AREA SECONDARY SCHOOL ANNUAL EXAMINATIONS 2005

Educational Assessment Unit – Education Division

FORM 2	INFORMATION AND COMMUNICATION TECHNOLOGY	TIME: 1 h 30 min

Name: _____   **Class:** _____

Answer ALL questions.

1   Kevin is using his computer to build a project on Ħaġar Qim Temples. The project must include **graphics**, **text**, **pictures** and **numbers** with calculations.

(a)   On his computer there are the following programs:

Word processor	Spreadsheet	Graphics program (Paint)	Internet Browser

Fill in the blanks:

i.   Kevin should use the _____ to **type** information on Ħaġar Qim.   1

ii.   Kevin should use the _____ to **draw** a simple site map.   1

iii.   Kevin should use the _____ to enter numbers and **calculate** totals and averages automatically.   1

iv.   Kevin should use the _____ to **view websites** on Ħaġar Qim temple.   1

(b)   Kevin would like to **save** his project files on a **floppy disk**. Give **one** reason why he wants to save his files on the floppy disk and NOT on the hard disk.

_____

_____   2

(c)   Kevin bought a floppy disk and he needs to **format** it.

i.   Shade the circle to show which part of the floppy disk Kevin has to set to remove the **write protection**.   2

ii.   The picture on the right is showing part of the format dialogue box. Mark with a cross (✘) where Kevin would click to quickly format the disk.

iii.   What should Kevin do next to start?

_____

_____   2

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2 Read carefully and answer by writing *True* or *False*.

		True or *False*	
a)	A virus is a program which may harm a computer system.		1
b)	A virus scanner is used to create new viruses.		1
c)	A diskette cannot have a virus.		1
d)	You can be infected by a virus if you sit in front of an infected computer for more than one hour.		1
e)	Viruses can be transmitted by downloading programs from the internet.		1

3 Elena is doing some research on the Mnajdra Temples.

She produces a document with a **title**, a **picture** and **two paragraphs of text**, as shown in the picture below.

a) Elena produces the title using **special text effects**. What is this feature called? | 2

b) **Tick** (✓) the correct phrase:
   i. The paragraph **alignment** used by Elena for the **first paragraph** is:

Align Left	Centre	Align Right	Justify
☐	☐	☐	☐

   1

   ii. The paragraph **alignment** used by Elena for the **second paragraph** is:

Align Left	Centre	Align Right	Justify
☐	☐	☐	☐

   1

c) Write the **URL** of the website from where Elena found this information.

   2

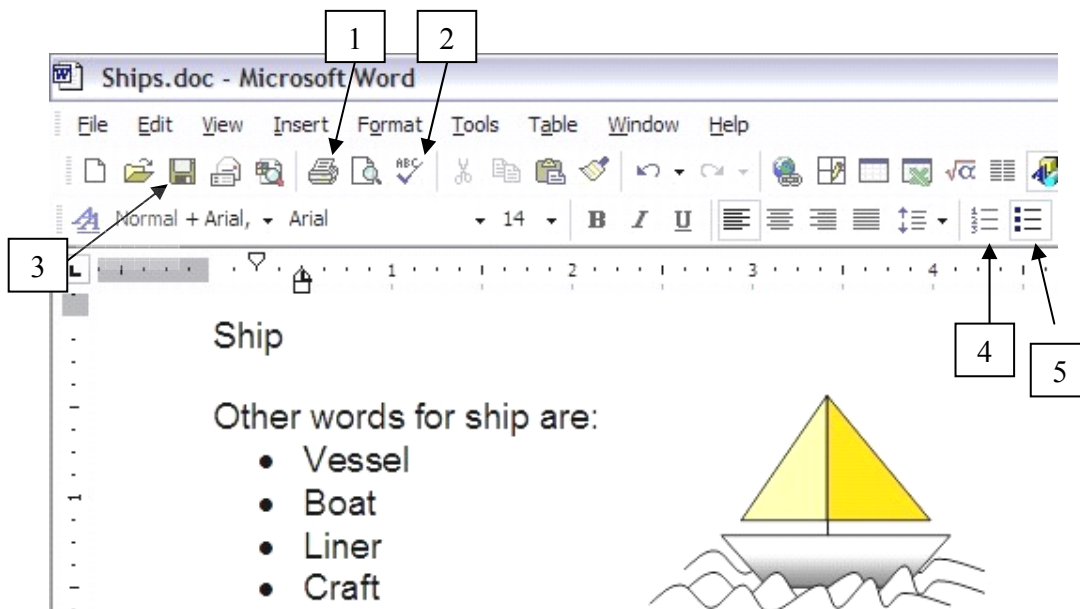d) Elena uses a feature called **Find and Replace** as shown below.

Find and Replace

Find | Replace | Go To

Find what: isle

Replace with: island

More ▼ | Replace | Replace All | Find Next | Cancel
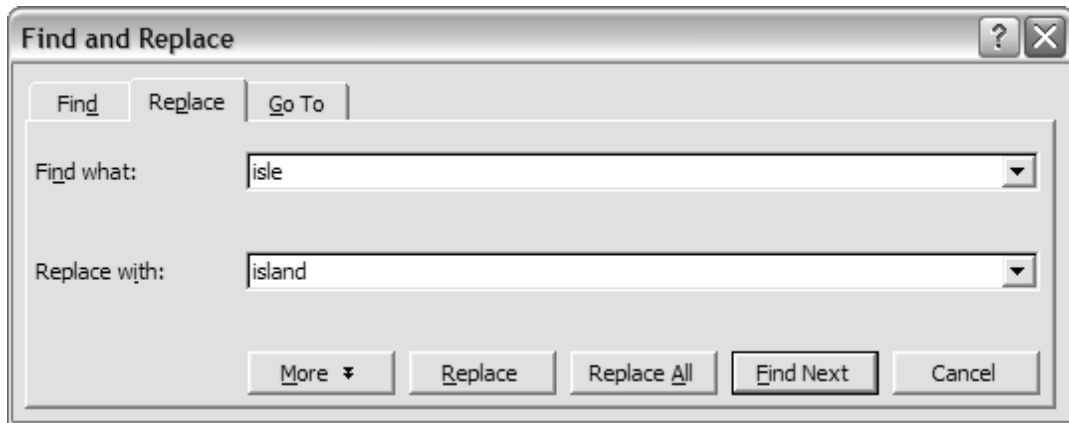
i.   What text is she trying to find?   2

ii. Which button does she need to click to start the
     search?   2

iii. What happens when she clicks on the **Replace All** button?

     _____

     _____

     _____   4

4 Look carefully at the following picture. The numbers are used to label tool buttons.

Ships.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal + Arial, ▾ Arial   ▾ 14 ▾ **B** *I* U

Ship

Other words for ship are:
* Vessel
* Boat
* Liner
* Craft

a)   Write the number in the box to show which button is used to complete the task.

i.   To **save** the document to disk.   1

ii. To **print** the document.   1

iii. To **check the spelling**.   2

iv. To change the bulleted list into a **numbered list**.   2

b) Look carefully at the picture and complete the following:

i. The file **name** of the above document is _____.

2

ii. **Two** words found in the **bulleted** list are _____ and _____.

2

iii. The **name of the font** used is _____ and the **font size** is _____.

2

iv. To print the document select the word _____ from the **Menu bar**, then
select _____.

2

5 a) Anna decides to draw a car using her computer. The picture is shown below.
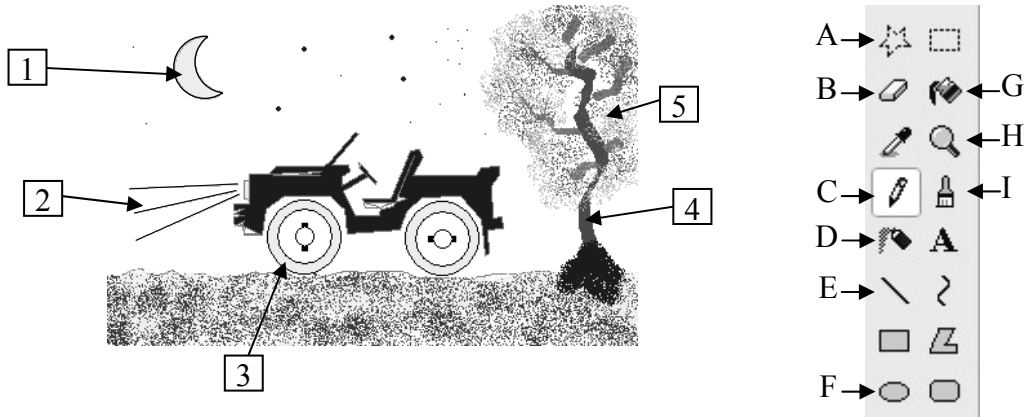
Complete the following by writing the **letter** which corresponds to the tool.

Tool

i. Anna fills the moon shown by arrow 1 using tool …

1

ii. Anna draws the light rays shown by arrow 2 using tool …

1

iii. Anna draws the wheel shown by arrow 3 using tool …

1

iv. Anna draws the tree trunk shown by arrow 4 using tool …

2

v. Anna draws the leaves shown by arrow 5 using tool …

2

b) Anna transforms the picture in four ways. Use the following words to show what
Anna did to transform the picture. Write your answer in the appropriate box.

Rotate by 90•   *Flip horizontal*   *Skew*   *Stretch*

i.

ii.

iii.

iv.

4

6 Carol is collecting information about Tourists who visited Mnajdra Temples.
The following spreadsheet shows her findings.

	A	B	C	D	E	F	G
1	Tourists visiting Mnajdra Temples						
2							
3		January	February	March		Total	Max
4	Italy	35	35	33		103	35
5	France	40	45	47		132	47
6	Spain	16	23	26		65	26
7	Greece	13	14	15		42	
8	Germany	36	47	55		138	
9	UK	22	24	23		69	
10	Japan	15	3	6		24	
11							
12	Total	177	191	205			
13	Minimum	13					
14	Maximum	40					
15	Average	25.29	27.29	29.29			

Microsoft Excel - mnajdra.xls
C13

a) From the above picture, **copy and write down** :

   i.   the **total number** of tourists who came from Italy.   2

   ii.   the **maximum number** of tourists who visited in January.   2

b) **On the above picture**, fill in the **values** that should appear in the cell **C13** and **D13.**   2

c) On the above picture, fill in the **values** that should appear in the cells **from G7 to G10.**   4

d) Complete the following sentence:

   The maximum number of tourists came from the country of _____.   2

e) Carol entered the formula =**SUM(B4:B10)** in **cell B12** to calculate the total number of tourists who visited in January. She copied and pasted the formula in cell **C12**.

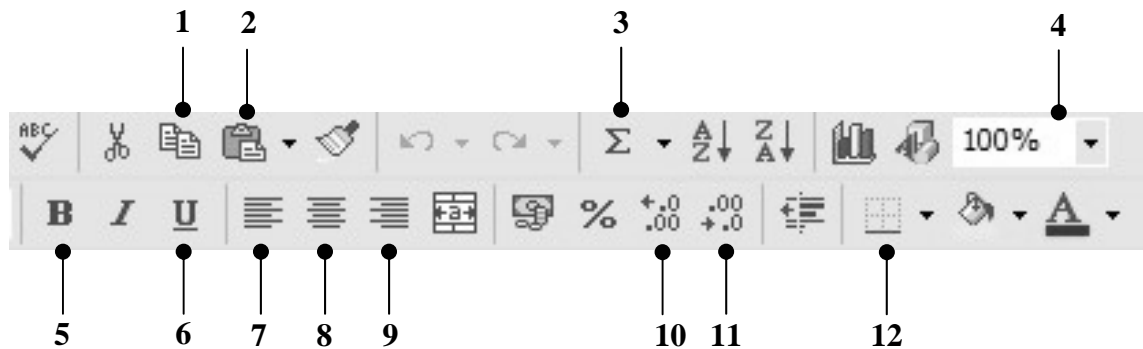i. Write the formula that should appear in cell **C12**:

2

ii. Write the formula that is in cell **B13** to calculate the **Minimum** number of tourists who visited during **January**:

4

iii. Write the formula that is in cell **D15** to calculate the **Average** number of tourists who visited during **March**:

4

f) Carol used some of the tools that appear in the toolbars.

Write the number of the tool button that Carol has to click if she wants to:

		Tool	
i.	**Copy** a formula.		1
ii.	Align to the **left** the contents of a cell.		1
iii.	**Centre** a title in a cell.		1
iv.	Change the number 25.29 in cell B15 to 25.3		1
v.	Insert a function such as SUM.		1
vi.	**Underline** the label in a cell.		1
vii.	Add **borders** around cells.		1
viii.	**Zoom** to 75%.		1

7 **Underline** the correct statement for each of the following:

a) What does **WWW** stand for?
   i. World Wild West
   ii. World Wide Web
   iii. Web Wide World   1

b) Which one of the following is a **browser**?
   i. Internet Explorer
   ii. Yahoo Mail
   iii. MSN   1

c) Which one of the following is an **e-mail address**?
   i. http://skola.gov.mt
   ii. helpdesk@skola.gov.mt
   iii. www.kidz.com   1

d) A **search engine is used …**
   i. To chat with someone on the internet.
   ii. To log on to a network.
   iii. To find websites with information about a particular topic.   1

e) The term **WAN** stands for
   i. Wide Area Network
   ii. Wide Area Netting
   iii. World Area Network   1

f) To logon to a network of computers you must enter your …
   i. name and ID Card number.
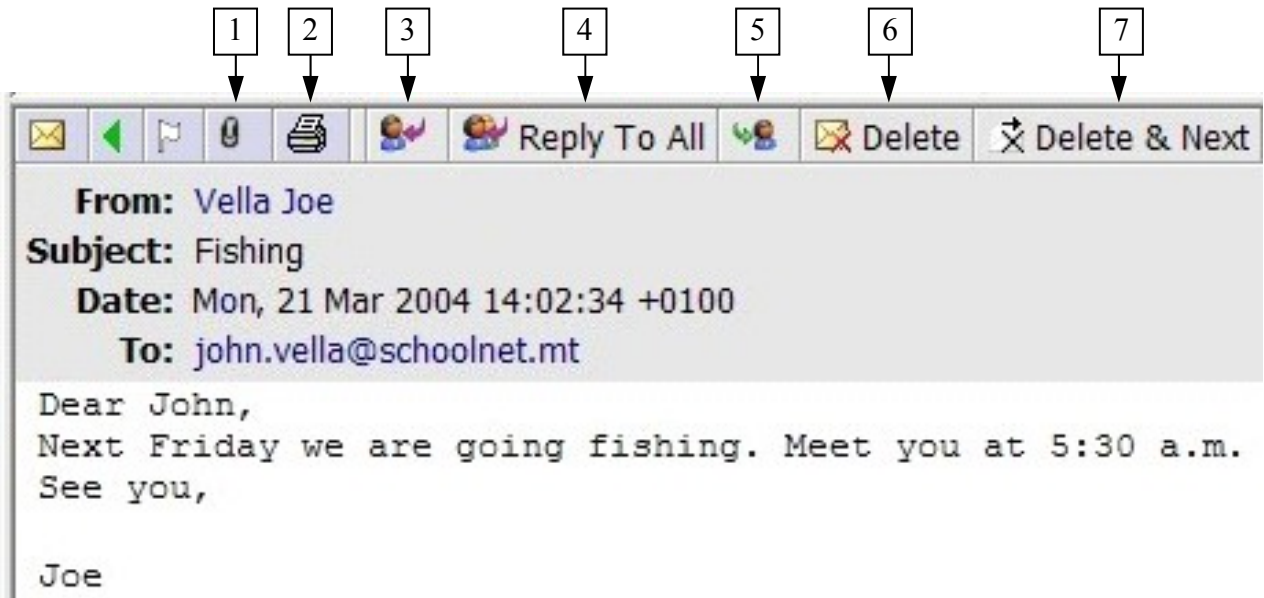   ii. username and password.
   iii. email address.   1

8 **a)** John opened his mailbox. Look carefully at the picture below and answer the following:

i. How many emails are there in the **Inbox**? ☐   2

ii. How many emails has John **sent**? ☐   1

iii. How many deleted emails are there in the **mail bin**? ☐   2

b) Look carefully at the following picture. Some tool buttons are numbered.

Write the number of the button that John has to click if he wants to:

Tool

i. **Print** the email ☐   1

ii. **Delete** the received message ☐   2

iii. **Reply** to the received message ☐   2

END of EXAMINATION PAPER