AREA SECONDARY ANNUAL EXAMINATIONS 2005

Educational Assessment Unit – Education Division
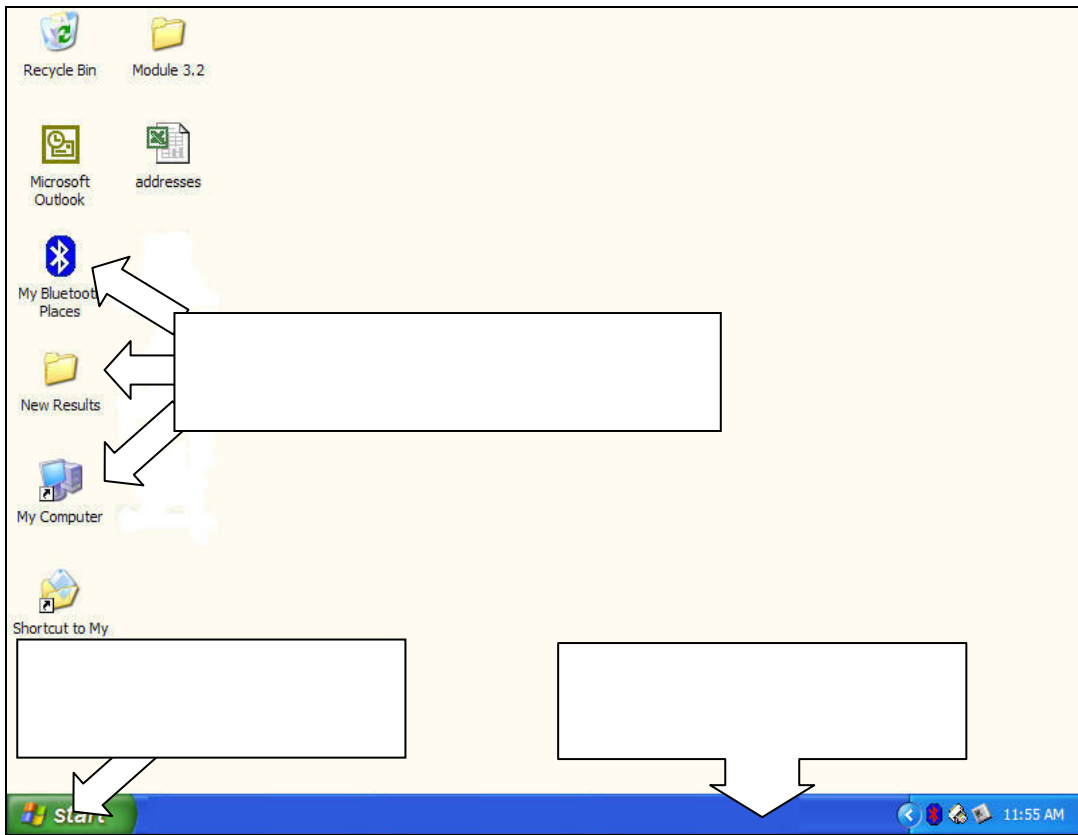
FORM 1	**INFORMATION AND COMMUNICATIONS TECHNOLOGY**	**TIME: 1 h 30 min**

Name: _____   Class: _____

Answer ALL questions.

1 a)   Simon is doing a project using a computer. Label the desktop below using the following three words:

Task Bar	Icons	Start button

3

b)   Name the following icons:

4
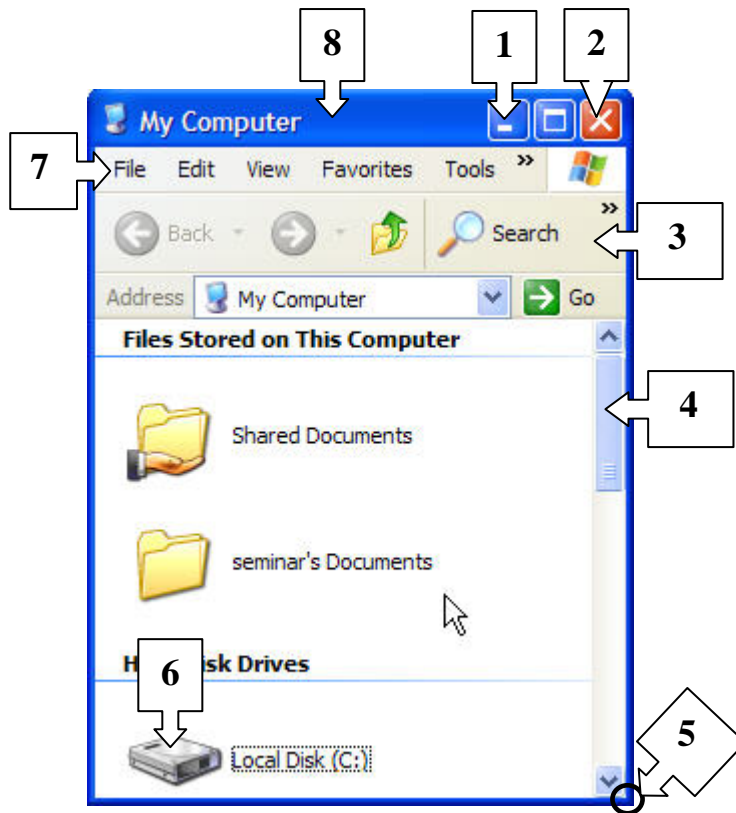
c **Look at the diagram above and match the numbers to the words below.**

Title Bar	Scroll Bar	Tool Bar	Resizing Corner
Hard Disk	Menu	Close	Minimize

1		5	
2		6	
3		7	
4		8	

8

2 a) **Write down 2 advantages why Simon chooses to use a Wordprocessor and not a typewriter:**

i. _____

_____ 1

ii. _____

_____ 1

b) **This question is about the keyboard.**
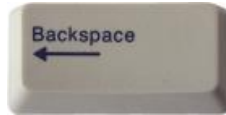
Shift	Backspace	Caps Lock	Enter
1	2	3	4

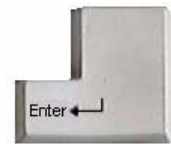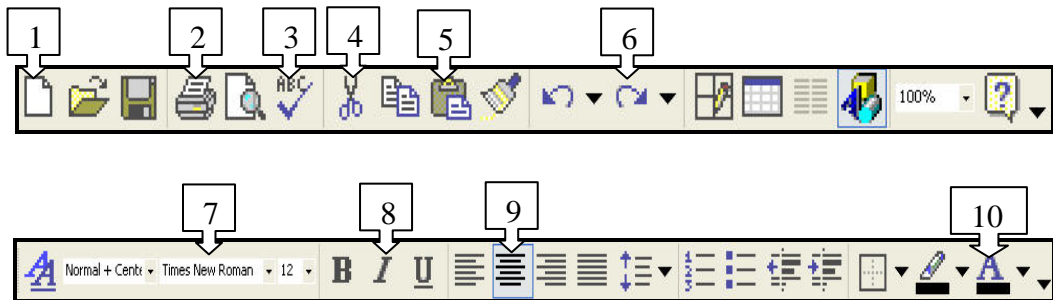**Write the numbers of the keys above to show which key Simon needs to press to:**

i.   Start a ne**w paragraph**   1

ii. Type a **Capital** letter **once**   1

iii **Delete** a letter   1

iv. Type **all** letters in **Capital**   1

c) **Match the number of the icon to its use in the boxes below:**

1	Font Colour		5	Redo		8	Print	
2	Spell Check		6	Italics		9	Paste	
3	Font Type		7	Cut		10	Center	
4	New							

10

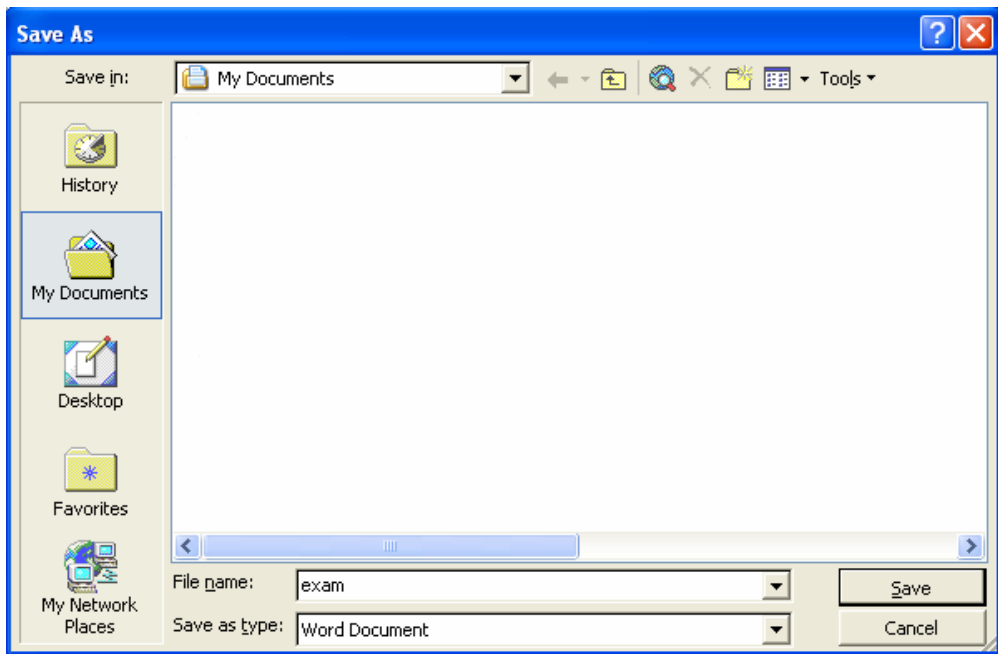**d)** **Simon created the title below using one of the tools in Word.**

i.   Which tool did he use to create this object? _____   2

ii   Draw a circle round the place from where Simon can **resize** this object.   1

iii Which of the following **pointers** shown below appears when **moving the object** shown above? Underline the correct answer.

1

e)   **Answer the following questions using the dialog box below:**

  i   What is the **name** given to the document?   1

  ii   In which **folder** is the file going to be saved?   1

  iii What **type of file** is being used?   2

Save As

Save in: My Documents

History

My Documents

Desktop

Favorites

My Network Places

File name: exam   **Save**

Save as type: Word Document   Cancel

f)   i   **Tick the Landscape view:**

☐   ☐

1

  ii   **Before you print**, you click on this icon. What is its name?

                               _____   1

3   **Choose the correct answer by making a tick in the correct box : ☑**

a)   To keep a football league classification you use:

  i   A Paint program   ☐
  ii   A Word Processor   ☐
  iii A Spreadsheet   ☐
  iv A Browser   ☐   1

b) Tick the symbol you have to use to start a formula in a spreadsheet.

i   +

ii   -

iii   /

iv   =   1
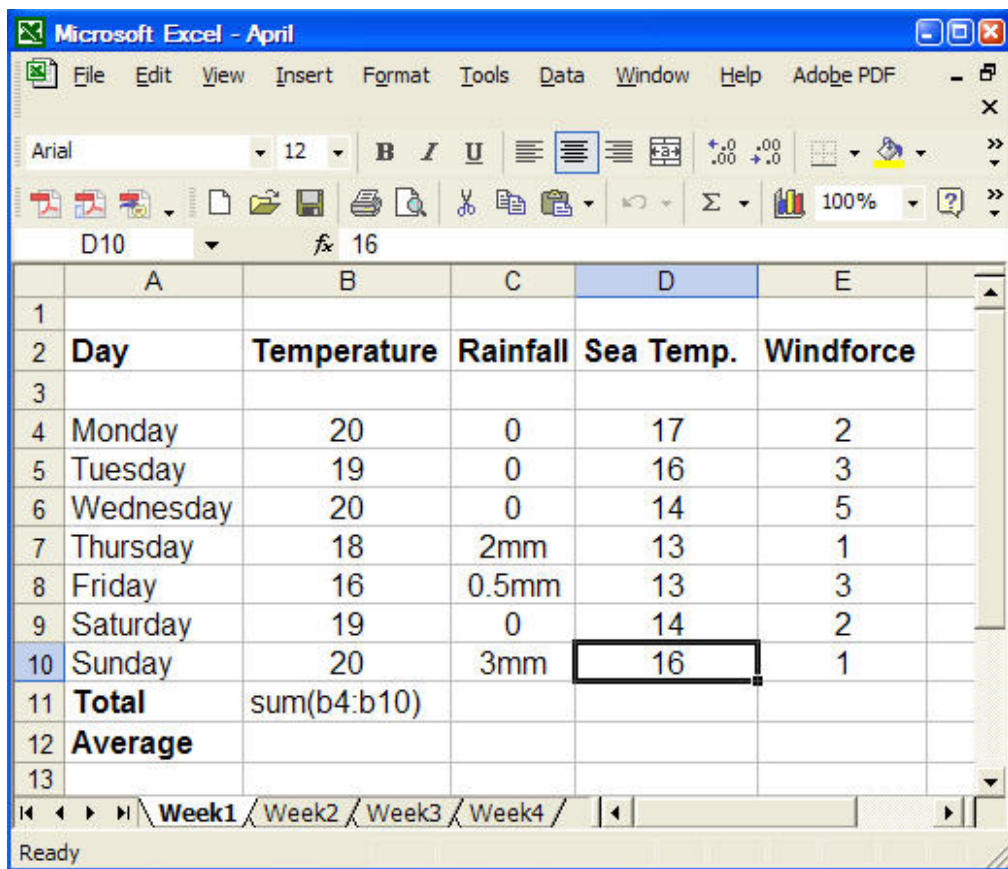
c) If I press the **CTRL button and click** on different cells I will be:

i   Erasing all cells

ii   Selecting the cells

iii   Copying the cells

iv   Moving the cells   1

4   a)   This question is about spreadsheets.

i   What is the name of this **workbook**?   1

ii   What is the name of the **active worksheet**?   1

iii   How many **worksheets** are there?   1

iv   Which is the **active cell**?   1

v   What **type of data** is there in cell D4?   1

vi   The formula in cell **B11** has a mistake.
        Write down the correct formula: 2

vii   Write the **symbol used for a division:**

1

viii   On which **column** must I **click** to **insert a column** between C and D?

1

ix   If I print the above worksheet, will the **gridlines be printed**? Tick '*Yes*' or '*No*'.

☐   ☐

Yes   No

1

b)   **Draw a line to match the following tools with their name**

i   Borders and gridlines   1

ii   Format Painter   1

iii   Fill colour   1

5 a)   **Tick whether these statements are True (T) or False (F)**

	T	F
i The internet is a LAN.		
ii ISP stands for Internet Service Provider.		
iii A modem is used to connect to the internet.		
iv You can send E-Mails using the Internet.		
v We use a search engine to search for sites.		
vi We use a wordprocessor to browse the internet.		
vii This is an E-Mail address: http://skola.gov.mt.		
viii To use the internet you must have a username and a password.		
ix The first site that you see on the browser is called Home Page.		
x Websites can be printed.		

1
1
1
1
1
1
1
1
1
1

b)   **The following diagram shows a type of network. Tick the correct answer.**
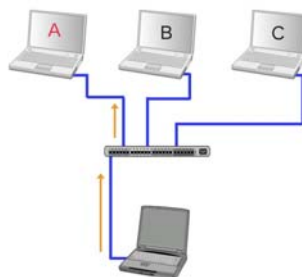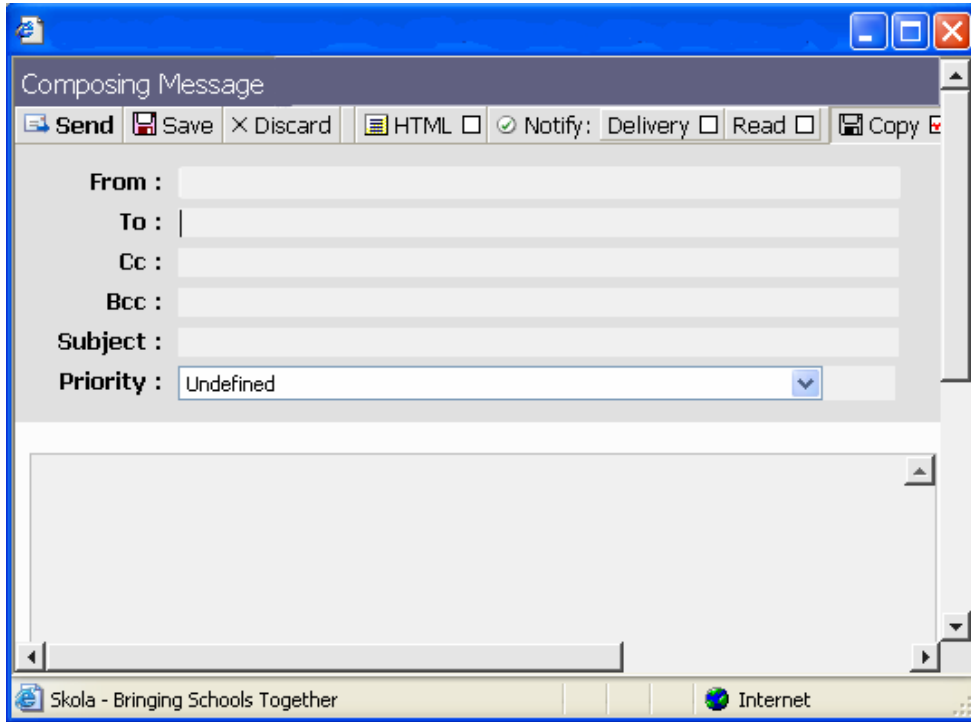

LAN ☐   WAN ☐

2

6 a) This question is about e-mail.

James sent an e-mail to frank@schoolnet.gov.mt and a copy to
mark@schoolnet.gov.mt. The subject was "Birthday". He wrote "Hope to see you".

i   Fill in the e-mail window shown above with the details given.   4

ii   Draw an arrow to show the button James **clicked to send** the e-mail   1

b) Fill in the blanks using the words below:

Messages	password	Browser	websites	Modem
WAN	username	ISP	Search engine	e-mail

The internet is a _____ around the world. It connects thousand of computers. You need to have an account with an _____ to be able to use the internet. Users are given a _____ and a _____. Besides you need to have a _____ to connect through the telephone system and a program called a _____ to communicate.

Over the internet one can view millions of _____ and to search for them we use a specialised site called a _____. To send a _____ to your friend in another country through the internet, you can use an _____.

10

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7   **Use the picture below, answer the following questions**

     i   What is the address of this site?

         _____   2

     ii   Give an example of a hyperlink from the above picture: _____   1

     iii   Draw an arrow on the Homepage icon.   1

     iv   Underline the correct answer from the words below to show which one was used to find this site.

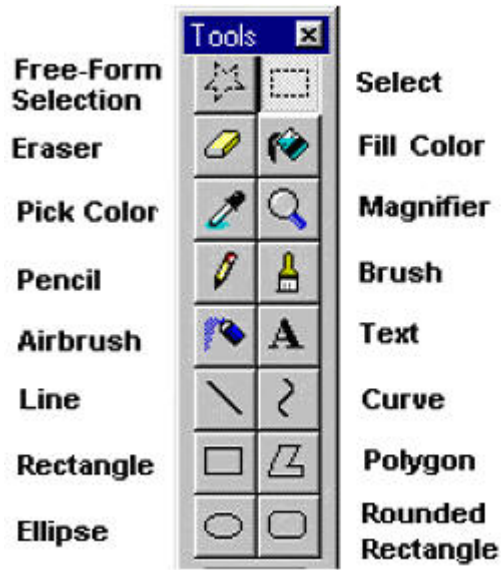   e-mail   Search engine   Browser   1

     v   What is the program used to view web pages called? Underline the correct answer from the words below.

         Office   Outlook express   Browser   1

8 **The following are some effects created using different Paint tools. Using the labeled toolbox, write the name of the tool used for each effect.**

Tool			Tool
Free-Form Selection			Select
Eraser			Fill Color
Pick Color			Magnifier
Pencil			Brush
Airbrush			Text
Line			Curve
Rectangle			Polygon
Ellipse			Rounded Rectangle

A		B	
C		D	
E		F	
G		H	
I		J	

10