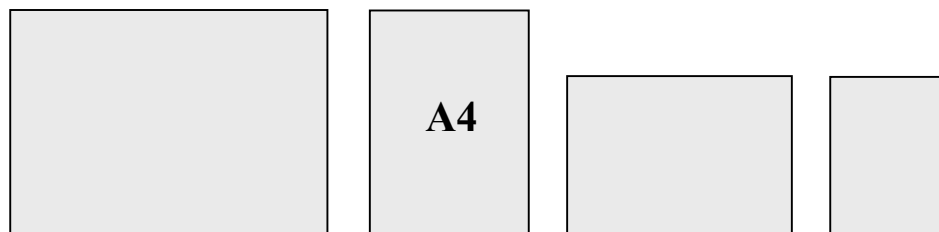


Diagram a Diagram b Diagram c Diagram d

Complete the table below using the following words. Each word may be used **more than once**. *Two examples have been provided.*

A4 Landscape A5 A3 Portrait

<i>Diagram</i>	<i>Paper Size</i>	<i>Page Orientation</i>
a		
b	<i>A4</i>	
c		<i>Landscape</i>
d		

2
1
1
2

(d) Besides Posters, Charlene may use the DTP program to prepare **other types of publications**. Write down two other types of publications.

1. _____ 2. _____

2

6 (a) Anne opened the **Presentation program** (PowerPoint) and then **imported the clipart** picture shown on the right.

She then **transformed** the picture. Write down three ways in which the **picture may be transformed**.

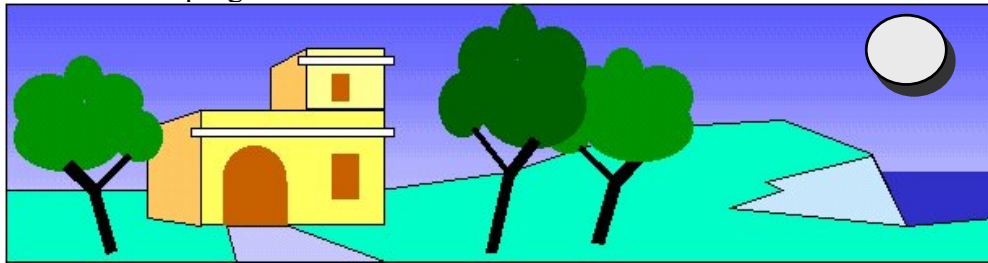
Number 1 has been provided as an example.



1. <i>Made bigger</i>	2.
3.	4.

3

(b) On another occasion Anne drew the following picture using the **Presentation** program.



To draw the picture she used tools from the **Drawing Toolbar** shown below.



i) **Draw the button** from the Toolbar above which she used to:

- Draw one window of the house.
- Draw the ground and cliff.
- Draw the leaf part of the tree.

1

1

1

ii) **Draw the two buttons** that she used to draw the arched door of the house.

--	--

2

(c) Anne drew a circle for the moon. Write down the **letter of the toolbar button** that she has used to:

- i) Put a shadow behind the moon:
- ii) Change the colour of the moon's outline:
- iii) Make the moon's outline look thicker:
- iv) Fill the moon with colour:

1

1

1

1