### SECONDARY SCHOOL ANNUAL EXAMINATIONS 2005 Educational Assessment Unit – Education Division

## FORM 4 INFORMATION AND COMMUNICATIONS TECHNOLOGY TIME: 1 h 30 min

Name:				Class:	
For office use onl	ly:				
Question 1 (max 35 marks)	Question 2 (max 25 marks )	Question 3 (max 20 marks)	Paper Total 80%	Practical Test 20%	Final Mark

#### Answer ALL questions. This paper carries 80 marks.

# 1. This question is about Word Processing

- a) Tick  $\mathbf{\nabla}$  the correct box for each of the following questions.
  - i) What is the picture below **used for**?

What would y	ou like to do?	Search the Internet	
Type your ques		Get Help from Word	
then click Searc	Search	Search for a particular file?	
		a haading into conital lattars?	2

ii) Where would you click to change a heading into capital letters?

<ul> <li>Owercase</li> <li>OUPPERCASE</li> <li>OTitle Case</li> </ul>	entence case.		
O <u>T</u> itle Case	5.9		
	JPPERCASE		
	jitle Case		
🔿 tO <u>G</u> GLE cASE	O <u>G</u> GLE cASE		

a heading into capital l
Sentence case
Lower case
Upper case
toGgle cAsE

b) I prepared a document and I want to save it as **Actors**. The following picture shows part of the **Save As** window.

File <u>n</u> ame:		<b>•</b>
Save as <u>t</u> ype:		-
	Word Document (*.doc) Web Page (*.htm; *.html) Web Page, Filtered (*.htm; *.html) Web Archive (*.mht: *.mhtml) Document Template (*.dot)	1

<ul> <li>ii) Look at the list of document types in the picture above. Tick  the best type if I want to put my document on the Internet.</li> <li>iii) Tick  one of the following icons which shows a word document.</li> <li>iv) A word document is to be saved as a template. From the list below, draw a circle around the correct file extension for a template.</li> <li>.doc .dot .dos</li> </ul>	2
iv)       A word document is to be saved as a template. From the list below, draw a circle around the correct file extension for a template.	2
circle around the correct <b>file extension</b> for a template.	2
circle around the correct <b>file extension</b> for a template.	
.doc .dot .dos	
	1
c) i) The picture below shows the <b>Menu bar</b> . Draw a circle around the menu that you should click to see the list of toolbars.	1
<u>File E</u> dit <u>V</u> iew Insert Format <u>T</u> ools Table <u>W</u> indow <u>H</u> elp	1
ii) The picture on the right shows the list of toolbars. Standard	
Formatting	
• Write down the name of the toolbar which AutoText	
gives you the <b>font type</b> and <b>font size</b> .	
Database	2
Drawing	
• Write down the name of the toolbar which	
gives you the <b>cut</b> , <b>copy</b> and <b>paste</b> icons.	
Mail Merge	2
Outlining	
• Write down the name of the toolbar which is	
used to <b>draw a line</b> or a <b>circle</b> .	
Tables and Borders	2
d) Look at the picture on the right. Spelling and Grammar: English (U.K.) ? Not in Dictionary: The islands are Malta (the largest), Ignore Once	3
Gozo, Comino, and the uninhabited	1
rocks of Comminotto and Filfla.	i
Suggestions: Good Change	1
GazeGoonChange All	
Goof Gaza Gizmo	
Dictionary language: English (U.K.)	
Check grammar	

Tick  $\square$  one of the following statements that shows the **use** of the picture above.

To do a word spell check	
To delete words	
To highlight words	
To insert a Word Art	

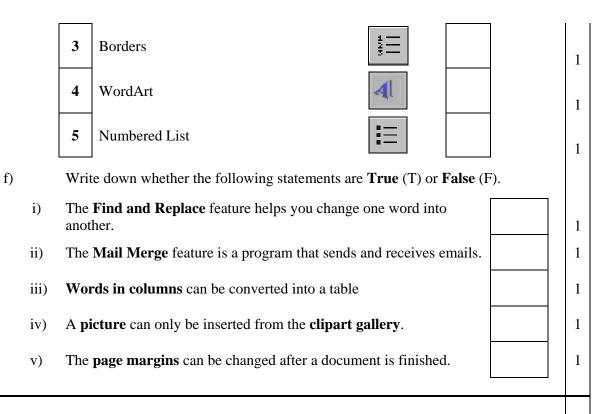
e) Below are shown a list of word processing features and a picture of a page.

i) Draw an **arrow** to show where the features have been used. *One has been done for you.* 

	How Healthy is Your Skin?
	Do <u>you know</u> your skin type?
Bulleted list	Normal: It is ideal to strive for normal skin.Normal skin is well balanced: not too dry or too oily and blemishes are uncommon. Pores are small to medium sized and skin has an even tone.
Border	1. Wash skin twice daily and use a good moisturizer.
	Dry: This type of skin is sensitive to cold, and can feel tight or have visible flaking especially after cleansing. Dry skin has a matte finish, small pores, and tends to become drier and more wrinkled with age compared with other skin types.
Word Art	1. Washing skin once a day may be enough to get rid of oil and dirt.
ννοΓά ΑΓι	<ol><li>People with dry skin should use hydrating soaps and cleansers and a good moisturizer to seal in moisture.</li></ol>
	3. Drinking plenty of water is also a good idea.
Bold text	Oily: If you have a shiny appearance with large pores, you may have oily skin. People with oily skin have a hard time with acne because their skin overproduces oil that makes it more prone to clogged pores. The good news? People with oily skin are less likely to develop wrinkles as early as people with other skin types.
Page footer	<ol> <li>Proper cleansing twice a day is important (though some people with excessively oily skin should do it more often).</li> </ol>
	<ol> <li>Look for products made for acne-prone skin that contain benzow peroxide, resorcinol, or salicylic acid as the active ingredient.</li> </ol>
Numbered list	Combination: This skin type refers to people who have both dry or normal and oily spots on their face. Typically, the "T-zone" (forehead, nose, and chin) is oily and the cheeks and around the eyes are normal or dry.
Number eu fist	<ol> <li>Wash skin twice daily and use a lighter moisturizer. Use sparingly, if at all, on oily spots.</li> </ol>
	Healthy skin

ii) **Match** the numbered features given below with their icon by filling in the number in the box near the icon.





### 2. This question is about spreadsheets.

a) The picture below shows a bill for some computer items.

_	A	В	С	D	E	F
1		CG	Computer	Centre		
2	Item Description	Quantity	Unit Price	18% VAT	Amount	
3						
4	2					
5	TFT Monitor	3	Lm 112.50	Lm 20.25	Lm 357.75	
6	Keyboard	2	Lm 5.75	Lm 1.04		
7	Digital Camera	2	Lm 50.90	Lm 9.16		
8	HP Laser Printer	4	Lm 123.80	Lm 22.28		
9	DVD Writer	1	Lm 75.00	Lm 13.50		
10						
11				Total	Lm 357.75	
12						
13				Total VAT	Lm 66.23	
14						
15				Discount	Lm 20.00	
16						
17				Final Amount		
18						

Study the bill carefully and then answer the following questions.

- i) Write down the **cell reference** of a cell that has a **value** (number).
- ii) Write down the **cell reference** of a cell that has a **label** (text).

1

iii) Write down the cell references of the cells which 2 have been merged (joined) together into one. The price of one TFT monitor including VAT is Lm 132.75. Write down the iv) formula that was typed in cell E5 to find the cost of three monitors. 2 v) The picture below shows that the bill is to be saved with the file name **j\_borg**. Complete the file name by writing down the file extension. File name: j borg. . Save Microsoft Excel Workbook (\*.xls) Save as type: Cancel 2 b) i) The picture below shows the same spreadsheet with some selected cells. С D A В E CG Computer Centre 1 Unit Price 18% VAT 2 Item Description Quantity Amount 3 4 Lm 20.25 TFT Monitor 3 Lm 112.50 Lm 357.75 5 6 Keyboard 2 Lm 5.75 Lm 1.04 7 **Digital Camera** 2 Lm 50.90 Lm 9.16 HP Laser Printer Lm 123.80 8 4 Lm 22.28 Lm 13.50 9 DVD Writer Lm 75.00 1 The selected cells have to be **deleted**. Write down the **command** from the menu below which you have to click. 🥒 Dra<u>w</u> Table Insert . <u>D</u>elete . Table Select Ψ ٠ Columns ⇒+ Rows 2 Split Cells... AutoFit ۶ Convert Þ \$ Look at the same spreadsheet below. ii) В С Е A D F CG Computer Centre 1 43 Item Description Quantity Unit Price 18% VAT Amount 4 5 TFT Monitor Lm 112.50 Lm 20.25 Lm 357.75 Lm 1.04 6 Keyboard 2 Lm 5.75 Lm 9.16 Digital Camera Lm 50.90 7 2 Lm 123.80 8 HP Laser Printer 4 Lm 22.28 9 DVD Writer Lm 75.00 Lm 13.50 1 10

	Table Window Help	
	Draw_Table	
	Insert	
	Delete	
	Sele <u>c</u> t ► ⇒ Rows Above	
	Merge Cells Person Rows Below	
	Split Cells	
	Table Auto <u>F</u> ormat ×	
	AutoFit	
	Convert •	
	Table Properties	
	Draw arrows to <b>match</b> the phrases in list A	A with those in list B.
	List A	List B
)	To copy a formula into	you have to drag the fill handle
	another cell	at the corner of the cell.
i)	The column width can be	are called gridlines.
ii)	Text can be merged	converted into a graph/chart.
v)	The lines separating the row and columns	adjusted.
/)	A spreadsheet table can be	over a number of cells.
,		
	Look at the Print window given below.	
	Print	?×
	Print	?×
		Properties
	Printer Name: Status: Idle	
	Printer Name: Status: Idle Type: hp deskjet 940c	
	Printer Name: Status: Idle	
	Printer Name: Status: Idle Type: hp deskjet 940c Where: PR2	✓ Properties  Find Printer
	Printer Name: Status: Idle Type: hp deskjet 940c Where: PR2 Comment: Print range CAll	Properties     Find Printer     Print to file Copies
	Printer Name: Idle Status: Idle Type: hp deskjet 940c Where: PR2 Comment: Print range	Properties     Find Printer     Print to file Copies
	Printer Name: Idle Status: Idle Type: hp deskjet 940c Where: PR2 Comment: Print range C All Print ge I I I I I I I I I I I I I I I I I I	✓ Properties     Find Printer     ✓ Print to file Copies Number of copies:
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	Printer         Name:	✓ Properties     Find Printer     ✓ Print to file Copies Number of copies:
	Printer Name: Shp deskjet 940c Status: Idle Type: hp deskjet 940c Where: PR2 Comment: Print range C All Print range Page(s) Erom: 1 1 10: 3 1 Print what Selection C Entire workbook Active sheet(s)	✓ Properties Find Printer      ✓ Print to file  Copies Number of copies: 4       ✓
	Printer Name: Shp deskjet 940c Status: Idle Type: hp deskjet 940c Where: PR2 Comment: Print range C All Print range Page(s) Erom: 1 1 10: 3 1 Print what Selection C Entire workbook Active sheet(s)	✓ Properties Find Printer      ✓ Print to file  Copies Number of copies: 4       ✓

	iii)	Write down the <b>page numbers</b> to be printed.
	iv)	Draw a circle around the button you would click to see how the spreadsheet will look when printed.
e)		Write down whether the following are <b>true</b> (T) or <b>false</b> (F).
	i)	A workbook cannot contain more than 3 worksheets.
	ii)	The worksheets in a workbook can be renamed.
	iii)	Two commonly used functions are the MAX and the AVERAGE.
	iv)	A label in a cell can be formatted to 3 decimal places.
	This	question is about Information and Communication.
a)		The following are pictures of five icons.
	i)	
	ii)	
	iii)	Ø
	iv)	×
	v)	<u>C</u> c->
		<ul> <li>The task of each icon is given below. Write down the tasks in their correct positions on the lines provided near the icons.</li> <li>This icon opens the web browser.</li> <li>This icon sends a copy of an email to another person.</li> <li>This icon refreshes the web page that you are seeing.</li> <li>This icon stops the current web page from loading.</li> <li>This icon loads your home page.</li> </ul>
b)		Fill in the blanks in the sentences below using the following words: ISP, Internet, Google, URL, Internet Explorer, World Wide Web
	i)	The means the name for a web address.
	ii)	The gives you a connection to the Internet.
	iii)	You can view information on the Internet using a program such as
		·
	iv)	One example of a search engine is

- v) The \_\_\_\_\_\_ is all the computers connected to a vast network around the world.
- c) Below is a picture of the **Inbox** of Michelle.

🗹 Status 👘	From T	Subject	
	Zammit Dennis at EDUC-SCH Zammit Dennis at EDUC-SCH Zammit Dennis at EDUC-SCH	Clipart site Welcome watch this	
INBOX From: Zam From: Zam Subject: Clips Date: 6 De To: mich Dear Miche The follow http://off	Image: Second	e cliparts.	
File: computer	r_system.jpg (287 kB)		
50 	_system.jpg (287 kB) nails does Michelle have in he	er Inbox?	
How many <b>er</b>		er Inbox?	
How many <b>er</b> How many er	nails does Michelle have in he		
How many <b>en</b> How many en Write down t	<b>nails</b> does Michelle have in he nails have an <b>attachment</b> ?	1.	
How many <b>en</b> How many en Write down t Write down t	nails does Michelle have in he nails have an attachment ? ne subject of the opened emai	l.	
How many <b>en</b> How many en Write down t Write down t Write down t	nails does Michelle have in he nails have an <b>attachment</b> ? ne <b>subject</b> of the opened emai	l. opened email. e email.	