# SECONDARY SCHOOL ANNUAL EXAMINATIONS 2004
### Educational Assessment Unit – Education Division

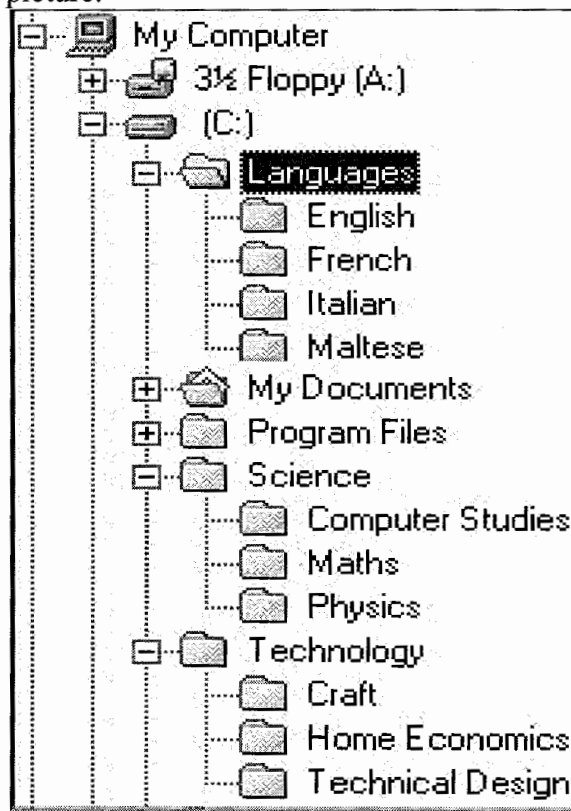| FORM 3 | INFORMATION AND COMMUNICATIONS TECHNOLOGY | TIME: 1 h 30 min |
|---|---|---|

Name: _____     Class: _____

**Answer ALL questions.**

**1    This question is on Computer Systems.**

(a)     The picture below shows how **folders are stored** in a computer. Look carefully at the picture.



i)      Write down the **name** of the **selected folder**.

_____    1

ii)     Write down the **names** of TWO folders that are found in the '**Science**' folder.

1.   _____    1

2.   _____    1

iii)    **Underline** the **program** from the list below which shows the diagram above.

**Internet Explorer          Windows Explorer          My Computer**    1

iv) Look again at the diagram of 1(a) on page 1. Then write **True** or **False** for each of the following sentences:

| Sentence | True or False | |
|---|---|---|
| The layout of folders is called a Tree. | | 1 |
| The folder 'Technology' has no subfolders. | | 1 |
| The folder 'My documents' is a subfolder of the C: drive. | | 1 |
| The ⊞ sign in front of the folder 'Program Files' shows that the folder contains other folders. | | 1 |

(b) Fill in the **blanks** using the phrases provided below:

**recycle bin**       **local area network**       **log on**

i) Computers that are linked together in one building form a

_____ .     1

ii) To _____ to the network you have to    1

type the username and a password.

iii) The _____ is used to delete a file that    1

you do not need.

---

2 **This question is on Spreadsheets.**

(a) The spreadsheet picture below shows thunderstorm days that were recorded during the last four years.

|  | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | **Yearly Thunderstorm Days** | | | | |
| 2 | | | | | |
| 3 | Island | Year 2000 | Year 2001 | Year 2002 | Year 2003 |
| 4 | Malta | 23 | 30 | 35 | 53 |
| 5 | Gozo | 25 | 35 | 33 | 55 |
| 6 | Lampedusa | 20 | 29 | 27 | 60 |
| 7 | | | | | |
| 8 | Maximum | =MAX(B4:B6) | | | |
| 9 | Minimum | | | | |
| 10 | Average | | | | |

i) Complete the following:
The **range of selected cells** is from cell _____ to cell _____ .    2

ii) Use the words **Row** and **Column** to fill in the blanks.

The letters of the alphabet are used for the _____ headings    1

while the numbers are used for the _____ headings.    1

iii) Write down the **number** that will appear in cell **B8** after you press the Enter key.

_____ 2

iv) • From the list of formulas given below, underline the **correct formula** that must be typed in cell **B9**.

=MINIMUM(B4:B6)　　　　=MIN(B4:B6)　　　　=SMALL(B4:B6)　　　1

• Write down the **number** that will appear in cell **B9** after you type the formula that you chose.

_____ 2

(b) The picture below shows the same spreadsheet after calculating some Totals and Averages.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Yearly Thunderstorm Days | | | | | | |
| 2 | | | | | | | |
| 3 | Island | Year 2000 | Year 2001 | Year 2002 | Year 2003 | | Total |
| 4 | Malta | 23 | 30 | 35 | 53 | | 141 |
| 5 | Gozo | 25 | 35 | 33 | 55 | | 148 |
| 6 | Lampedusa | 20 | 29 | 27 | 60 | | 136 |
| 7 | | | | | | | |
| 8 | Maximum | | | | | | |
| 9 | Minimum | | | | | | |
| 10 | Average | 22.67 | 31.33 | 31.67 | 56.00 | | |
| 11 | | | | | | | |

i) To find the **Total** in cell G4 you typed the formula　　=B4+C4+D4+E4. Write down the **formula** in a **shorter** way.

_____ 2

ii) From the list of formulas below, underline the **correct formula** that must be typed in cell **B10** to find the **average** for Year 2000.

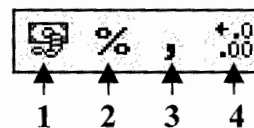=AVER(B4:B6)　　　　=AVG(B4:B6)　　　　=AVERAGE(B4:B6)　　　1

iii) Look carefully at cell **B10** and then tick (✓) the correct statement.

| | Tick |
|---|---|
| The number is formatted to **2** decimal places | |
| The number is formatted to **3** decimal places | |
| The number is formatted to **4** decimal places | |

1

iv) The picture on the right shows four **numbered buttons**.

Write down the **number** of the button that is used to **format the decimal places**.

_____ 1

(c)      You want to take a copy of the Thunderstorm spreadsheet with you at home. On what **type of disk** should you save it on?
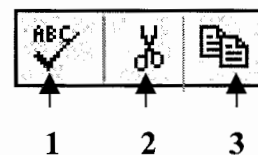
_____

2

---

**3   This question is on Word Processing.**

(a)   i)   Tick (✓) the sentence that **best** explains the **spell checker**.

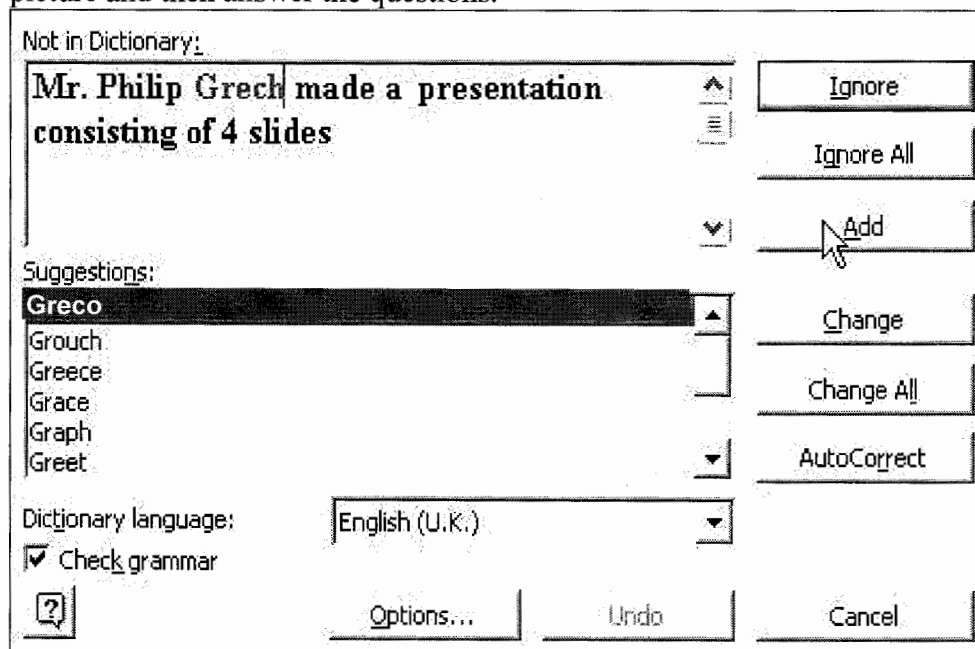| | Tick |
|---|---|
| Finds words that are typed in Maltese. | |
| Finds words that are typed in a small font size. | |
| Finds words that are not in the dictionary. | |

1

ii)   Write down the **number** of the button that is used to **open** the spell checker.



**1    2    3**

_____

1

(b)   The picture below shows the spell checker window. Look carefully at the picture and then answer the questions.



i)   Write down the **language** of the spell checker's dictionary.

_____

1

ii)   Which **word** has been found to be a **mistake**?

_____

1

iii)   Write down the **word** that the spell checker is **suggesting**.

_____

1

iv) Write the **name** of the button that you must click if you do **not** want to **change** the word.

1

v) Which **button** do you have to click if you want to **stop** spell checking the document?

1

(c) A salesman wants to prepare a **price list** for some computer devices. He wants to put the information in a **table** like the one below.
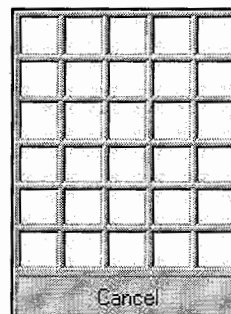
| Items | Price | VAT | Price including VAT |
|---|---|---|---|
| Computer | Lm 500 | Lm 90 | Lm 590 |
| Mouse | Lm 5 | Lm 0.90 | Lm 5.90 |
| Laser printer | Lm 175 | Lm 31.50 | Lm 206.50 |
| Scanner | Lm 30 | Lm 5.40 | Lm 35.40 |

i) Write down the **number** of the button that the salesman must click to **create a table**.
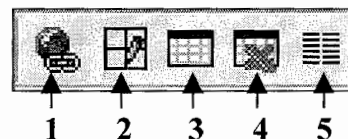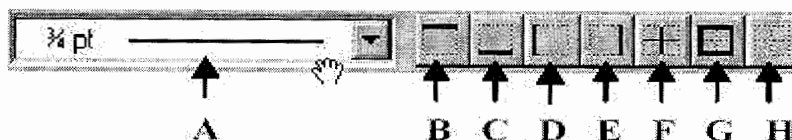
1

ii) The picture on the right appears when he clicks on the button.
**Shade the cells** that he would require to create the table.

2

iii) The toolbar below is used to draw the borders around the table.

- Write down the **letters of the buttons** that the salesman must click to **draw all the borders**.

2

- Which **letter** must he choose to be able to make a **thicker border**?

2

iv) Write down whether the following are **true** or **false**.

| | True or False |
|---|---|
| • A number of cells can be joined together (merged). | |
| • A cell cannot be filled with colour (shaded). | |
| • The width of a column can be adjusted. | |

1

1

1

**4   This question is on Databases.**

(a)     Tick (✓) the correct statement for each of the following questions.

i)     The **database program** that I use at school is:
- Microsoft Windows.
- Microsoft Excel.
- Microsoft Access.

1

ii)    A database is a program **used** for:
- Storing information.
- Drawing a picture.
- Making calculations.

1

iii)   An **example** of a manual database is:
- A letter from my friend.
- A telephone directory.
- An English composition.

1

iv)    A database may be **created** on:
- The planets only.
- Famous artists, singers and bands only.
- Any subject.

1

v)     One **advantage** of an electronic database is that:
- Information is stored on paper.
- Information can be easily found.
- Information cannot be deleted.

1

(b)   i)   Draw a **circle** round the icon of the **database** program.



1

ii)   Draw a **circle** round the menu that you use to **assist** you when using the program.

File   Edit   View   Insert   Tools   Window   Help

2

(c)     Draw **arrows** to show what each of the following **buttons** of the Database program **are used for**. *One arrow has been drawn for you.*



To print information.

To save information.

1

To preview information.
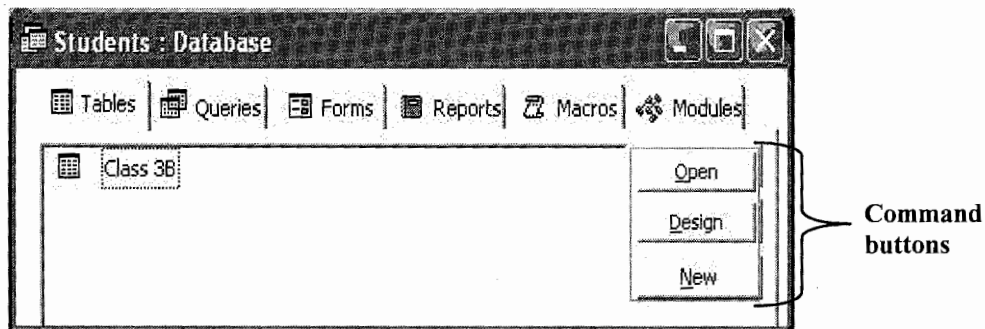
1

To delete information.

1

To insert information

1

(d)     The picture below shows a Database Window.



i)      Write down the **name** that was given to the **Database**.

_____     1

ii)     Write down the **name** that was given to the **Table**.

_____     1

iii)    Which **command button** must be clicked to see the information in the table?

_____     2

iv)     After clicking the command button of question (iii) above, the table below is shown.

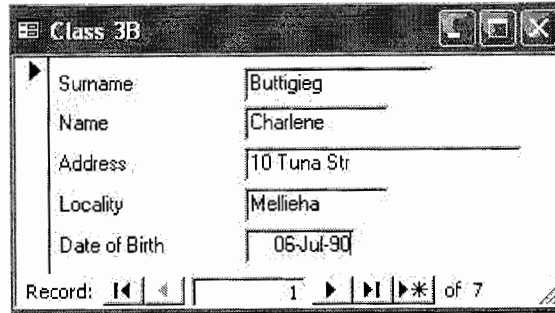| Surname | Name | Address | Locality | Date of Birth |
|---------|------|---------|----------|---------------|
| Buttigieg | Charlene | 10 Tuna Str | Mellieha | 06-Jul-90 |
| Caruana | Roxana | 34 Black Str | San Gwann | 12-Apr-89 |
| Cauchi | Maria | 88 Parish Str | Zejtun | 27-Jan-89 |
| Chircop | Patricia | 66 Bay Str | Fgura | 30-Aug-90 |
| Dalli | Jane | 4 Poets Str | Vittoriosa | 01-Jan-89 |
| Farrugia | Rita | 12 Wide Str | Rabat | 23-Mar-89 |
| Zahra | Paula | 55 Main Str | Hamrun | 07-May-89 |

Look carefully at the table above. Then write down whether each of the following statements is **true** or **false**.

| Sentences | True or False |
|-----------|---------------|
| • A record stores the information on all the students. | | 
| • 'Zejtun' is a file. | |
| • There are seven (7) records in the table. | |
| • The table has four (4) fields. | |
| • 'Locality' is an example of a field name. | |
| • The information is sorted in alphabetical order by the students' surnames. | |

(1 mark each)

(e)  i)  You want to find the **students who were born during 1990**. From the list below, underline the **name of this task**.

         **Query**          **Update**          **Table**          1

ii) You have also prepared the object shown in the picture below.

**Class 3B**

| Surname | Buttigieg |
| Name | Charlene |
| Address | 10 Tuna Str |
| Locality | Mellieha |
| Date of Birth | 06-Jul-90 |

Record: I◄ ◄ | 1 | ► | ►I | ►* | of 7

From the list below underline the **name of this object**.

**Report**      **Table**      **Form**      1

---

5    **This question is on the PowerPoint program.**

(a)     Complete the sentences below using the following words.

        **spreadsheet**      **powerpoint**      **word processing**

i)   I use the _____ program to type my English    1

composition.

ii)   The _____ program is used for preparing a    1

bill.

iii)   To draw a picture I should use the _____    1

program.

(b)     The picture on the right shows a list of files.

    Write down the **number of PowerPoint files** in the list.

_____

    Carpentry.ppt
    doc3.doc
    Favourite DVDs.ppt
    Gallery.ppt
    image3.jpg
    Joseph Pace.doc
    New product.ppt
    Table of Contents.doc

2

(c)     The table below shows **5 types of lines**. Use the following words to **label** the lines. *One has been done for you.*

      **Curve, Dotted line, Straight line, Double arrow**

| Types of lines | |
|---|---|
| ——————► | *Arrow* |
| ——————— | |
| ⌒ | |
| ···················· | |
| ◄———————► | |

1

1

1

1