

AREA SECONDARY - ANNUAL EXAMINATIONS 2003

Education Assessment Unit – Education Division

FORM 2

ICT

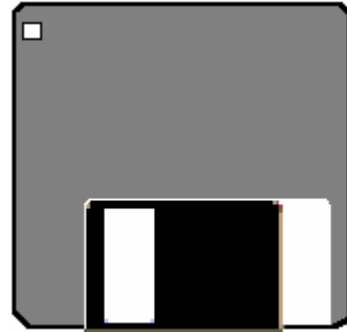
TIME: 1 hour 30 min

NAME:

CLASS:

1 Jason has bought a new floppy disk. He has to **format** it before saving on it.

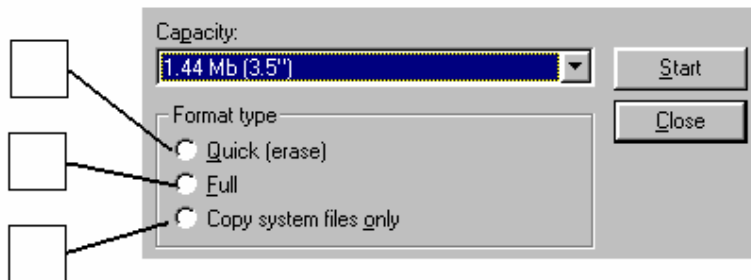
- (a) Draw an arrow to show which part of the floppy disk Jason has to set to remove the write protection before formatting.



1

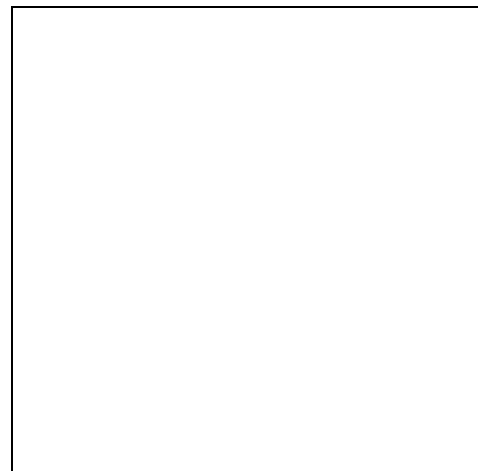
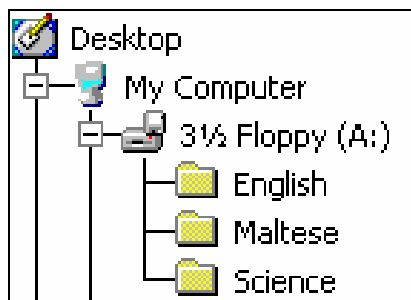
- (b) Which option should he choose to do a complete format?

Tick (✓) the appropriate box.



1

- (c) Jason organised his notes on a **3½ floppy disk** by creating 3 folders. Now he would like to create **subfolders** for English Language and English Literature within the English folder. Draw the folder structure shown to include the new subfolders in the space provided below.



4

- (d) Mark with a tick (✓) whether the devices listed below are input, output or storage devices.

Device	Use	Input	Output	Storage
Scanner	Capture an image or text from a document to save typing in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CD-ROM	Encarta or other encyclopedia on a Read Only or Read/Write CD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Camera	Take a photograph transfer it to a computer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard Disk	Store systems and applications software.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laser Printer	Print a high quality documents and letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaker	Listen to music stored on a CD-ROM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ink-Jet Printer	Print a graph in colour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Micro-phone	Record sounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 2 (a) Steve wants to write a composition using his computer. Write down the name of the program that Steve has to use.


(b)

The Boxer

The *ideal* Boxer is a medium-sized, square built dog of good substance with short back, strong limbs, and short, tight-fitting coat. His well developed muscles are clean, hard and appear smooth under taut skin. His movements denote energy. The gait is firm, yet elastic, the stride free and ground-covering, the carriage proud. Developed to serve as guard, working and companion dog, he combines strength and agility with elegance and style. His expression is alert and temperament steadfast and tractable.

The chiseled head imparts to the Boxer a unique individual stamp. It must be in correct proportion to the body. The broad, blunt muzzle is the distinctive feature, and great value is placed upon its being of proper form and balance with the skull.

In judging the Boxer, first consideration is given to general appearance to which attractive color and arresting style contribute. Next is overall balance with special attention devoted to the head, after which the individual body components are examined for their correct construction, and efficiency of gait is evaluated.

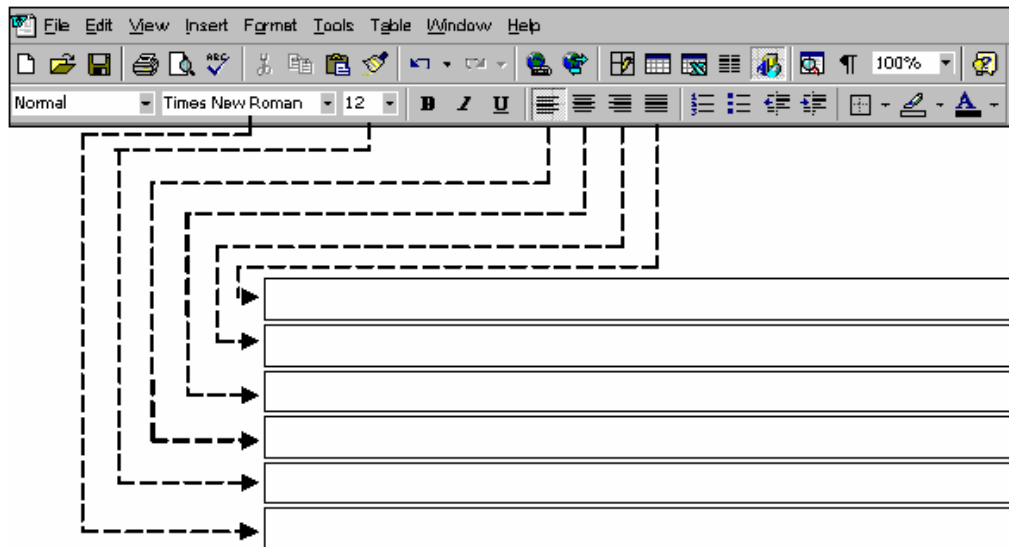


Steve used a special design “The Boxer” for the title of his composition. What is the name of the **feature** used for producing such text effects?

(c) What is the **paragraph alignment** used by Steve?
(*Align Left, Centre, Align Right or Justify*) _____

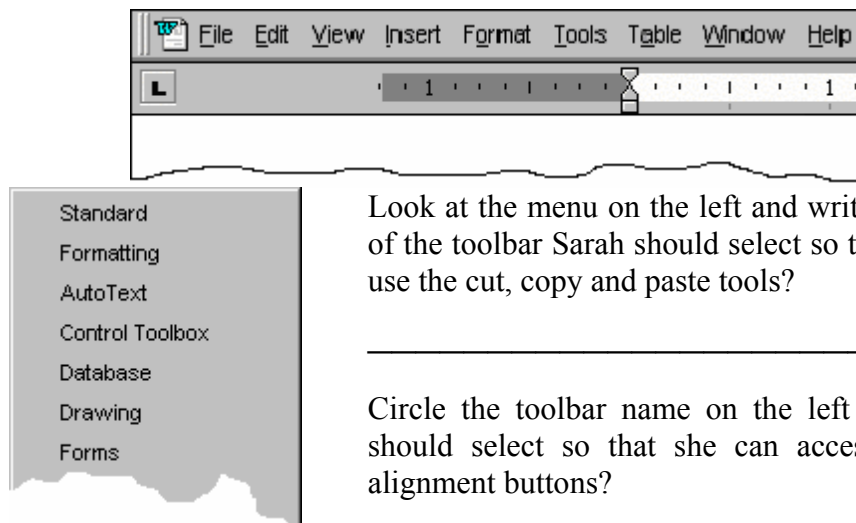
2

(d) Write down what each button indicated below is used for.



12

3 (a) Sarah decided to write a letter to a friend of hers, but when she opened the application program, the toolbars were not present, as shown below.



Look at the menu on the left and write the name of the toolbar Sarah should select so that she can use the cut, copy and paste tools?

2

Circle the toolbar name on the left that Sarah should select so that she can access the text alignment buttons?

2

(b) Choose one of the following (*File, Edit, View*) to fill in the blank below:

These three tools are also available through the _____ menu.

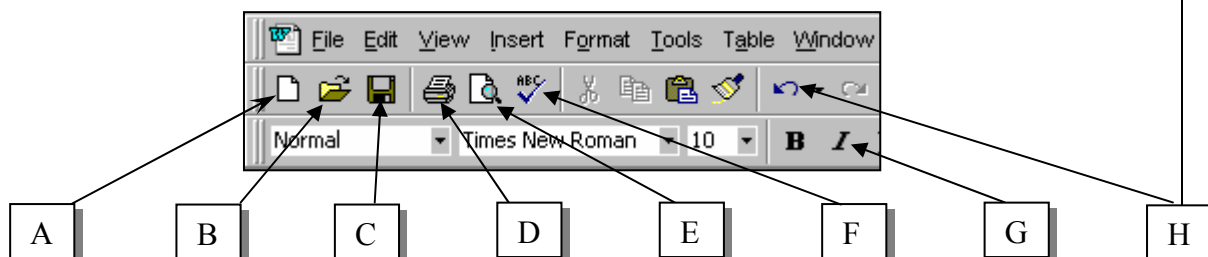
2



- (c) When Sarah finishes writing the letter she decides to check it for words written incorrectly. Which feature of the Word processor does she use? (Chose one of the following: *Find*, *Spell Check*, *Save*, *Print*)

2

- 4 The picture below shows part of the word processing screen. Some of the buttons have been labelled.



Write down the appropriate letter next to the name of the tool. *The first one (Preview) has been done for you.*

Preview	E	Undo		Italics		Save	
Open		New document		Print		Spell checker	

7

- 5 (a) Shade the range of cells B3:D8.

2

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					

- (b) From the above diagram name a row and a column.

Row: _____

Column: _____

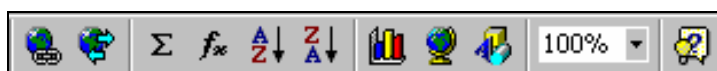
4

- (c) Ann decided to use a spreadsheet program to keep a record for a basketball tournament as shown on the next page.

	A	B	C	D	E
1	Team Name	Wins	Lost	Draws	Games Played
2	Bulls	6	2	2	10
3	Star Lights	6	3	0	
4	Giants	5	1	3	9
5	Tigers	4	3	2	9
6	Jackals	2	3	3	8
7	Renegades	1	5	4	10
8					

Write down the formula for the number of games played by *Star Lights* in **E3**: _____

- (d) Ann uses the **Auto Sum** to calculate the above additions. Draw a circle round the button in the diagram below which Ann used to find the sum.



- (e) Ann wants to change the **Team Name** from regular to bold. Which range of cells must she select before using the **Bold** button? _____

6 (a)

A spreadsheet application program is used to create this table.

	A	B	C	D
1	Name	Surname	Age	Home Telephone
2	Robert	Attard	11	21546987
3	John	Azzopardi	11	21366874
4	Catherine	Cassar	12	21458967
5	Lucienne	Demicoli	13	21456667
6	Pauline	Farrugia	11	21866765
7	Leonard	Gatt	9	21567843
8	Elaine	Zammit	12	21434356
9				
10				

Samuel wants to **align** the Names and Surnames to the **right** while the Home Telephone numbers are to be **centred**. What button from the toolbars below does Samuel access to get the desired result? (*draw a circle around the correct button*)

Names and Surnames:



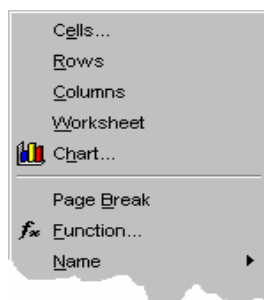
← Right Align

Home Telephone:



← Centred

(b)



Another row is to be inserted between John and Catherine. On which row must Samuel place the cursor to insert the new row. _____

Which option from the drop down menu at the left should Samuel **select** to insert this new row? _____

(c)

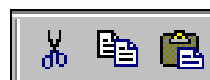
	A	B	C
1	Name	Surname	Age
2	Robert	Attard	11
3	John	Azzopar	11
4	Catherine	Cassar	12
5	Lucienne	Demicol	13
6	Pauline	Farrugia	11
7	Leonard	Gatt	9
8	Elaine	Zammit	12
9			
10			

The diagram on the left shows the table with a different format. Write in the space below how Samuel can widen the surname column so that all the surnames fit in.

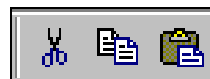
3

(d) Draw a circle around the correct tool:

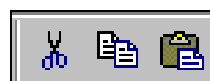
To **Copy** a range of cells Frank has to click on :



To **Paste** a range of cells Frank has to click on:



To **Cut** from the clipboard Franck has to click on:



6

7 (a) Underline the correct answer for each of the following statements.

i) What does WWW stand for?

Whole Wide World
World Wide Web
Wide Web World

1

ii) Which one of the following is a search engine?

Netscape
MSN
Internet

1

iii) Which of the following terms refers to a "browser"?

E-mail
Internet Explorer
Google

1

iv) An underlined word on a web page is usually?

An important word
A link to another webpage (hyperlink)
A mistake

1

v) Which of the following is a valid web addresses?

<http://www.msn.com>
<http://WWW.MSN.COM>
<http://www msn com>

1

vi) To log on to a network a user must supply

Name and surname
Username and password
Account number

1

(b) Francesca was surfing the Internet and came across the Ministry of Education Website



i) Look at the website image above. Write down the URL (address) of this website?

1

ii) Francesca wants to visit this website from time to time, which button on the toolbar should she press to record the URL?

1

iii) Francesca now wants to visit the following website **<http://schoolnet.gov.mt>**. Explain briefly what she should do.

2

iv) To go back to the first Web Page which button does Francesca click in the program shown above?

1

(c) E-mail has several advantages over traditional postal mail. Write any two advantages for using email.

1st advantage:

1

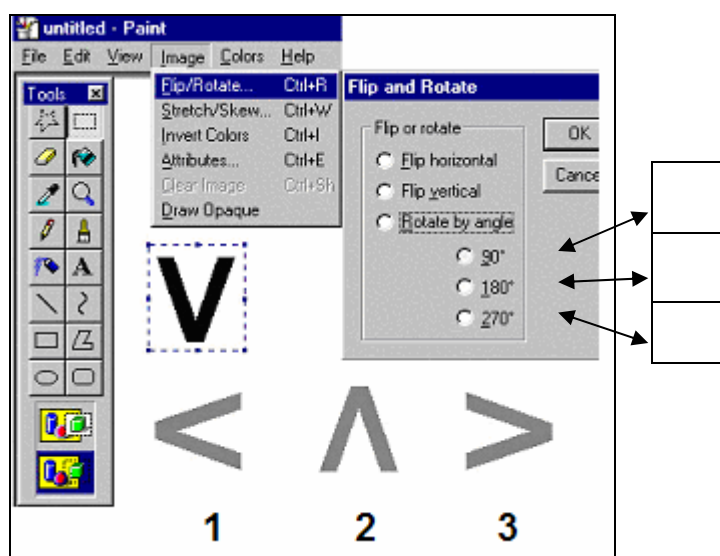
2nd advantage:

1

John wants to draw the shape shown below using the letter “V”.



He uses the method shown on the right.



- (a) Write down the number of the letter “V” in the diagram above, in the boxes provided on the right, to show the angle of **rotation** he used for each letter.
- (b) Stephen drew the picture below using Paint. **Draw** in the space provided the tool icon he used to create the different things in the picture. The toolbox on the right of the diagram will help you. One (*the hill fill colour*) has been done for you.

