

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2002

Educational Assessment Unit – Education Division

FORM 4

INFORMATION TECHNOLOGY

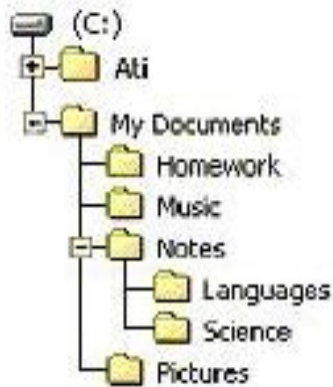
TIME: 1 hr 30 min

Name: _____

Class: _____

Answer ALL the questions.

- 1 (a) John opened the **Windows Explorer** program on his computer. Part of the screen is shown below. John wants to organise his folders better and he is going to carry out the following four tasks.



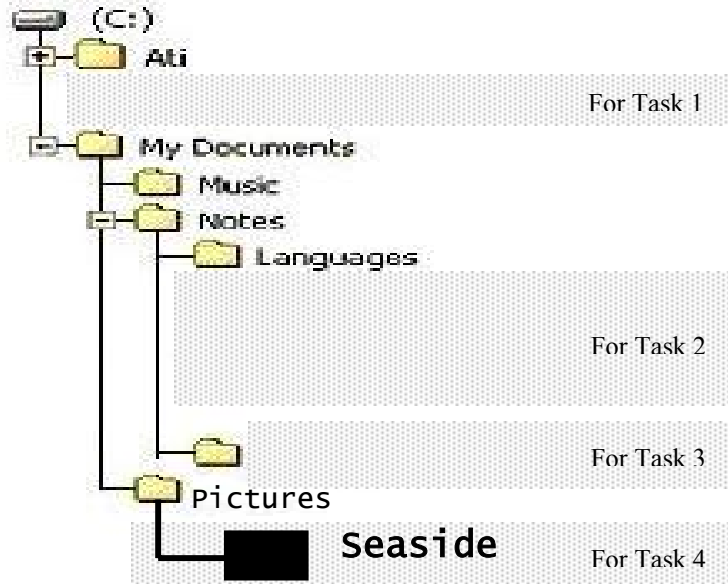
Task 1: Move the folder **Homework** into the folder **Ati**.

Task 2: Create two folders, named **English** and **Maltese**, within the **Languages** folder.

Task 3: Change the name of the folder **Science** to **Art**.

Task 4: Create a folder, named **Seaside**, within the **Pictures** folder.

- i) In the shaded rectangles below, **draw the folders and write their names** to show the appearance of the screen after the four tasks are carried out by John. *Task 4 has been done for you.*



- ii) **In which folder** is the **Notes** folder found? _____ 1
- iii) The **(C:)** folder has a special shape. **What is the device** that **C:** represents? _____ 2
- iv) A folder with a special shape is not shown in the picture above. This folder is used **to put away files that you do not want**. Write down the name of this folder. _____ 2

(b) For each of the following sentences, tick (✓) the correct answer.

i) The **folders** in the Windows Explorer are **organised** as:

- An icon.
- A tree.
- A list.
- A file.

1

ii) The **+ sign** in front of a folder shows that the folder:

- Is empty.
- Has no other folders.
- Is full and you cannot put anything else.
- Contains other folders.

1

iii) The **keyboard** you use at school is called:

- A QWERTY keyboard.
- An ABC keyboard.
- A NUMERIC keypad.
- A FUNCTION keys keyboard.

1

2 Peter is using the **Word Processing** program to prepare a magazine.

(a) Four buttons from the Toolbars are shown below. Write the correct phrase from the following list **to explain what the buttons do**.

- Draws a border around text.
- See the document before printing.
- Removes the last action.
- Inserts a table in the document.



1



1



1



1

(b) Peter produced the **fancy looking name** shown on the right, for the magazine's title. Write down the name of the program he used?



2

(c) He clicked a button from the Standard Toolbar and **the dialogue box** shown on the right appeared on the screen. What is this dialogue box used for?



2

3

Bernice is using the Spreadsheet shown below to **calculate the pay for grape pickers**. The rate of pay for all pickers is Lm2 per hour.

	A	B	C
1	Pay for Grape Pickers		
2	Hourly Rate:		
3	Pickers	Hours Worked	Wage
4	T. Borg	50	
5	A. Cassar	75	
6	B. Scerri	45	
7	A. Anastasi	34	
8		Total:	
9		Average:	=AVERAGE(C4:C7)

- (a) i) Shade one cell on the spreadsheet containing a **label**. 1
- ii) Write down the **cell reference** for any one cell containing a **value**. _____ 1
- iii) Write down the **cell reference** for one cell containing a **formula**. _____ 1
- iv) In cell C4 write down the **formula** to **calculate the wage** for the picker T.Borg. 2
- v) Write a **formula** in cell C8 to calculate the **Total wages** to be paid out. 2
- vi) In cell B2 write the **Hourly rate** formatted to **two decimal places**. 1
- (b) Use the words **right, left and centered**, to complete the following sentences.
 - i) The contents of cell C3 are _____ 1
 - ii) Cell B6 is _____ aligned. 1
 - iii) Cell A6 is _____ aligned. 1
- (c) Explain how Bernice can **quickly copy the formula she typed in cell C4** into the cells C5, C6 and C7. 2

4

Patrick has created the following **database Table** on countries.

Country	Capital city	Currency	Population (millions)	Government
Italy	Rome	Euro	45	Republic
England	London	Pound	55	Monarchy
Malta	Valletta	Lira	0.3	Republic
Portugal	Lisbon	Euro	10	Republic
Spain	Madrid	Euro	40	Monarchy
Switzerland	Bern	Franc	7	Republic

- (a) i) Look carefully at the database Table on the previous page. Complete the sentences below using the following words.

Republic fields keyfield records Currency

- There are five (5) _____ in the table. 1
- In the table there are six (6) _____ . 1
- _____ is an example of a Field Name. 1
- _____ is an example of an Item. 1
- The data in a _____ must be different. 1

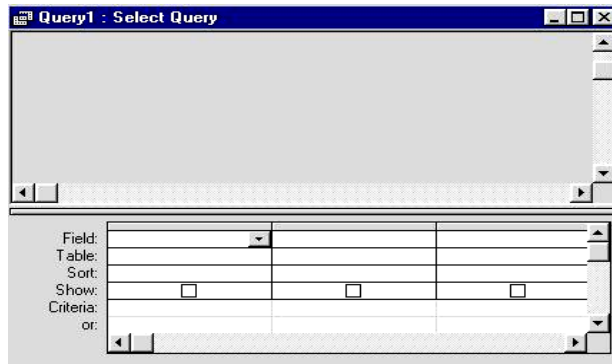
- ii) From the countries database Table shown on the previous page write down **one complete record** in the box below.

2

- (b) From time to time Patrick has got **to make changes** to the database Table. Draw arrows to explain the meaning of the following words. *One has been done for you.*

Table:	Removing an unwanted record. 1
Updating:	Changing some data in a record. 1
Deletion:	Making changes to the table. 1
Editing:	Putting a new record. 1
Insertion:	An organised store of information.

- (c) He has also created some **Queries** on the database Table. The Window to create a Query is shown on the right.



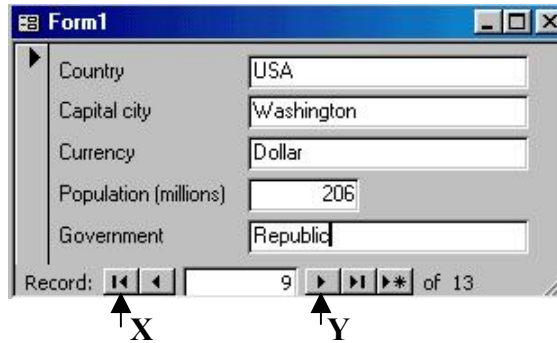
- i) For each Query Patrick had to type **a condition in the Criteria row**. Complete the sentences below using some of the following conditions:

Country Euro 10 >10 <10

- To see the records of all the **countries using the Euro** he typed the condition _____ . 1
- He typed the condition _____ to get the records of all the **countries with a population above 10 million**. 2

- ii) **In which Field** must he type the condition to see the records of all the countries using the Euro? _____ 1

- (d) After typing more countries in the database table, Patrick created the following database **Form** from the table.



With reference to the above Form:

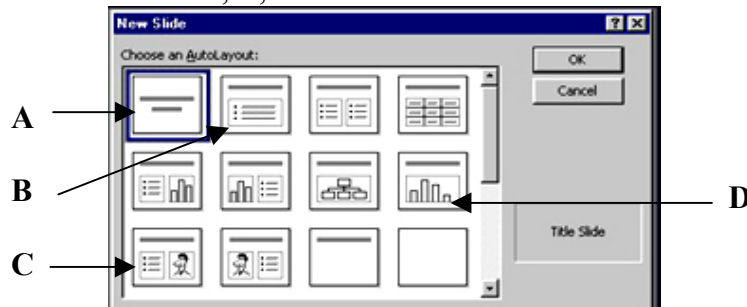
- | | | | |
|------|--|--|---|
| i) | How many records has he now in the database? | | 1 |
| ii) | Which record number is currently shown in the Form above? | | 1 |
| iii) | Complete the following sentences: | | |
| | ▪ Clicking button X will display the _____ record. | | 1 |
| | ▪ Clicking button Y will display the _____ record. | | 1 |

5 Svetlana is using the **Presentation program** (PowerPoint).

- (a) Read the paragraph below and fill in the blanks using the following words:
animated slide show drawing text

The Presentation program may be used as a _____ program or to prepare a presentation. A presentation is a computerised _____ consisting of many slides. Besides _____, a slide may also have a picture. The object on a slide may be _____, that is, appear to move by itself.

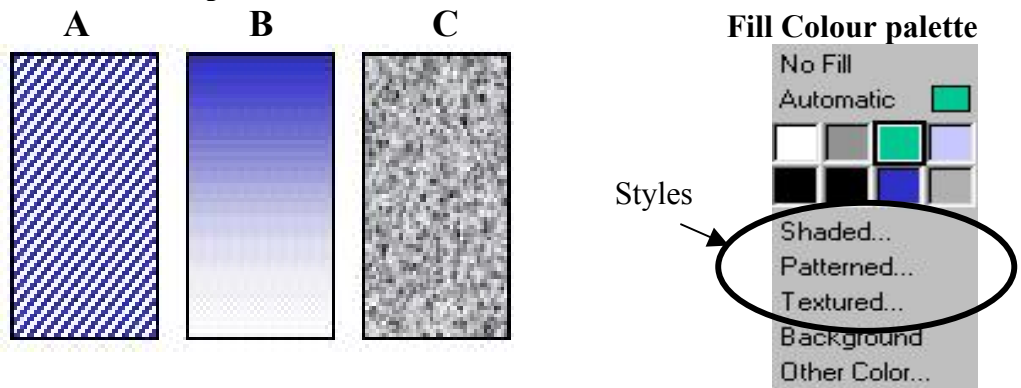
- (b) After she clicked the New Slide button the following dialogue box of **Autolayouts** appeared on the screen. Four of the sketches in the dialogue box have been labelled **A, B, C** and **D**.



Complete the following sentences using A, B, C or D.

- | | | |
|------|--|---|
| i) | She chose sketch _____ to prepare a slide containing a chart . | 1 |
| ii) | Sketch _____ is used to prepare a bulleted list in the slide. | 1 |
| iii) | For preparing a slide with text and clipart she chose sketch _____. | 1 |
| iv) | Sketch _____ was chosen for a slide containing only a title . | 1 |

- (c) On one of her slides Svetlana drew the **three rectangles** A, B and C shown below. She filled each rectangle with a different style that she chose from the **Fill Colour palette**.



Which style from the Fill Colour palette above did she choose to fill:

Rectangle A: _____ 1

Rectangle B: _____ 1

Rectangle C: _____ 1

- (d) While using the presentation program, she used three of the **View buttons** shown on the right.



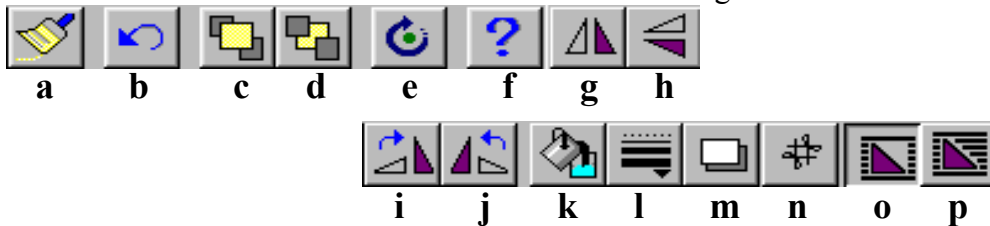
Write down the name of the button she had to click to:

i) See all the slides together on the screen: _____ 1

ii) Make changes to one slide: _____ 1

iii) Run the slide show: _____ 1

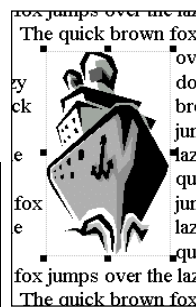
6 Maria is using the **Desktop Publishing (DTP)** program to prepare an advert. Some buttons from the toolbars that she is using are shown below.



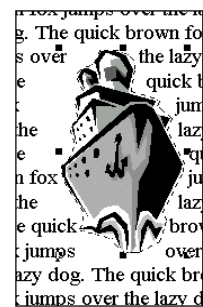
- (a) i) Picture 1 and Picture 2 on the right show the effect of **text wrapping**. Tick (✓) the best answer.

Text wrapping is:

- The insertion of a picture in the DTP program.
- The positioning of words around a picture.
- The layout of a text frame on a page.



Picture 1



Picture 2

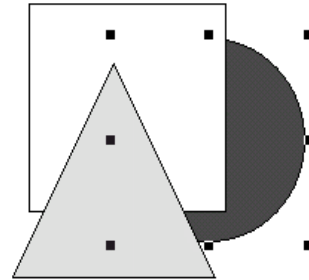
1

ii) Look again at the toolbar buttons and Picture 1 and Picture 2 on the previous page. Write down the **letter of the button** that was used to produce the text wrapping effect shown in:

- Picture 1
- Picture 2

1
1

(b) i) In Picture 3 on the right, which **shape is selected**?



Picture 3

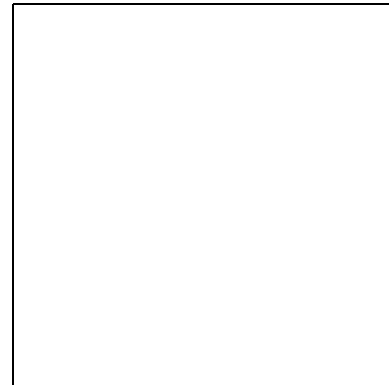
2
1

ii) Write down the letter of the button that Maria has to use to **move the selected object to the front**.

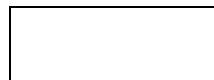
iii) After selecting the rectangle she clicked **button 'k'**. What will happen to the rectangle?

iv) Write down the letter of the button that is used to **rotate** the rectangle.

v) She selected the triangle and then clicked button **'h'**. In the box on the right draw the triangle as it will appear on the screen.



vi) Write down the letter of the button that is used to **put a shadow** to the triangle.



2
1
2
1

(c) Maria can print her advert in **Greyscale** on **A5 paper**.

i) Which **printer ink colour** is used to print in greyscale?

ii) Normal paper size is A4 size. Is A5 **larger or smaller** than A4?

2
2

(d) **Three words** that she has printed are shown below.

Elephant Envelope Electric

Use the words **Sans-serif**, **Serif** and **Script** to complete the following sentence.

The word 'Elephant' is printed in a _____ font, the word 'Electric' is printed using a _____ font, while the word 'Envelope' uses a _____ font.

1
1
1

7

This question is on the **Internet**.



(a) Underline the **best answer** for each of the following:

i) To log on to the Internet you must type the Username and **your name a password any word a number**

1

ii) The Internet is a type of network. It is a **LAN CPU MAN WAN**

1

iii) You are involved in a geography project at school and need to find some information about Mount Everest using the Internet. Which of the following would you use?

Bookmarks Hard disk Search engine Favourites

1

iv) In which folder would you normally find new e-mail messages?

Sent items Outbox Inbox Drafts

1

v) Addresses of web sites can be stored in your computer for easy access through your Internet browser. These are stored in:

Favourites My documents Pop-ups Shortcuts

1

vi) You need a hardcopy of an e-mail message that you have received. You should:

Forward it Save it on disk Write it down Print it

1

(b) Complete the sentences below using the following words:

me@gov.mt modem www.schoolnet.mt service browser

i) An Internet _____ provider is a company that gives you an Internet connection.

1

ii) To use the Internet, you connect your computer to the telephone line by using a _____.

1

iii) A _____ is a program on your computer that is used to view Internet pages.

1

iv) _____ is an example of an Internet site address.

1

v) _____ is an example of an e-mail address.

1

(c) Bernard **prefers to send messages by e-mail** rather than by post. He says that it has many advantages. Write down two of these advantages.

1. _____

2

2. _____

2