SECONDARY SCHOOL ANNUAL EXAMINATIONS 2004
Educational Assessment Unit – Education Division

FORM 4	**INFORMATION AND COMMUNICATION TECHNOLOGY**	**TIME: 1 h 30 min**

Name: _____   **Class:** _____

Answer ALL questions.
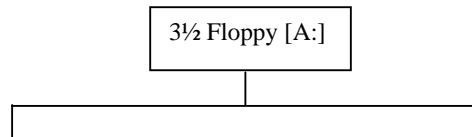
1   This question is on Computer Systems.

(a)   i)   Each picture below is showing either a file or a folder. Write the word **File** or **Folder** on the line below each picture. *One has been done for you.*

_____*File*_____   _____   _____   _____   3

ii)   Two folders, named **ICT** and **Computer**, were created on a floppy disk. Draw two labelled rectangles in the picture below, to show the folders in the 3½ floppy [A:].

3

(b)   i)   The document Hobby, shown below, is to be **deleted**. Draw an arrow from Hobby to one of the three icons to which the **document has to be moved**.

Hobby.doc

1

ii)   Tick (✓) the correct answer for each of the following.

Formatting a floppy disk would:

- Change the title on the disk to bold.   ☐
- Prepare the disk for saving on it.   ☐
- Delete only the folders.   ☐   1

The **hard disk** is an example of:

- An input device.

- An output device

- A storage device.

    1

(c)   The computers in your computer lab are connected together to form a **network**.

    i)   In the box on the right, write down whether the network is a **LAN** or a **WAN**.

    1

    ii)   Write down **one other device** (besides computers) that you have on the network.

    2

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2   **This question is on Spreadsheets (Microsoft Excel).**

The picture below shows a spreadsheet for calculating the overtime for four waiters at Medina Caterers.

	A	B	C	D
1	Medina Caterers Overtime Paysheet			
2	Hourly Rate in LM:	1.75		
3	Waiters	Hours Worked	Amount in LM	
4	A.Sammut	43		
5	V.Vella	75		
6	L.Camilleri	13		
7	S.Cachia	55		
8		Total:		
9		Average:		
10				

(a)   i)   Write down the cell reference of the **active cell**.

    1

    ii)   Write down the cell reference of a cell that contains a **label** (text).

    1

    iii)   What is the **rate of pay** for each hour worked?

    1

    iv)   Write down the **formula** that must be typed in cell C4 to calculate the **amount** earned by A. Sammut.

    2

    v)   Write down the **formula** that must be typed in cell C9 to find the **average** amount of the range of cells C4:C7.

    2

(b)   Fill in the blanks using the following words:
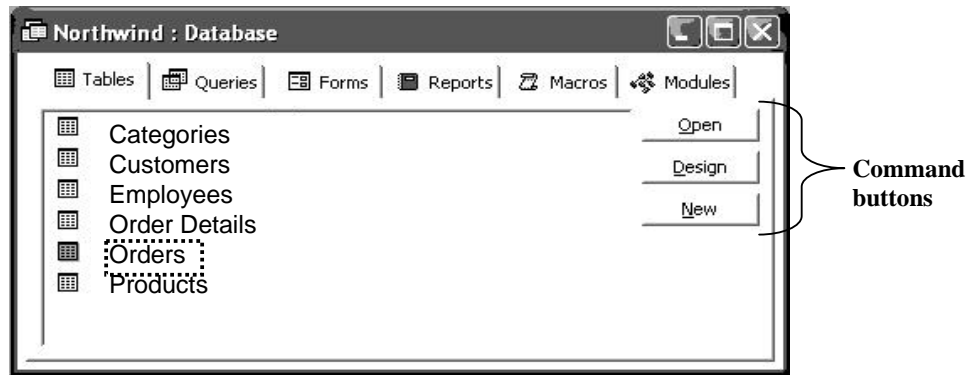
                centre   **formula**   **two**   **value**

The contents of cell B5 is a _____. The number in cell

B2 is formatted to _____ decimal places. The contents of

cell A3 has _____ alignment. A _____

should always start with an equal sign.

4

3   **This question is on Databases (Microsoft Access).**

(a)   The picture below shows a database window with some labelled buttons.

i)   Write down the **name** of the Database.

1

ii)   Write down the **name** of the selected Table.

1

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

1

iv) Other **objects** in the database window are Queries, Forms and Reports. Which one is used **to get only particular information** from the table?

2

(b)   Your teacher has asked you to prepare a new database. The database would store the **information on all the students** in class 4B.

i)   Use the words **Number** or **Text** to show the **type of data** for each field name given below. *One has been done for you.*

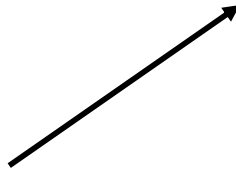| Field name	Type of data	
Student number		1
Name	*Text*	
Surname		1
Age in Years		1
Address		1

ii) Draw **arrows** from each statement to match it with its corresponding **word**.
One has been done for you.

| Statement	Word	
• All the information on one student	Fieldname	
• The list of students from Mosta	Record	1
• The complete list of students in 4B	Query	1
• The title of a field	File (or table)	1

4 **This question is on Presentations (Microsoft PowerPoint).**

(a) i) Draw a **circle** around the icon that represents the **Presentation** program.

1

ii) Look carefully at the picture below and then answer the questions.
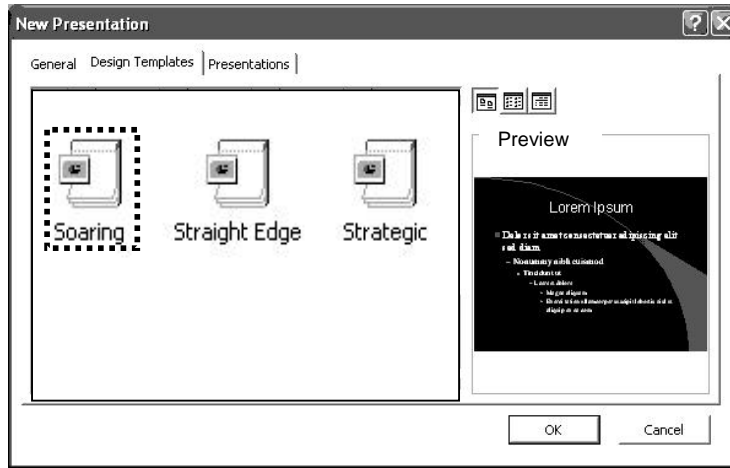
• Write down the **name of the template** that is being previewed.

_____

2

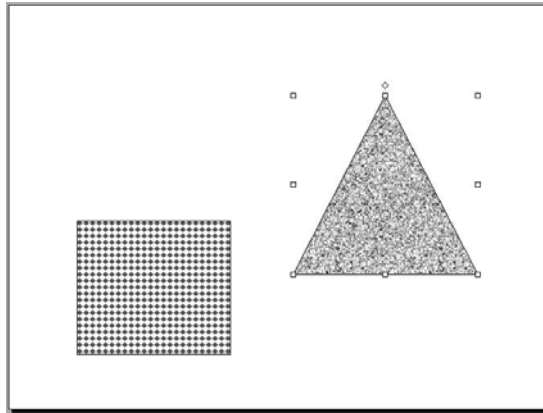• Which **button** must be clicked to begin working on the slideshow?

_____

1

iii) **Complete** the following sentence:

A slideshow presentation usually consists of a number of _____.

2

(b)   Look carefully at the slide given below. Then tick (✓) whether the given sentences are **true** or **false**.

Sentence	True	False	
The rectangle is the selected object.			1
The fill effect of the triangle is 'texture'.			1
The rectangle has a 'pattern' fill effect.			1
The triangle forms the background of the slide.			1

(c)   The picture below shows the buttons of the **Drawing toolbar**. Some of the buttons have been numbered.

Draw ▾   AutoShapes ▾

   **1**   **2**   **3**   **4**   **5**   **6**
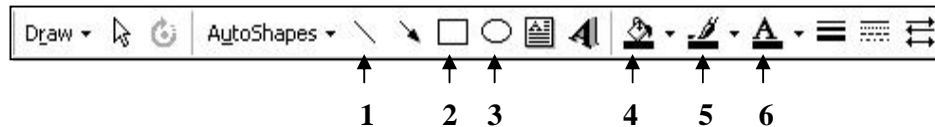
i)   Write down the number of the button that is used to **draw a circle**.   1

ii)   Write down the number of the button that is used to **fill the circle with colour**.   1

iii)   Which button is used to **draw a straight line**?   1

iv)   Which button changes the **colour of the text**?   1

v)   Write the button number that **draws a square**.   1

vi)   Write the button number that changes the **line colour**.   1

5 **This question is on Presentations (Microsoft PowerPoint).**

You have created the following four numbered slides.
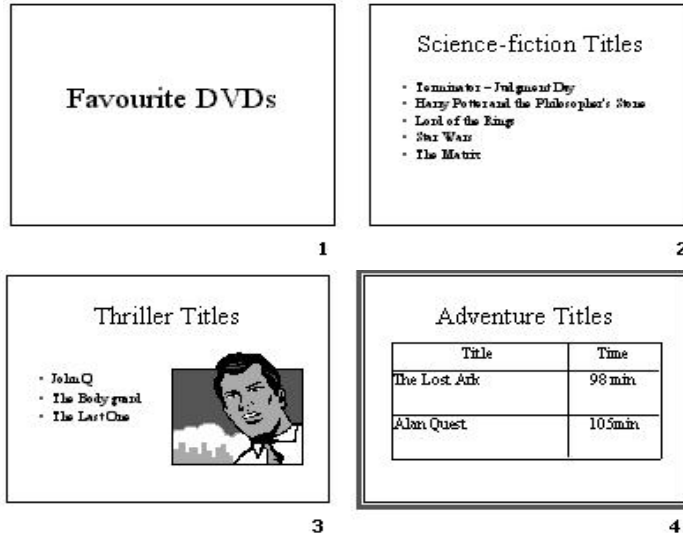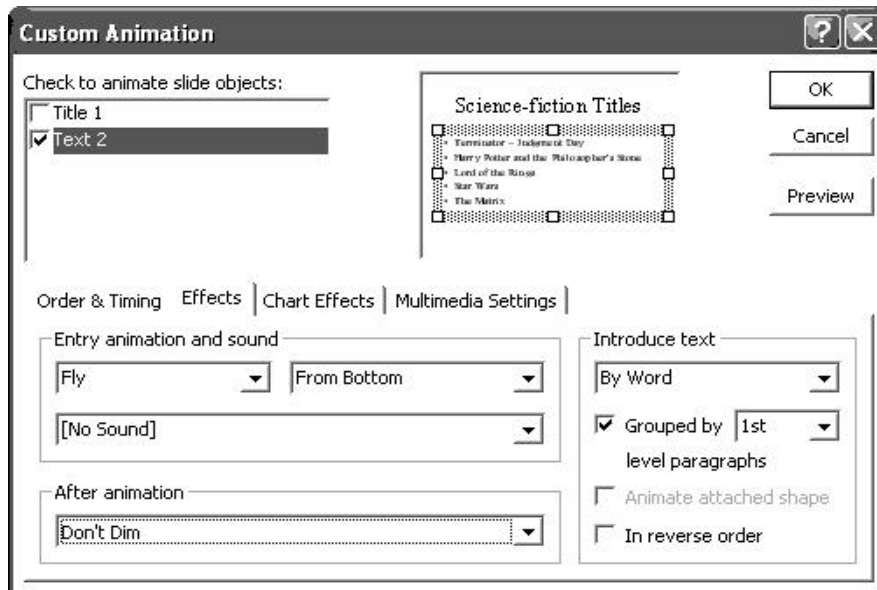

(a) Each slide has a different **layout**. Write the number of the slide that has the following layout:

i) **Title and table**:

1

ii) **Title only**:

1

iii) **Title and bulleted list**:

1

iv) **Title, clipart and bulleted list**:

1

(b) Write the number of the slide that is **selected**.

1

(c) The picture below shows the **animation window** for the text in slide 2.

i) What **text entry animation effect** has been selected?

2

ii) Would the text enter '**word by word**' or '**letter by letter**'?

2

iii) Write down the name of the button to view what the **animation effect** looks like.

2

(d) The picture below shows the window that was used for setting **the slide transition** of one of the slides.
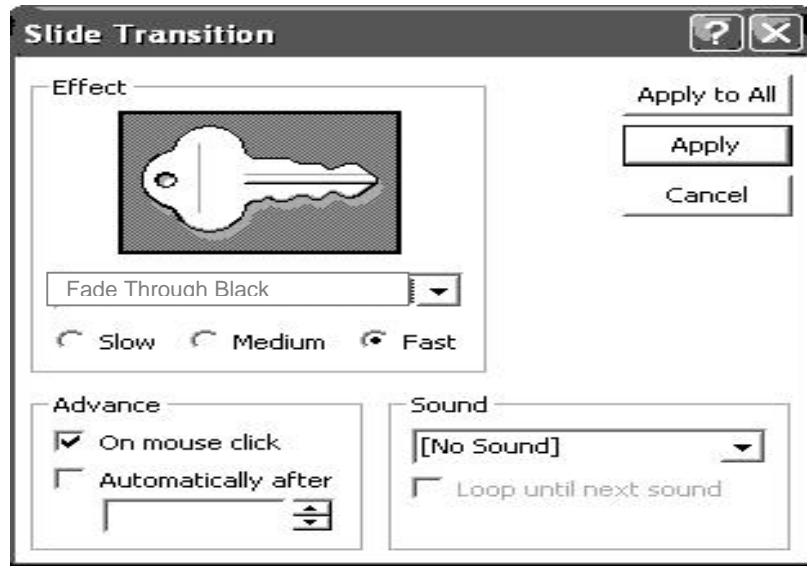
• Write down the **type of transition** that is selected.

2

• Would the slide transition be **slow** or **fast**?

1

• Has any **sound** been set (Yes/No)?

1

(e) Tick (✓) the answer that best describes **slide transition**.

• The way text is introduced onto the slide.

• The animation of an object on the selected slide.

• The way the next slide appears on the screen.

1

(f) The picture on the right shows three numbered **slide view** buttons.

1   2   3
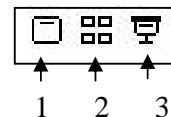
Write the **number of the button** for each of the following tasks:

i) To **run** the slide show.

1

ii) To **change** the title of a slide.

1

iii) To **see** all the slides together.

1

6 **This question is on the Desktop Publisher (DTP) program.**

(a) The three phrases shown below are printed in different **font styles**.
Complete the table by writing the words **script**, **serif**, **sans-serif**.
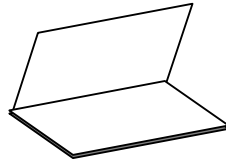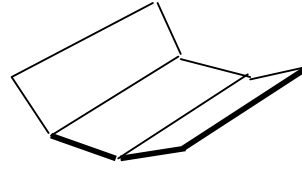
Printed text	Font style
The quick fox	
The lazy dog	
The jumping frog	

1

1

1

(b) The clipart of rainy clouds was inserted in the middle of a paragraph, as shown below. The **text wrapped around the clipart**.

Picture 1

Picture 2

(i) Tick (✓) the answer that best describes '**text wrapped around the clipart**'

☐ The picture has a border around it.

☐ The text is placed around the picture.

☐ The text frame contains a picture.

1

ii) Write down the **letter of the button** that was used to produce the text wrapping effect for:

Picture 1: ☐

Picture 2: ☐

Button A   **Button B**

1

1

(c) i) Tick (✓) the correct size of paper that you would obtain if you were to cut an **A4 paper in half**.

☐ A2 paper   ☐ A5 paper   ☐ A3 paper

1

ii) The drawings below show two different ways of **folding** a brochure.

Drawing 1   **Drawing 2**

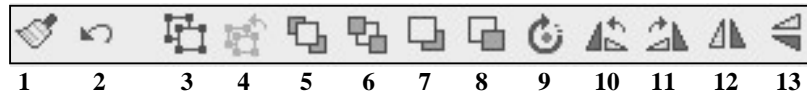Write down the **number of the drawing** that shows:

- A two-fold brochure   1

- A single-fold brochure   1

(d) The picture below shows a toolbar with numbered buttons.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

i) Which button is used to **rotate** a shape by **any angle**?   2

ii) Which button is used to **undo the last operation**?   1

iii) Which button is used to **group** a number of objects?   2

iv) Which button is used to **turn** a shape by **90°**?   2

7 This question is on the Internet and E-mail.

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

i) A typical website **address** is:

maltachat@fly.com   http://www.birdlife.org   hector/gov/mt   1

ii) To **find information** about *The Knights of Malta* on the Internet, I use:

an encyclopaedia   a search engine   a database   1

iii) When I need a **hard-copy** of a webpage I should:

download it   save it   print it   1

iv) To **read my e-mail messages** I must first type my 'User ID' and a:

keyword   password   file name   1

v) New **e-mail messages** that I have received are found in the:

inbox   sent items   outbox   1

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

                service   modem   Internet   browser   provider

i)   To connect your computer to the Internet over a telephone line you need a

        _____.

        1

ii)   To view websites on your computer you need a web _____.

        1

iii)   A company that provides you with an Internet connection is called an

        _____ _____ _____

        3

(c)   Read carefully the following e-mail message.

> Dear Mark,
> I am sending you a photo of my pet with this email. I would like you to send a copy to Rita on ritapace@schoolnet.net.mt.
> Thanks,
> Kevin

i)   Tick (✓) whether Kevin has sent the photo as a **printout** or as an **attachment**.

        ☐ as a printed photo

        ☐ as an attachment

        1

ii)   • In the picture below write down the **e-mail address** of Rita in the appropriate position.

From: <mark.meli@schoolnet.gov.mt>

To:

Subject: Fwd: Photo of Kevin's pet

        2

     • Write down the **e-mail address of Mark,** on the line below.

        _____

        1