

**SECONDARY SCHOOL ANNUAL EXAMINATIONS 2006**  
Educational Assessment Unit – Education Division

**FORM 1**

**INFORMATION AND COMMUNICATIONS  
TECHNOLOGY**

**TIME: 1 h 30 min**

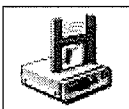
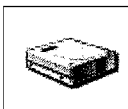


**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Answer ALL questions.**

**1 Read the words below and match them with their icons**

Hard Disk	Recycle Bin	Folder	Floppy Drive
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<p>a) </p>	<p>b) </p>
<p>c) </p>	<p>d) </p>

4

**2 Label the following picture by writing the correct number in the boxes**

- |                   |                |
|-------------------|----------------|
| 1 Scrollbar       | 2 Menu Bar     |
| 3 Title Bar       | 4 Toolbar      |
| 5 Minimize button | 6 Close Button |

5

**3 Put the following steps in order, to show how to Shut Down a computer.**

**Step 1 has been done for you.**

A	Click on Shut Down
B	Select Shut Down from the dialogue box
C	Click on Start
D	Press OK

Step 1	C
Step 2	
Step 3	
Step 4	

1  
1  
1

**4 Tick  whether these statements are True or False**

- a) A Window can be minimised.
- b) The Start button is on the Task Bar
- c) The Recycle Bin contains deleted files from a Floppy Disk
- d) You can open more than one file at a time
- e) The Windows Explorer is used to read your e-mail

True	False

1  
1  
1  
1  
1

**5 Draw a line to show the name of the following icons**

a)		Open
b)		Undo
c)		Font colour
d)		Print
e)		Italic
f)		Cut
g)		Font Size
h)		Save
i)		Bold
j)		New
k)		Paste

1  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1

**6 Tick  the correct answer.**

a) The extension of a Word Document file is:

- i. .xls
- ii. .doc
- iii. .jpg

2


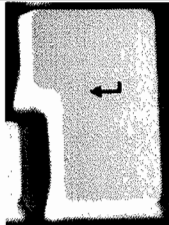
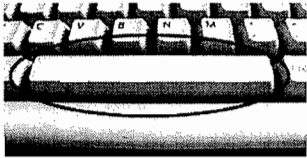

b) The file with extension .txt is:

- i. A text document
- ii. A spreadsheet workbook
- iii. A file containing a photo

2

7 Describe the following keys by writing one of the following phrases below:

Insert a space	Start a New line	Delete a character	Type a capital letter once
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a)		b)	
c)		d)	

8

8 a) Look at the picture below. The cursor is between the letter 'p' and the letter 'u'.



- i. Which **key** should you press to **delete** the letter 'u'? \_\_\_\_\_
- ii. Which key should you press to **delete** the letter 'p'? \_\_\_\_\_

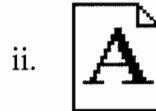
2

b) Complete the following using the words **Superscript** or **Subscript**.

- i. The font effect of the number **2** in H<sub>2</sub>O is called \_\_\_\_\_
- ii. The font effect of the number **2** in R<sup>2</sup> is called \_\_\_\_\_

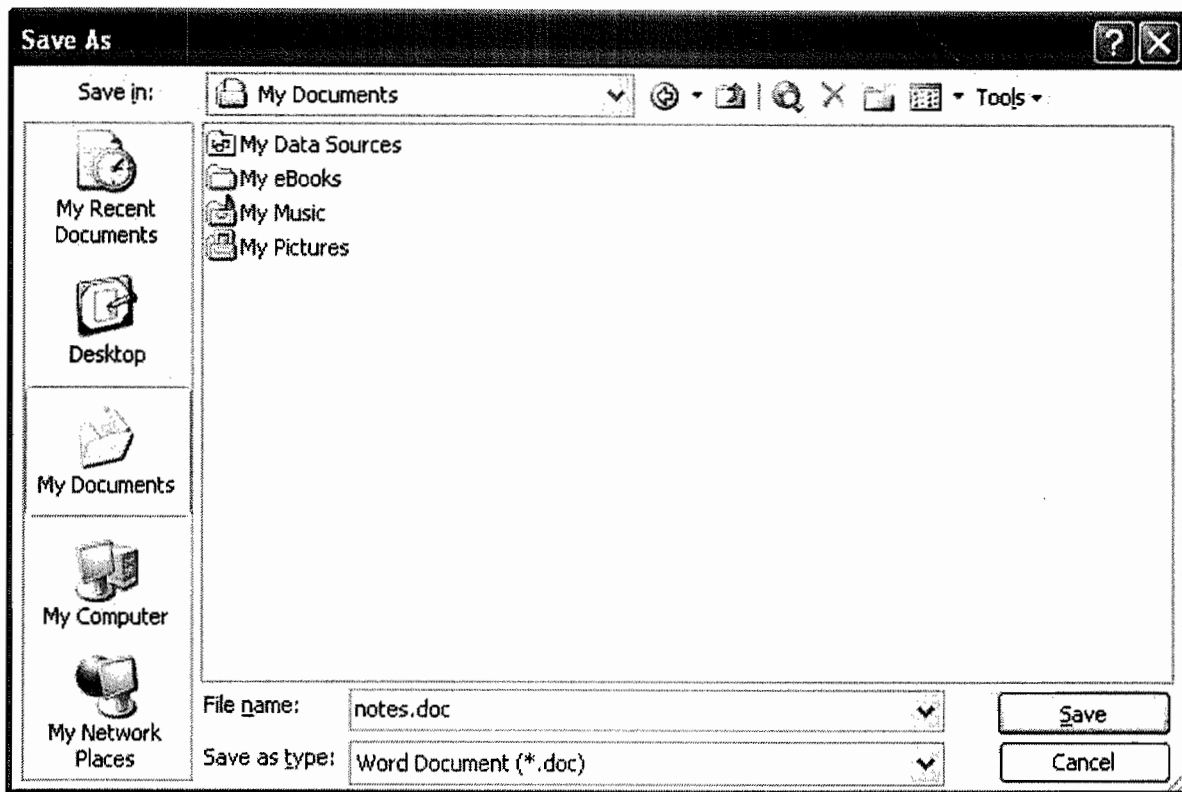
2

c) Complete the following using the words **Landscape** and **Portrait** to describe the following page orientation settings.



2

9 Use the picture below to answer the questions



- a) What is the **name** of the file to be saved? \_\_\_\_\_ 2
- b) What **type** will the file be saved as? \_\_\_\_\_ 2
- c) In which **folder** will the file be saved in? \_\_\_\_\_ 2
- d) Which **button** should the user click to save? \_\_\_\_\_ 2
- e) Which **program** is the user using? \_\_\_\_\_ 2

10 The following questions are about Spreadsheets. Use the picture below to answer.

	A	B	C	D	E
1		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
2	<b>Monday</b>	15	17	19	18
3	<b>Tuesday</b>	22	21	24	20
4	<b>Wednesday</b>	31	27	29	26
5	<b>Thursday</b>	18	19	20	17
6	<b>Friday</b>	20	20	18	21
7	<b>Total</b>				

- a) What is the **value** in cell C5? \_\_\_\_\_ 1
- b) Which is the **active** cell? \_\_\_\_\_ 1
- c) How many **rows** are being used? \_\_\_\_\_ 1
- d) Write a formula to calculate the **total** of Week 1 \_\_\_\_\_ 3

11 Tick  whether these statements are True or False

- a) With spreadsheets you can make **calculations**
- b) A **workbook** can have only one **worksheet**
- c) A **worksheet** is made up of many **cells**
- d) A **formula** must always begin with the **equals '='** symbol
- e) A spreadsheet file ends in **.xls**

True	False

1  
1  
1  
1  
1

12 The following tool buttons are numbered. Put the correct number next to its description.

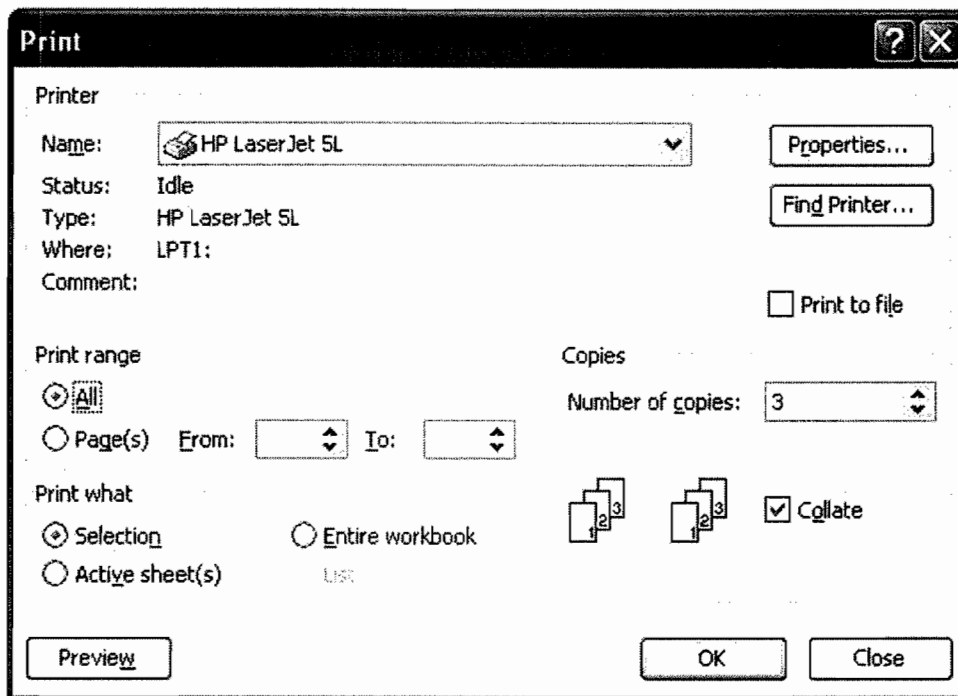


- a) Copy
- b) Insert Borders
- c) Check Spelling
- d) Undo
- e) Create a new Workbook
- f) Print Preview

4

1  
1  
1  
1  
1  
1

13 Answer the following questions using the picture of the Print dialogue box below.



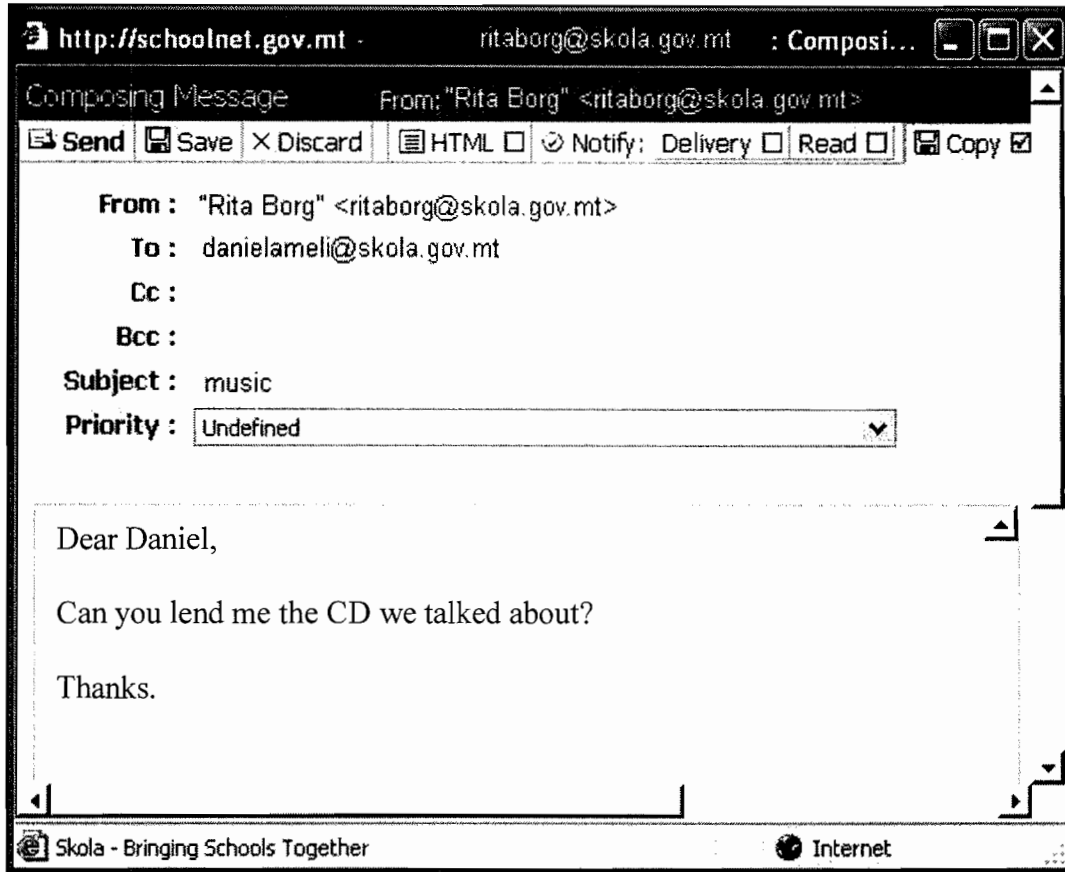
- a) How many **Copies** will be printed? \_\_\_\_\_
- b) What is the name of the **printer** which is going to be used? \_\_\_\_\_
- c) Which part of the workbook is going to be printed? \_\_\_\_\_

1  
2  
2

14 The following questions are about the **Internet**. Complete the following:

- a) Is the Internet a **LAN** or a **WAN**? \_\_\_\_\_ 2
- b) To view a web page you need a software called \_\_\_\_\_ 2
- c) To logon you need a username and a \_\_\_\_\_ 2
- d) To search for a topic on the Internet we use a \_\_\_\_\_ 2
- e) E-Mails are used to send \_\_\_\_\_ 2

15 Use the picture below to answer the following questions:



- a) Who is sending the mail? \_\_\_\_\_ 2
- b) Who will receive the mail? \_\_\_\_\_ 2
- c) What is the subject of the mail? \_\_\_\_\_ 2
- d) **On the above picture, draw a circle** round the button you would press to **send** the e-mail. 2

16 Use three (3) of the words below to label the following tool buttons in the space provided:

Recycle Bin	Refresh	Home	Back	Delete
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- a)  \_\_\_\_\_ 6
- b)  \_\_\_\_\_
- c)  \_\_\_\_\_

**END OF EXAMINATION PAPER**