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 only:					
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 ☑ the correct box for each of the following questions.

      i) What is the picture below **used for**?
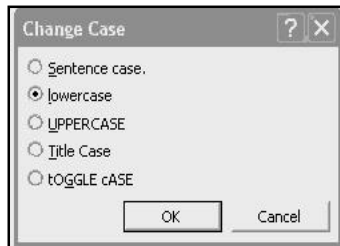
      Search the Internet ☐

      Get Help from Word ☐

      Search for a particular file? ☐

      2

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

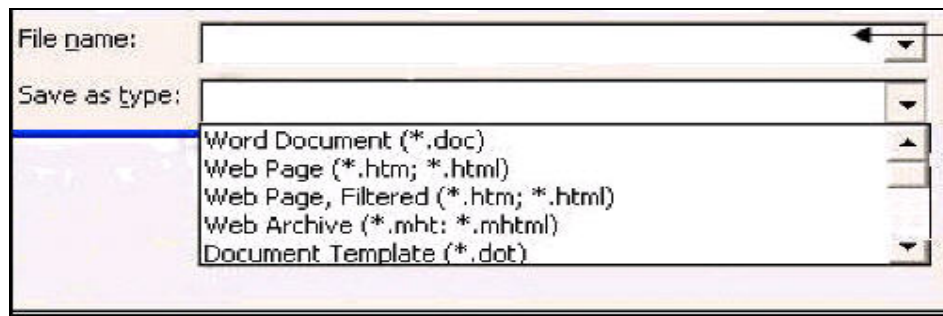   Sentence case ☐

      Lower case ☐

      Upper case ☐

      toGgle cAsE ☐

      2

   b) I prepared a document and I want to save it as **Actors**. The following picture shows part of the **Save As** window.
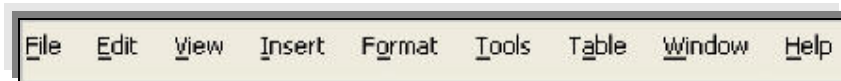
i) Write down in the picture above, the **name** of my document. 2

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**. 2

iii) Tick ☑ one of the following icons which shows a **word document**.

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.

.doc   .dot   .dos

1

c) i) The picture below shows the **Menu bar**. Draw a circle ( ) around the menu that you should click to see the list of toolbars.

File   Edit   View   Insert   Format   Tools   Table   Window   Help

1

ii) The picture on the right shows the list of toolbars.

Standard
Formatting
AutoText
Control Toolbox
Database
Drawing
Forms
Frames
Mail Merge
Outlining
Picture
Reviewing
Tables and Borders

- Write down the name of the toolbar which gives you the **font type** and **font size**.

2

- Write down the name of the toolbar which gives you the **cut**, **copy** and **paste** icons.

2

- Write down the name of the toolbar which is used to **draw a line** or a **circle**.

2

d) Look at the picture on the right.

Spelling and Grammar: English (U.K.)

Not in Dictionary:

The islands are Malta (the largest), **Gozo**, Comino, and the uninhabited rocks of Comminotto and Filfla.

Ignore Once
Ignore All
Add to Dictionary

Suggestions:
Good
Gaze
Goon
Goof
Gaza
Gizmo

Change
Change All
AutoCorrect

Dictionary language: English (U.K.)

☑ Check grammar

Options...   Undo   Cancel

Tick ☑ 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 ☐

2

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.*

Bulleted list

Border

Word Art

Bold text

Page footer

Numbered list

5

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

1	Header and Footer		

1

2	Bulleted List		

1

3	Borders			1
4	WordArt			1
5	Numbered List			1

f) Write down whether the following statements are **True** (T) or **False** (F).

i) The **Find and Replace** feature helps you change one word into another. 　　1

ii) The **Mail Merge** feature is a program that sends and receives emails. 　　1

iii) **Words in columns** can be converted into a table 　　1

iv) A **picture** can only be inserted from the **clipart gallery**. 　　1

v) The **page margins** can be changed after a document is finished. 　　1

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2. **This question is about spreadsheets.**

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

	A	B	C	D	E	F
1		CG Computer Centre				
2	Item Description	Quantity	Unit Price	18% VAT	Amount	
3						
4						
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). 　　1

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 have been **merged** (joined) **together** into one. _____ | 2

iv) The price of one TFT monitor including VAT is Lm 132.75. Write down the **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**.
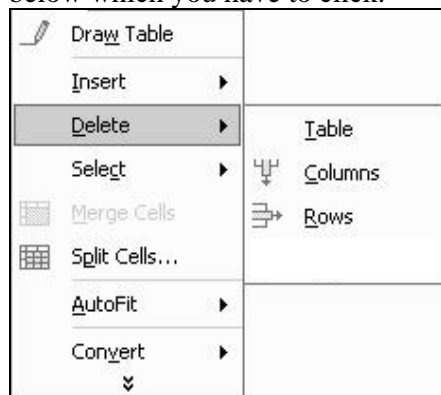
File name:	j_borg.	▼	Save
Save as type:	Microsoft Excel Workbook (*.xls)	▼	Cancel
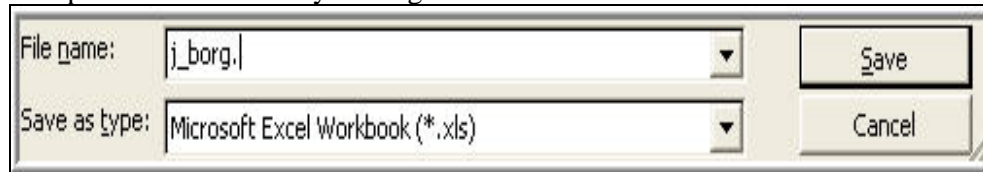
2

b) i) The picture below shows the same spreadsheet with some selected cells.

	A	B	C	D	E
1	CG Computer Centre				
2	Item Description	Quantity	Unit Price	18% VAT	Amount
3					
4					
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	

The selected cells have to be **deleted**. Write down the **command** from the menu below which you have to click.

Draw Table	
Insert ▶	
Delete ▶	Table
Select ▶	Columns
Merge Cells	Rows
Split Cells…	
AutoFit ▶	
Convert ▶	
⌄	

_____ | 2

ii) Look at the same spreadsheet below.

	A	B	C	D	E	F
1	CG Computer	Centre				
2	Item Description	Quantity	Unit Price	18% VAT	Amount	
3						
4						
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						

2

Another column has to be **inserted** after the selected one. Write down the **command** from the menu below which you have to click.
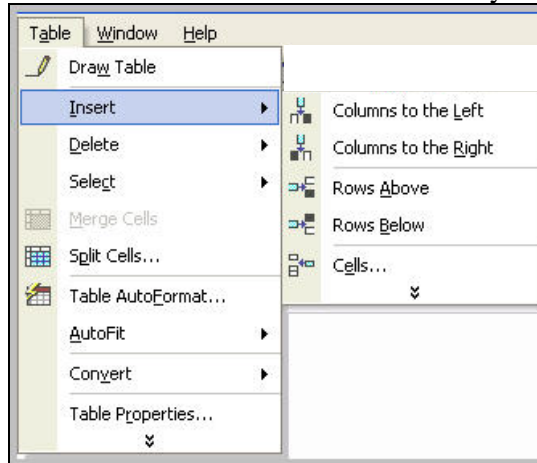
2

c) Draw arrows to **match** the phrases in list A with those in list B.

	List A	**List B**	
i)	To copy a formula into another cell	you have to drag the fill handle at the corner of the cell.	1
ii)	The column width can be	are called gridlines.	1
iii)	Text can be merged	converted into a graph/chart.	1
iv)	The lines separating the row and columns	adjusted.	1
v)	A spreadsheet table can be	over a number of cells.	1

d) Look at the Print window given below.
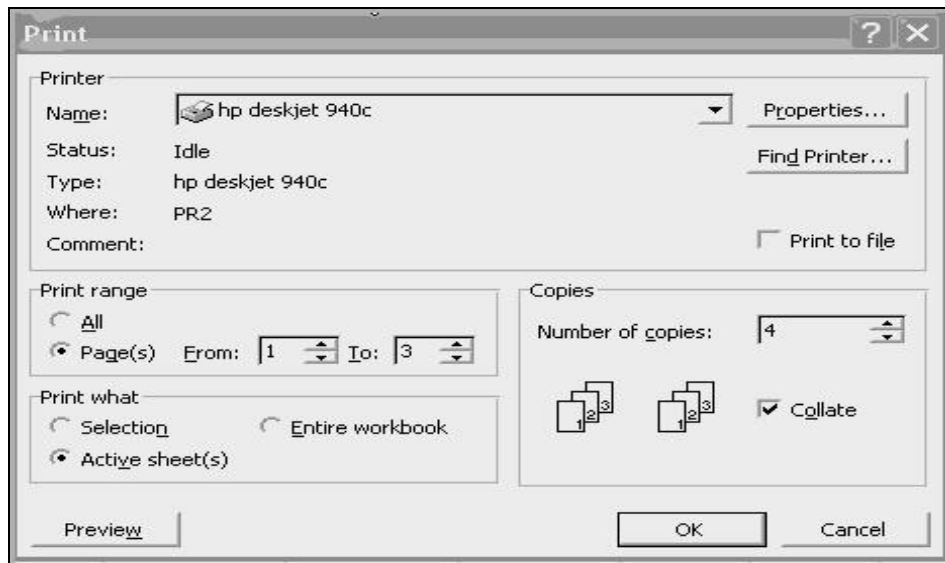
i) Write down the **name** of the chosen printer.

1

ii) How many **number of copies** will be printed ?

1

iii)   Write down the **page numbers** to be printed.   1

iv)   Draw a circle ( ) around the button you would click to **see how the
       spreadsheet will look when printed**.   1

e)   Write down whether the following are **true** (T) or **false** (F).

i)   A workbook cannot contain more than 3 worksheets.   1

ii)   The worksheets in a workbook can be renamed.   1

iii)   Two commonly used functions are the MAX and the AVERAGE.   1

iv)   A label in a cell can be formatted to 3 decimal places.   1

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3   **This question is about Information and Communication.**

a)   The following are pictures of five icons.

i)   _____   1

ii)   _____   1

iii)   _____   1

iv)   _____   1

v)   _____   1

       The **task** of each icon is given below. Write down the tasks in their correct
   positions on the lines provided near the icons.

       • This icon opens the web browser.
       • This icon sends a copy of an email to another person.
       • This icon refreshes the web page that you are seeing.
       • This icon stops the current web page from loading.
       • This icon loads your home page.

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.   1

ii)   The _____ gives you a connection to the Internet.   1

iii)   You can view information on the Internet using a program such as
       _____.   1

iv)   One example of a search engine is _____.   1

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v) The _____ is all the computers connected to a vast network around the world. 1

c) Below is a picture of the **Inbox** of Michelle.
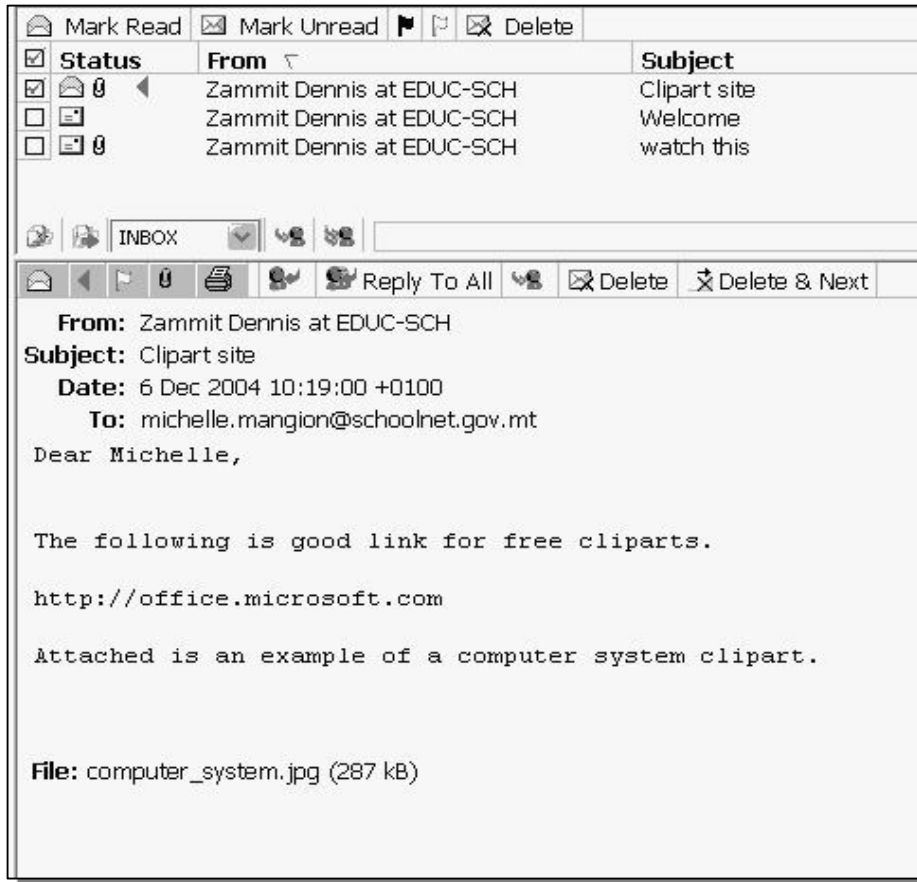
i) How many **emails** does Michelle have in her Inbox? 1

ii) How many emails have an **attachment** ? 1

iii) Write down the **subject** of the opened email. 1

iv) Write down the **name of the sender** of the opened email. 1

v) Write down the **hyperlink** mentioned in the email. 2

vi) What is the **name of the attachment** of the open email? 2

vii) What is the **size of the attachment** ? 2