

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2006

Educational Assessment Unit – Education Division

FORM 2

INFORMATION AND COMMUNICATIONS
TECHNOLOGY

TIME: 1 h 30 min

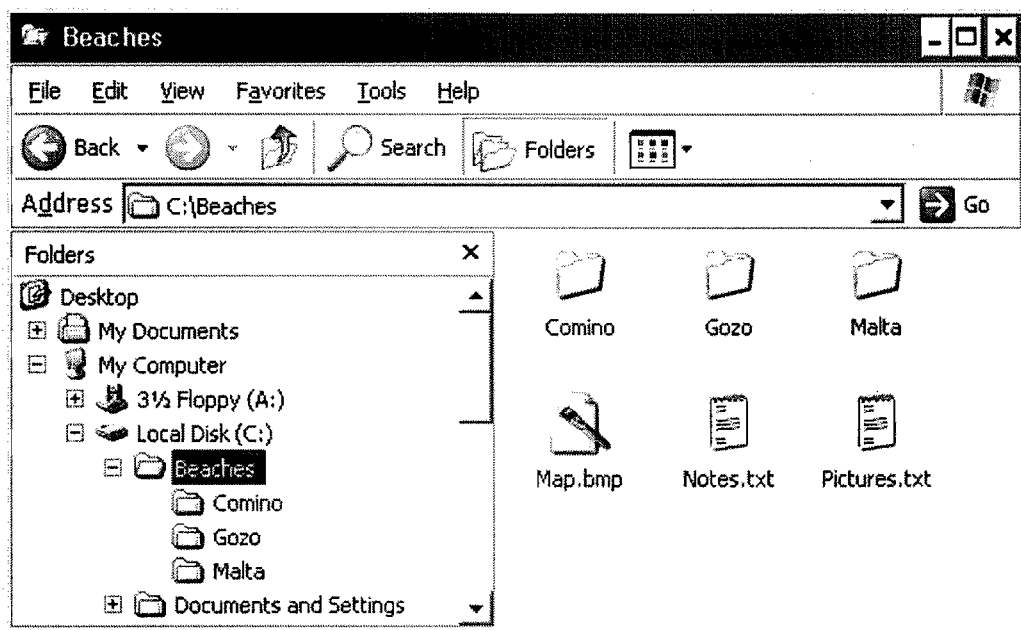
Name: _____

Class: _____

Answer ALL questions.

1 Karen is collecting information about beaches of the Maltese islands.

a) Karen creates **folders** in her computer's **hard disk** as shown below:



i. Write the path of the folder **Beaches**:

2

ii. Write the names of the **three sub-folders** found in the folder **Beaches**:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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3

b) Karen downloads a picture of Ramla Bay (a sandy beach in Gozo) from the Internet. She saves the picture using the filename **Ramla.jpg**

i. In which **sub-folder** should **Ramla.jpg** be saved?

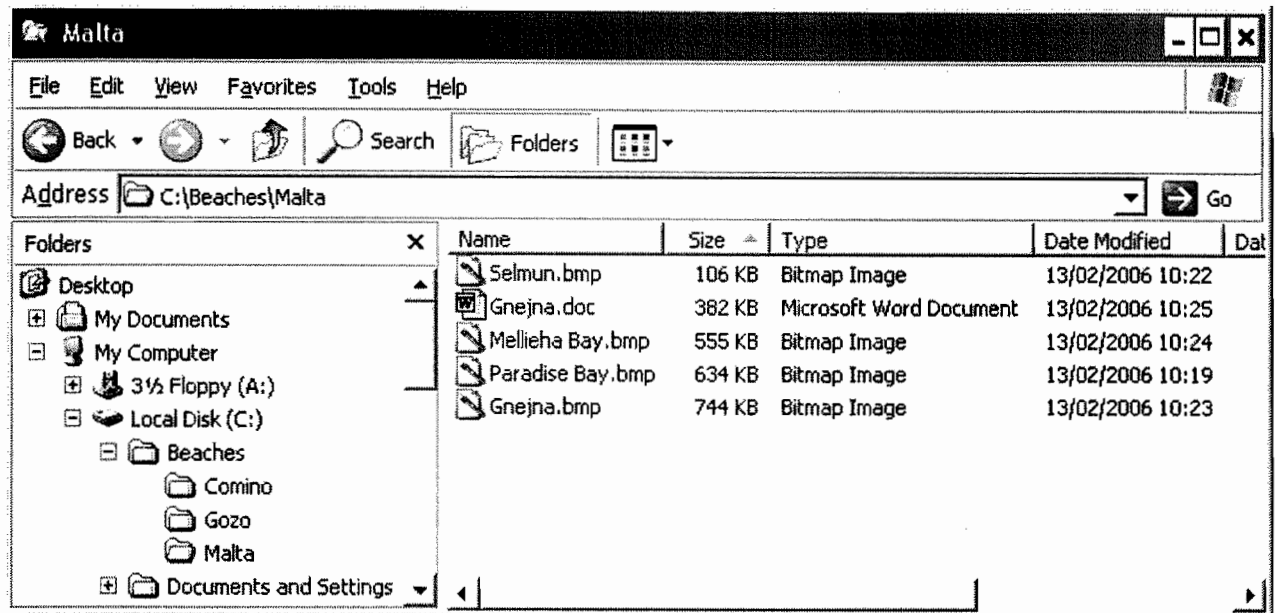
1

ii. Write the **full path** of **Ramla.jpg** once it is saved:

3

c) Describe how Karen can **delete** the file **Map.bmp**

2



d) Look carefully at the picture above and answer by writing **T** for **True** or **F** for **False** in the space provided.

		T or F	
i.	If you delete Selmun.bmp you can restore it from the Recycle Bin.		1
ii.	The largest file is named Selmun.bmp		1
iii.	The folder Malta contains 4 files.		1
iv.	The files in the picture above are sorted by their file size .		1
v.	The smallest image file is 106 KB		1
vi.	To select the files Gnejna.doc and Gnejna.bmp only, you need to click on both files while holding the ESC key.		1
vii.	Gnejna.doc is a word-processing document.		1

2 Answer the following by marking with a tick (✓) in the box:

a) Which one of the following icons represents a **spreadsheet** file?







1

b) Which one of the following icons represents a **Browser**?







1

c) Which tool button takes you to the **Home Page**?







1

3 Fill in the blanks with the following words:

network	connect	virus	destroy
Internet	small	spread	disks

Viruses are _____ programs that hide themselves on your _____ (both diskettes and hard disk). Unless you use virus detection software, the first time that you know that you have a _____ is when it activates. Viruses can _____ all your data. They can _____ from one computer to another, either via use of infected floppy disks, or over a computer _____.

You should never _____ to the _____ unless you have a virus-checking program installed on your computer.

8

4 Underline the correct statement for each of the following:

a) Computers can send and receive files using the **telephone network**. Which one of the following devices is required to do so?

- i. Plotter
- ii. CD-ROM
- iii. Modem

1

b) A hyperlink is:

- i. An email address such as kabela@gov.mt
- ii. A picture or text which takes you a website when you click it.
- iii. A website address such as http://skola.gov.mt

1

c) An advantage of a **LAN** is:

- i. Computers can share files over the network
- ii. Only one user can use the Internet
- iii. You do not need a password to use a LAN

1

d) The term **WAN** stands for:

- i. Web And Network
- ii. Wide Area Network
- iii. World Activity Network

1

e) To search for temples in Malta when using a **search engine** you should type:

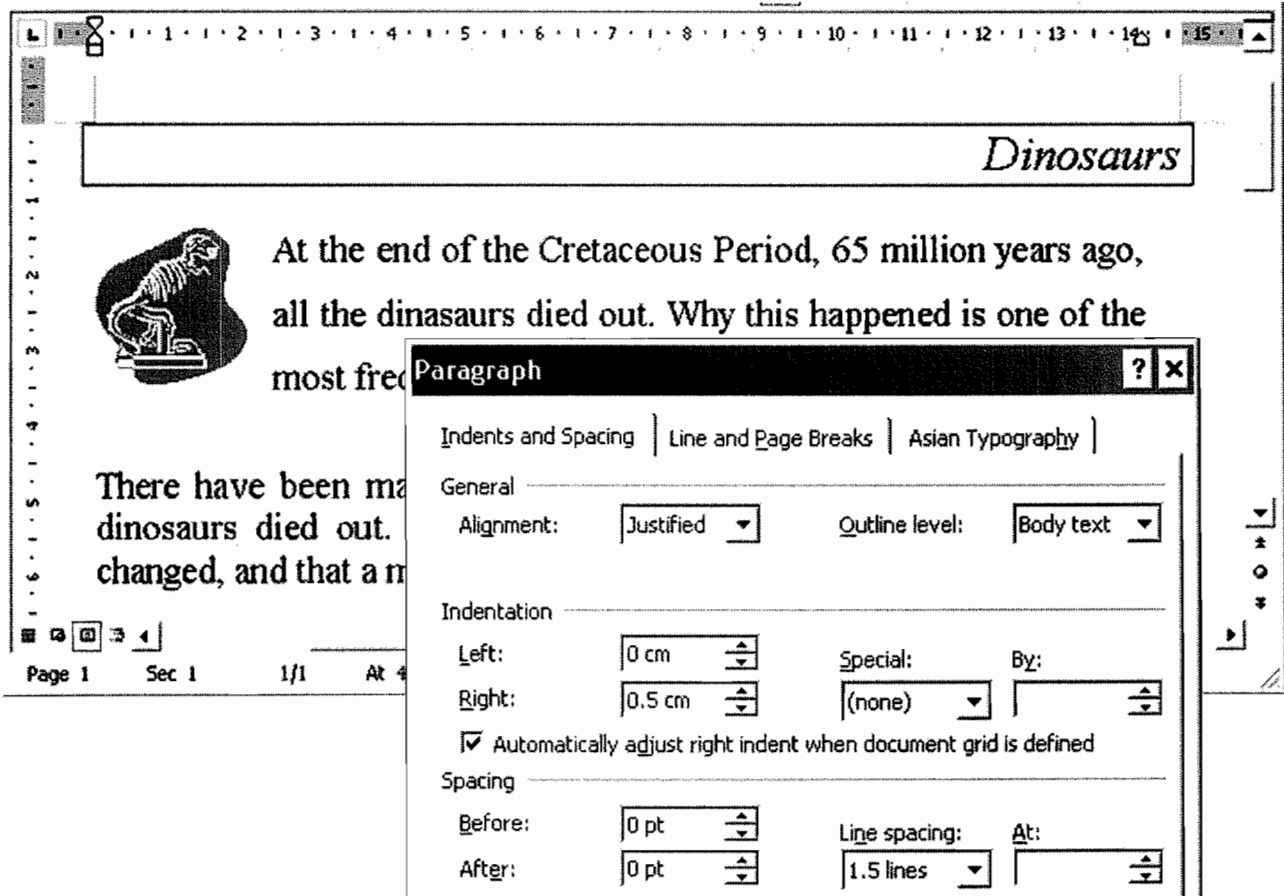
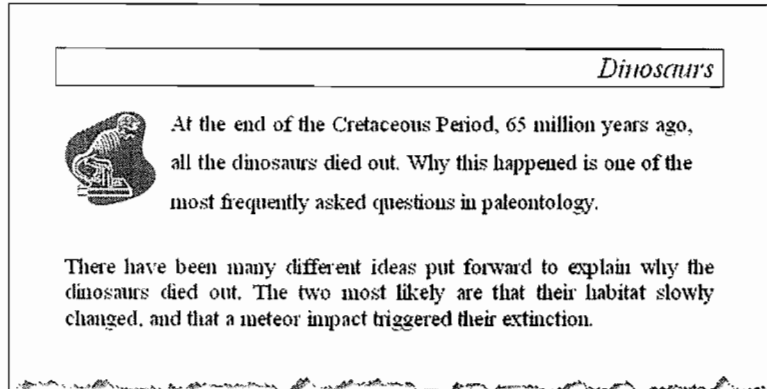
- i. Malta + temples
- ii. Malta * temples
- iii. Malta ? temples

1

5 Shana is collecting notes about Dinosaurs and typing them using a word-processor.

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

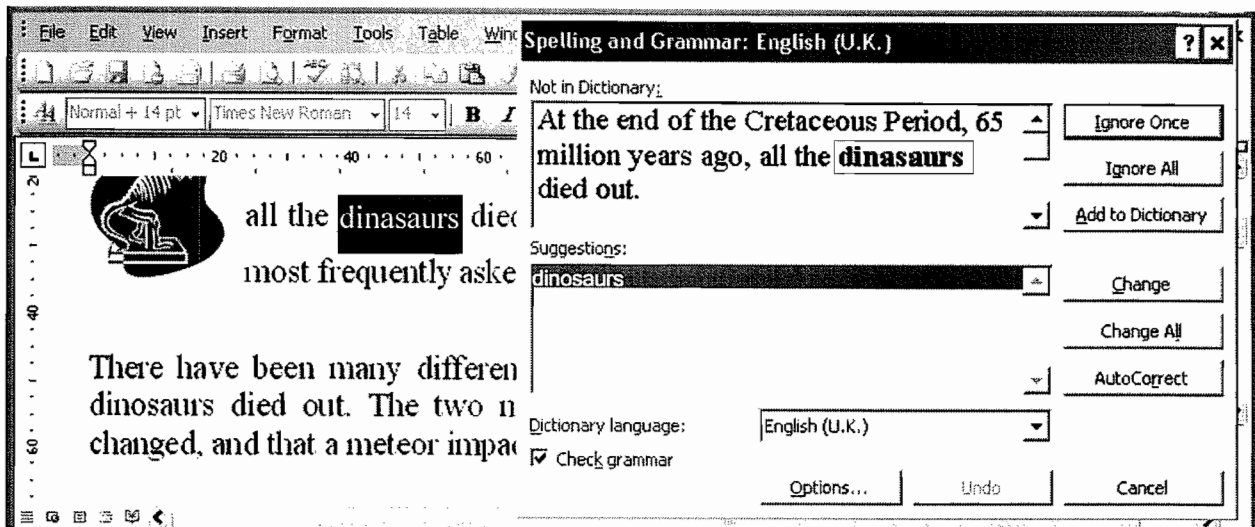
She **selects** the first paragraph starting “*At the end of ...*” and formats it as shown.



a) Look carefully at the picture above and **complete** the following:

- | | |
|--|---|
| i. The alignment of the selected paragraph is _____. | 1 |
| ii. The Line _____ of the first paragraph is 1.5 lines. | 1 |
| iii. The first paragraph is indented _____ cm from the Left margin. | 1 |
| iv. The title “ <i>Dinosaurs</i> ” is aligned to the _____. | 1 |
| v. The font style of the title “ <i>Dinosaurs</i> ” is called _____. | 1 |
| vi. To apply a _____ around the title, select <u>F</u> ormat menu and then <u>B</u> orders and <u>S</u> hading ... | 1 |

- b) Shana uses the **spelling checker** of her word-processor. The spelling checker finds a misspelled word and shows her a dialogue box as shown below.



Fill in the blanks with the following words:

clicks dinosaurs Change dinosaurs

The word _____ is spelled incorrectly. Shana reads the list of suggested words and chooses the word _____. She then _____ on the _____ button to replace the highlighted word.

4

- c) Look carefully at the picture shown above and briefly **describe** what happens if Shana clicks on the following buttons:

- i. _____

- ii. _____

- iii. _____

2

2

2

- d) The following buttons are found in the **Header and Footer** toolbar. **Match** the **tool** button with its **label** by writing its number next to its label as shown:

i.	Insert Time	
ii.	Insert Page Number	
iii.	Insert Number of Pages	1
iv.	Insert Date	
v.	Switch between Header/Footer	

1		1
2		1
3		---
4		1
5		1

6 Anthony uses a spreadsheet to keep a record of the points given by judges during a competition for the best photo of Ġnejna, Mellieħa, Armier and Ramla bay.

	A	B	C	D	E
1	Photo Competition				
2					
3	Student	Ġnejna	Mellieħa	Armier	Ramla
4	John	5	5	10	4
5	Monika	8	3.5	4	6
6	Karen	5.5	4	7	4
7	Shana	6.5	9.5	6	9
8					
9	Minimum Points	5		4	4
10	Maximum Points	8	9.5	10	
11	Average Points	6.25	5.5	6.75	5.75

a) On the picture above, fill in the **value** that should appear in the cell **E10**.

2

b) Look at the picture above and **complete** the following:

i. The photo with **minimum** points is that of _____ bay.

1

ii. The best photo of Ġnejna bay was taken by the student named _____.

1

iii. The formula in cell **B9** is =MIN(_____)

2

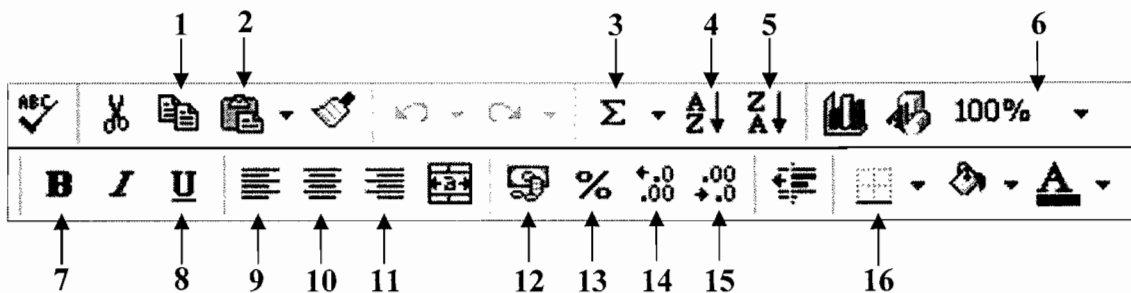
iv. The formula in cell **C10** is _____

3

v. Write the formula that is being used in the cell **E11** to calculate the **average** points.

3

c) Anthony makes use of **Toolbars** to work through his spreadsheet.



Write the **number** of the tool button that Anthony has to use if he wants to:

i. **Copy** the contents of a cell.

ii. **underline** a label in a cell.

iii. Change the number **6.142** to **6.14**

iv. Add **borders** around cells.

v. **Zoom** to 75%.

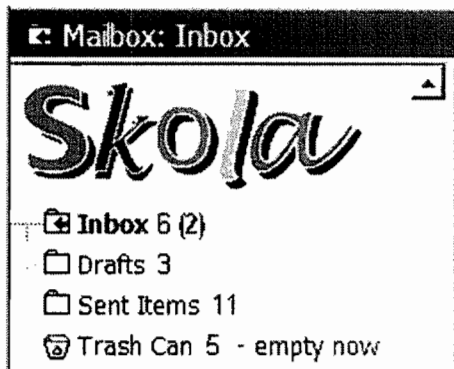
vi. **Sort** the data in **ascending** order by the name of the students.

Tool

1
1
1
1
1
1

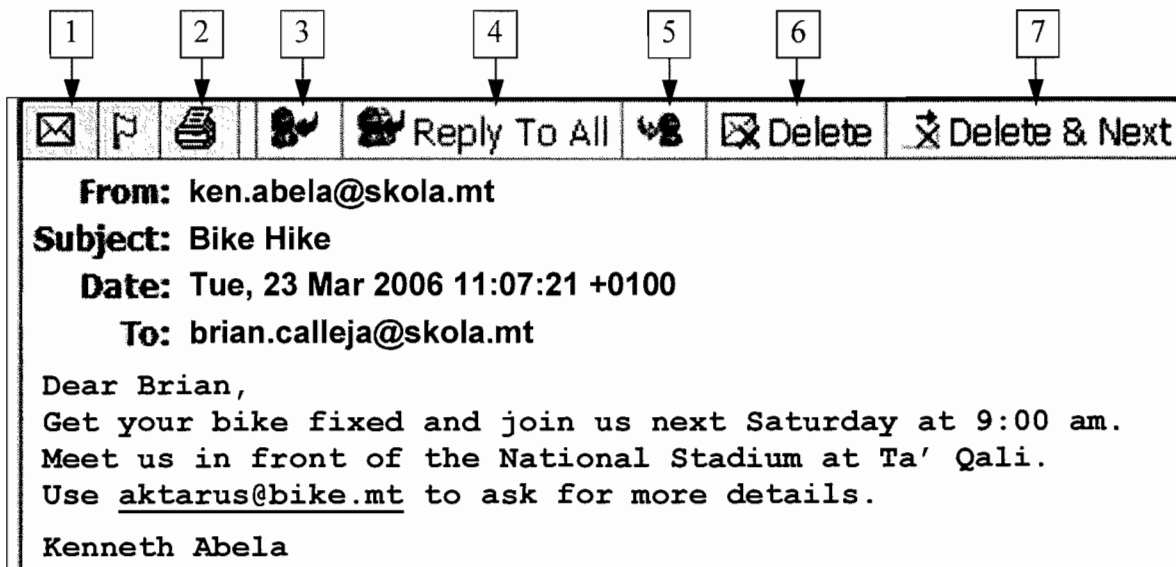
7 a) **Brian opens his mailbox.**

Look carefully at the picture below and answer the following in the space provided:



- | | | |
|---|--|---|
| i. How many unread emails are there in the Inbox ? | | 1 |
| ii. How many emails has Brian sent ? | | 1 |
| iii. How many emails has Brian deleted ? | | 1 |
| iv. How many messages remain in the Trash Can after Brian clicks on <u>empty now</u> ? | | 1 |

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



Write the number of the **button** that Brian has to use if he wants to:

- | | Tool | |
|--|------|---|
| i. Print the received message. | | 1 |
| ii. Delete the received message. | | 1 |
| iii. Reply to the received email. | | 1 |
| iv. Send the received message to another friend, without changing it . | | 1 |
| v. Delete the message and open the next one in his inbox. | | 1 |
| c) Copy the email address of Brian , the one who received the email: | | 2 |
| d) Copy the email address of Kenneth , the one who sent the email. | | 2 |

- e) Pretend you are Brian. Fill in the picture below as if you are **composing** an email to **ask Kenneth for more details** about the Bike Hike.

Write **"Saturday Bike Hike"** as the **subject** of your message which should read:

Dear Kenneth,
 Are we going to be back by 4:00 p.m.?
 Thanks,
 Brian

1
2
2

8 This question is on the use of the **Internet**. Complete the sentences.

- a) The term **ISP** stands for _____ 3
- b) To **connect** to the Internet you need an _____ with an ISP. Once you have it, you can **logon** using your _____ and _____. 3
- c) The **webpage** that appears when you connect to the Internet is called the web browser _____ page. 1
- d) A search engine is used to search for websites using _____. 1
- e) List one advantage of having a **web-based email**:

2

END of EXAMINATION PAPER