

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2005

Educational Assessment Unit – Education Division

FORM 3

INFORMATION AND COMMUNICATIONS
TECHNOLOGY

TIME: 1 h 30 min

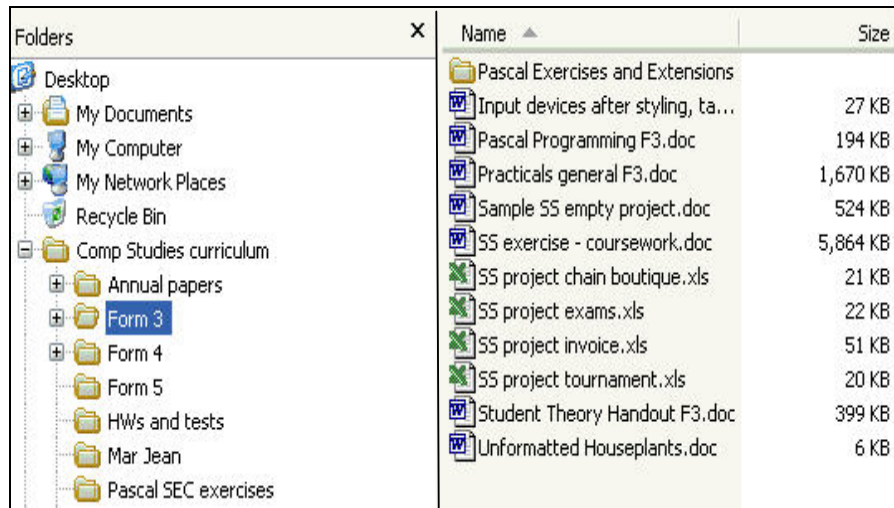
Name: _____

Class: _____

Answer ALL questions.

1. This question is on Using the Computer and Managing Files .

(a) Look carefully at the following picture of **Windows Explorer**.



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

1

(ii) Write down the **name** of one of the **files** in the selected folder.

1

(iii) How many **word processing files** are in the selected folder?

1

(iv) How many **spreadsheet files** are in the selected folder?

1

(v) Are there any **sub folders** in the selected folder?

2

(vi) Write down the **size** of the **largest file**.

2

(vii) Write down the **size** of the **smallest file**.

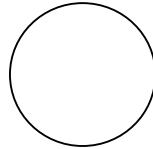
2

(b) The picture below shows the bars of the **Windows Explorer** program.



(i) The **Back** button is used to go to the previous screen.

- In the circle below, draw the **button** that is used to move to the **next screen**.



- From the list below, underline the **name** that is given to this button.

Next Forward Move

(ii) Look again at the picture above and write down the **name** of the **selected folder**.

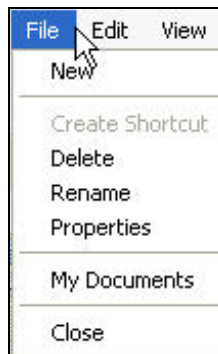
(iii) One icon in this picture is **Search**. Tick () the correct answer.

- Search is used to find a file or folder.
- Search is used to open a folder.
- Search is used to find information on the Internet.

Tick

(iv) Write down the **name of the menu** which is used to get **information** on something.

(c) After clicking on one of the menus in the picture above, the following list of **commands** appears.



(i) Write down the **name of the menu** that was clicked.

1

1

1

1

1

1

(ii) Write the name of the command to **remove a folder**.

1

(iii) Which command is used to **change** the name of a folder?

1

(iv) Write the name of the command to **create another folder**.

1

2. This question is on Word Processing.

(a) The following picture is showing part of a bar.



(i) Write down the **name of this bar** from the following list.

- Title bar Tool bar Task bar**

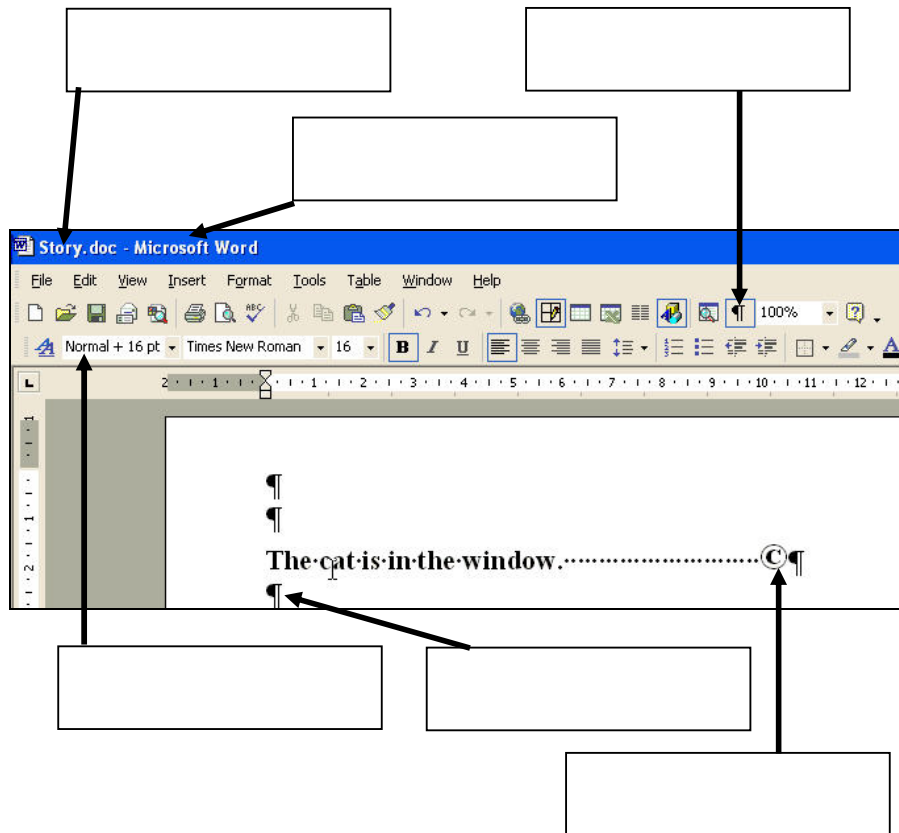
1

(ii) Write down the **name of the button** on the bar above that must be clicked to use the word processing program.

1

(b) Use the following six items to **label** the diagram below:

Program used	Special character	Show/Hide ¶ button
Style	Non-printing character	File name

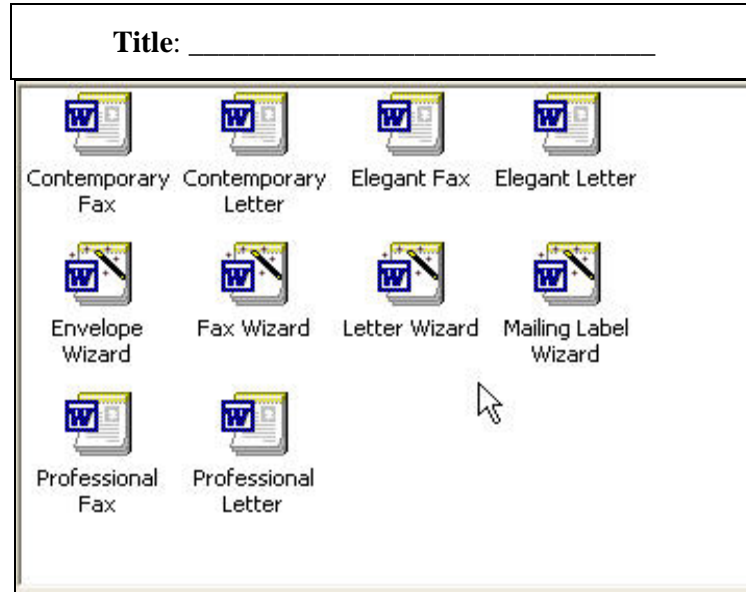


3

3

- (c) (i) Look at the picture below. Write down an **appropriate title** for this picture from the following list.

Templates Wizard Documents



2

- (ii) Write down the name of one of the icons from the picture above, that you use to **prepare the address on an envelope**.

2

- (d) The following **table** shows some information on 3 students.

Name	Class
Jane Galea	3.02
Maria Borg	3.05
Heidi Cini	3.01

- (i) Write down the number of **rows** and **columns** that make up the table.

Rows: **Columns:**

2

- (ii) Write down the **contents** of one of the cells which has been **shaded**.

1

- (iii) Look again at the table above. Then write down whether the following statements are **True** or **False**.

Statement	True or False
• The font size of 'Class' is bigger than that for 'Jane Galea'.	
• The heading 'Name' is centered.	
• 'Maria Borg' is right aligned.	
• '3.01' is left aligned.	

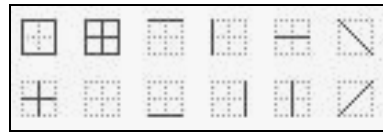
1

1

1

1

- (iv) The picture shown on the right is used with tables.
What is it **used** for?



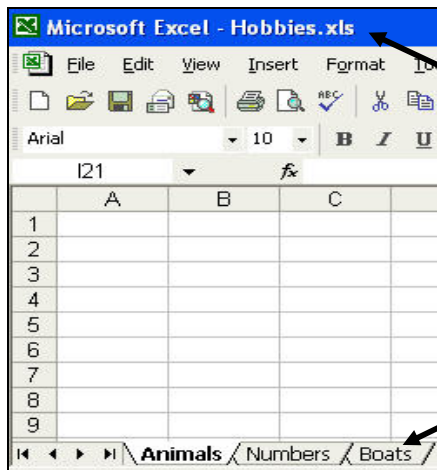
2

- (e) This part of the question is on **printing**.
Use arrows to **match** the list on the left with that on the right. *One has been done as an example.*

• A4	• Paper size	1
• Landscape	• Printer type	1
• 3.00cm	• Number of copies	1
• Laser printer	• Top margin	1
• 1	• Page orientation	1

3. This question is on Spreadsheets.

- (a) Use the following two (2) words to label the picture below.
Worksheet **Workbook**



1

1

- (b) (i) The pictures below show four (4) lists arranged in certain orders. Use the following statements to label the pictures.

Ascending alphabetical Order	Ascending numerical Order
Descending alphabetical order	Descending numerical Order

12.5
8.34
5.09
1.2

1

bird
cat
dog
horse

1

1.2
5.09
8.34
12.5

1

horse
dog
cat
bird

1

(ii) Underline the word which best explains the task of **arranging lists in a certain order**.

Ordering Moving Sorting

2

(c) (i) Pictures A and B below show an empty spreadsheet with some selected columns. Use two (2) of the following phrases to **label each picture**.

Columns A, B and C selected	Adjacent columns selected
Non-adjacent columns selected	

Picture A

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Picture B

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

2

(ii) Complete the sentences below using the following two keys from the keyboard.

Shift Ctrl

- The _____ key together with the mouse click were used to select the columns in picture A.
- The _____ key together with the mouse click were used to select the columns in picture B.

1

1

(d) The picture on the right is being used to **change some numbers** in a spreadsheet.



(i) Write down the **number which is being searched**.

1

(ii) Write down the **new number**.

1

(e) **Join the dots** in the list below with the dots in the spreadsheet picture to show the **appropriate cell format**.

One has been done for you as an example.

List

- Bottom alignment ●
- Centre across columns ●
- Date style ●
- Text wrapping ●
- Text orientation ●
- Percentage format ●

Spreadsheet picture

A	B
30/12/2004	
12%	
Name	
This cell is too narrow.	
13 years	
Addresses	

1

1

1

1

1

(f) The picture below shows part of a spreadsheet.

	A	B
1	Jane	
2		12
3		34
4		56
5	Peter	
6	Violet	
7		23
8		75
9		
10	#NAME?	
11	=COUNT(A1:A8)	
12		

(i) Look at cell **A10**. This **error message** was seen after typing the formula **=SAM(A7:A8)** to add the cells A7 and A8. Write down the **correct** formula.

2

(ii) Look at the **COUNT** formula in cell **A11**. Circle the **correct** answer you expect to see after typing this formula.

3 5 8

2

(iii) Underline the **name of the function** that you should use to find the **biggest number** in the cells A2 to A4.

MAX MIN AVERAGE

2

4. This question is on Information and Communication.

(a) Tick (☑) the **correct answer** for the following questions on the **Internet**.

(i) **URL** stands for:

- Universal Resource Laboratory
- Universal Resource Locator
- Universal Resource Language

1

(ii) A typical **web address** is:

- joseph@schoolnet.gov.mt
- www.skola.gov.mt
- 56 School Street Mosta

1

(iii) The browser **history** is:

- A web site on the Knights of St John in Malta.
- A list of web sites which have been recently visited.
- A lesson on the history of the Internet.

1

(iv) Web site addresses which are to be **visited frequently** can be stored in:

- The floppy disk.
- My Computer icon.
- The Favourites folder.

1

(v) **Receiving an image** over the Internet is called:

- Downloading.
- Uploading.
- Fetching.

1

(vi) An image from a website can be **inserted** into a word document. This is called:

- Importing.
- Fixing.
- Saving.

1

(b) The following picture shows part of the screen of the **Internet program**. Some of the buttons have been given a letter of the alphabet.



(i) Underline the **correct name** of this program:

- Windows Explorer** **Internet Web Site** **Internet Explorer**

1

(ii) Underline the **other common name** that is given to this program:

- Web Browser** **Windows Browser** **Email Bowser**

1

(iii) Write down the **URL** of the current web site.

2

(iv) Look again at the labeled buttons. Write down the **correct letter** of the button to show what each button does.

Letter of button	What the button does
	Loads the home page.
	Refreshes the current web page.
	Stops loading the web page.

1

1

1

(c) Tick (☑) the **correct answer** for the following questions on **email**.

(i) **Email** is a method of:

- Sending and receiving electronic messages.
- Sending and receiving letters by post.
- Sending and receiving messages only from abroad.

1

(ii) **Spam** is:

- Useless mail that is sent to many people.
- A virus in a message.
- A message that you have just deleted.

1

(iii) You can **email an image** (picture) to a friend as:

- An inbox.
- A printed image.
- An attachment.

1

(iv) **Netiquette** refers to:

- Searching for information using a search engine.
- A special type of network.
- Good manners when writing an email.

1

(d) The picture below shows the **email toolbar**.



Write down the **name of the button** that you click to:

(i) Change your email password.

(ii) Check for any received mail.

(iii) Type a message to your friend.

Name of button

1

1

1

(e) The picture on the right shows part of the email program.

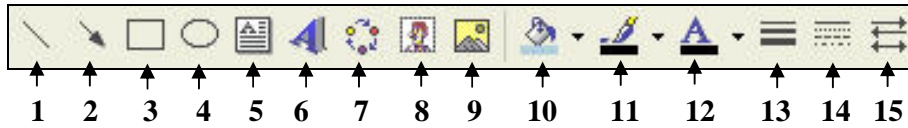
How **many messages** have been received?



1

5. This question is on Graphics (the PowerPoint program).

(a) The picture below shows part of the **Drawing toolbar** of the program. The buttons have been numbered.



In the boxes on the right, write down the **number of the button** that is used to:

(i) **Insert a clipart**

1

(ii) **Draw a circle**

1

(iii) **Draw a line**

1

(iv) **Change the colour of text.**

1

(v) **Make a line thicker.**

1

(vi) **Insert a text box**

1

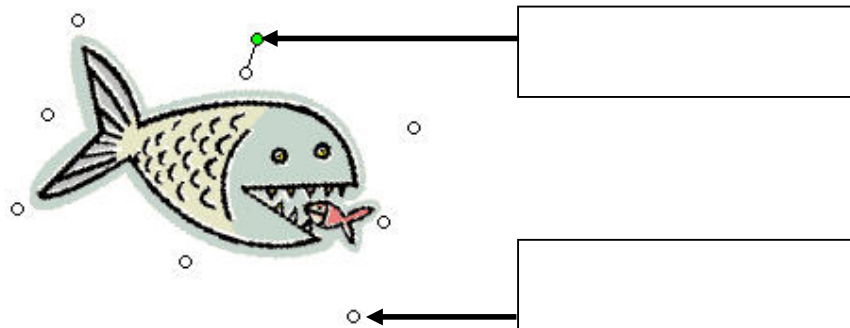
(vii) **Fill a shape with a colour.**

1

(viii) **Change the type of line.**

1

(b) The picture below shows a **clipart** of a fish that was inserted in a drawing.



1

1

In the boxes above, write down the following in their appropriate places.

To resize the clipart	To rotate (turn) the clipart.
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