

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2004

Educational Assessment Unit – Education Division

FORM 1

ICT

TIME: 1h 30min

Name:

Class:

Answer all questions

1. (a) Underline only ONE correct answer.
- i) Before storing any data on a **floppy disc** you should
 - Format the disk
 - Delete unwanted files
 - Write-protect the disk
 - ii) The Head of School needs to **send a letter** to parents. To do this he would use
 - A database
 - A spreadsheet
 - A word processor
 - iii) If you bought an **encyclopaedia** to be used on a computer, it would probably be stored on
 - A floppy disc
 - A hard disk
 - A CD-ROM
 - iv) The quickest way to reach a particular **Web Page** is
 - By searching the web
 - By typing in the full web page address
 - By sending an email
 - v) Windows is said to have a **GUI**. This stands for
 - Generic User Input
 - Generic User Identity
 - Graphical User Interface
 - vi) The school tuck-shop would like to keep a **record** of its **sales** on the computer. Which program would be most suitable?
 - A word processor
 - A spreadsheet
 - A database
 - vii) The part of the computer that is sometimes described as the **brain** is the
 - Motherboard
 - CPU
 - Memory

Marks

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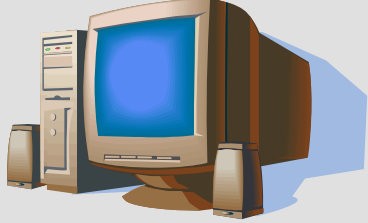
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- (b) A local Computer Shop has put up this advert. Read through the specifications and write them down underneath the proper heading. (The first one has been done for you)

Ultimate Computers



40 Gb Hard drive

3 ½ Floppy Drive

19" Colour Monitor

Keyboard

Mouse

Windows XP

Microsoft Office XP

Scanner

Laser Printer

Input Devices:

- i) Scanner
- ii) _____
- iii) _____

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Output Devices:

- iv) _____
- v) _____

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Storage Devices:

- vi) _____
- vii) _____

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Operating system software:

- viii) _____







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Application software (programs):

- ix) _____

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2. (a) Shown below are a number of **Windows icons**. Write the name besides each icon using the words below.

	<i>Recycle Bin</i>	<i>My Computer</i>	<i>My Network Places</i>	<i>My Documents Folder</i>	<i>3 ½ Floppy</i>	<i>Internet Explorer</i>	
i)		_____	_____	_____	_____	_____	1
ii)		_____	_____	_____	_____	_____	1
iii)		_____	_____	_____	_____	_____	1
iv)		_____	_____	_____	_____	_____	1
v)		_____	_____	_____	_____	_____	1
vi)		_____	_____	_____	_____	_____	1

- (b) Read the statements below and decide whether they are true or false by putting a (✓) in the appropriate box.

	True	False
i) A folder can contain other folders		
ii) A file can contain a folder		
iii) The hard disk is usually called Drive C		
iv) A folder can contain up to 4 files		
v) Files and folders form a directory tree		
vi) The minimize button is used to close a program		
vii) A Zip-Disk has a greater capacity than a Floppy disk		

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- (c) The following keys are found on a computer keyboard.

<i>Backspace</i>	<i>Shift</i>	<i>Caps Lock</i>	<i>Delete</i>	<i>Enter</i>	<i>Spacebar</i>
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Place the above words in the correct boxes below to show which key is used for each task:

- i) Starts a **fresh** line
- ii) Erases characters to the **right** of the cursor
- iii) Used to write in **capital** letters
- iv) Types a **blank** space
- v) Used to type a **single** capital letter
- vi) Erases characters to the **left** of the cursor

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- (d) Complete the following passage about networks using words from the list below

<i>viruses</i>	<i>WAN</i>	<i>network</i>	<i>transfer</i>	<i>Internet</i>	<i>LAN</i>
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When two or more computers are connected to each other, they are considered to form a _____. There are two main types of network, a _____ and a _____. The largest WAN is the _____. One advantage of having a network is the fast _____ of files from one computer to another. One disadvantage of networks is that computer _____ spread very quickly.

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3. Ms Marianne is putting the exam marks of her classes in the spreadsheet as shown below.

	A	B	C	D	E	F	G
1							
2		St. Thomas School Half Yearly Results					
3							
4		Class Name	Surname	English	Maths	Average	
5		1.1	John Abela	75	65		
6		1.1	Paul Borg	85	80		
7		1.1	Frank Cilia	65	60		
8		1.1	Simon Darmanin	85	80		
9		1.1	Mark Ellul	80	60		
10		1.1	Philip Farrugia	70	50		
11			Totals	460	395		
12							
13							
14							

(a) Answer the following questions

- i) In which **cell** should she put the formula for the total marks in English? 1

- ii) What is the name of her **workbook**? 2

- iii) How many **worksheets** does Ms Marianne have? 2

- iv) Write the letter of the button that Ms Marianne used to put the title and the word Totals **across a number of cells**. 2

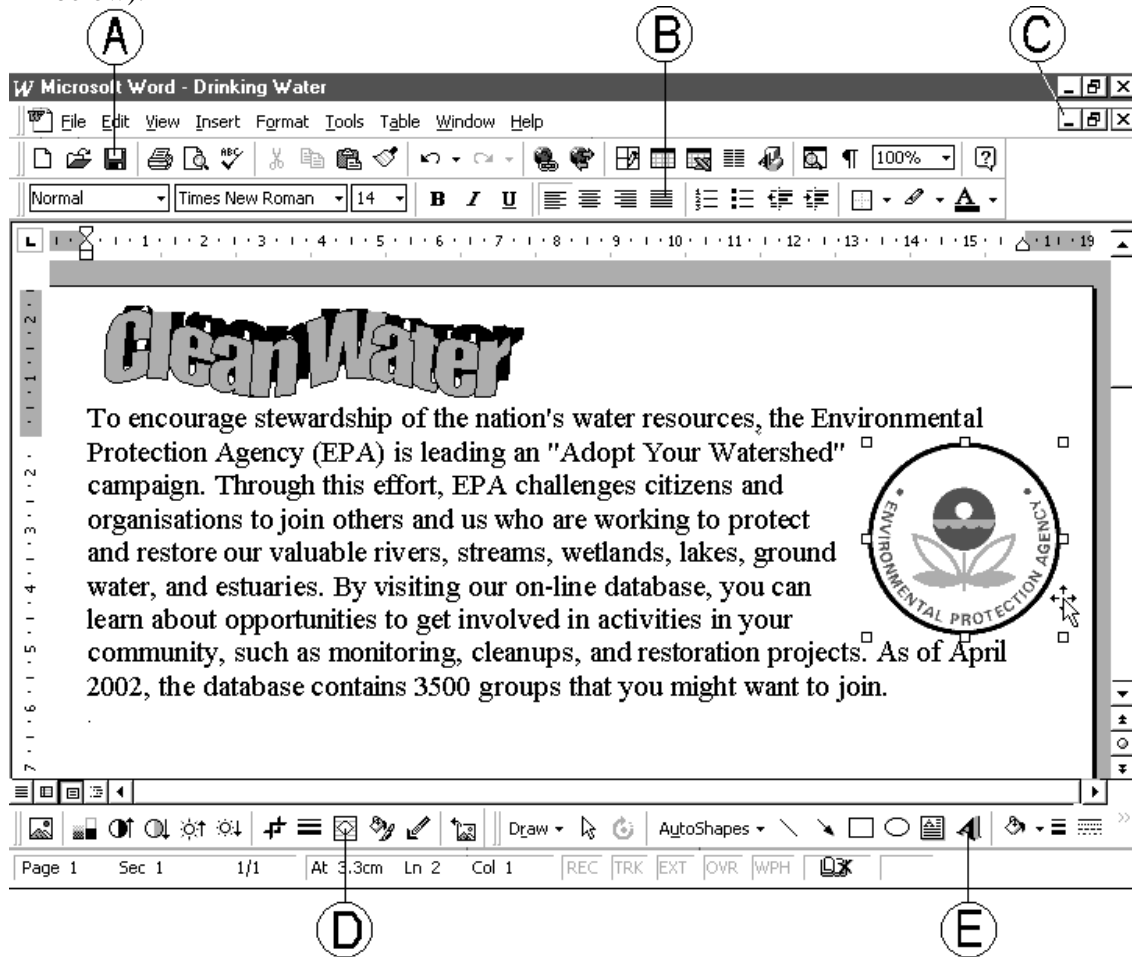
- v) Ms Marianne has selected three rows and chose the **Fill Color** button. What will happen once she clicks on a colour e.g. light yellow? 2

vi) What does box A show?	2

vii) What is box B called?	3


(b) Bernard is learning about spreadsheets. Read the following statements and help him select the <i>best</i> answer by marking ONE circle with a ✓ :	
i) The advantage of using a spreadsheet is	
○ calculations can be done automatically	
○ it can be used for drawing	
○ it can be used for time tables	2
○ it can be used to write a short poem	
ii) The intersection of a row and a column is called	
○ data	
○ cell	2
○ field	
○ equation	
iii) The three types of data found in a spreadsheet are	
○ data, worksheets, numbers	
○ equations, formulae, numbers	2
○ words, text, labels	
○ labels, values, formulae	
iv) Bernard can type a formula	
○ in cell A4 only	
○ in the formula bar or in the active cell	2
○ in the active cell only	
○ in the range A1:A6	
v) Bernard can change the column width	
○ by dragging an edge between the letters on top	
○ by dragging an edge between numbers	
○ by dragging an edge in any cell	2
○ by dragging an edge of the active window	

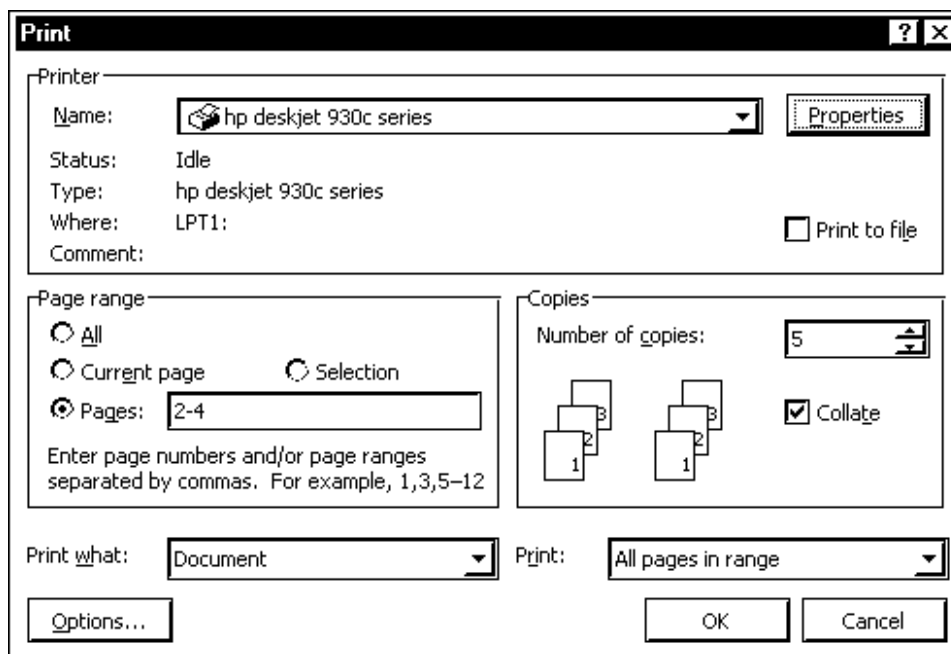
4. Thomas is working on an essay about Clean Water (a picture of his screen is shown below).



(a) Put the correct letter in the circle after each question:

- | | | |
|---|-----------------------|---|
| i) Which button would he click on if he wanted to minimize the document only ? | <input type="radio"/> | 2 |
| ii) Which short cut button would he use to save the document? | <input type="radio"/> | 2 |
| iii) Which icon on the drawing toolbar did Thomas use to produce the title? | <input type="radio"/> | 2 |
| iv) Which button should he click on to justify the paragraph? | <input type="radio"/> | 2 |
| v) Thomas wrapped the text around the image of the flower. Which button did he choose? | <input type="radio"/> | 2 |

- (b) Underline the correct word from the brackets to complete the following statements:
- Thomas **aligned** the paragraph to the (left, centre, right). 1
 - If he wanted to **insert a new paragraph** after "...want to join.", he would click the mouse at the end and hit (Delete, Enter, Insert) on the keyboard. 1
 - The **word processing feature** that he used to produce the title Clean Water was (Paint, Drawing, WordArt). 1
 - Thomas has selected the image of the flower. To **resize** the picture he (drags a corner, double clicks the picture, clicks on the picture) 1
 - The **mouse pointer** changes to  when going over the flower image. This means that Thomas can (change, move, delete) the image. 1
- (c) The Print dialogue box shown below is set up for printing a document.



Answer the following questions by looking at the print dialogue box.

- How **many times** will each page be printed? _____ 1
- What is the **name** of the printer that is in use?
_____ 2
- Will **page 3** be printed? _____ 2

5. Luke is using the browser shown below to surf the Internet. Complete the questions below.



- (a) Look at the diagram above and write the correct letter or words in the spaces provided.
- i) After visiting a web-page, Luke decided to **return** to the previous page that he visited. Which button does he use to do this? _____
- ii) Write down the **address** of the page Luke is visiting right now.

- iii) **http://schoolnet.magnet.mt** is set as the _____
on your school PCs.
- iv) Which button from the diagram above does Luke choose to go to the **homepage** set in his browser? _____
- v) Which button from the browser does Luke use to browse through the **Favourites** folder? _____
- (b) Here is your E-Mail software.

From:		
To:	<input type="text"/>	← (A)
Subject:	<input type="text"/>	← (B)
Cc:	<input type="text"/>	← (C)
Bcc:	<input type="text"/>	← (D)
Notify:	<input type="checkbox"/> when Delivered <input checked="" type="checkbox"/> Save copy in Sent Items <input type="checkbox"/> when Read	<input type="button" value="Save in Drafts"/> <input type="button" value="Send"/> (E)

Write the correct letter after each phrase below.

- i) Here is where I write the **subject** of the E-Mail I am writing.
- ii) Here is where I click to **send** the E-Mail
- iii) Here is where I write the **address**
