SECONDARY SCHOOL ANNUAL EXAMINATIONS 2006
Educational Assessment Unit – Education Division

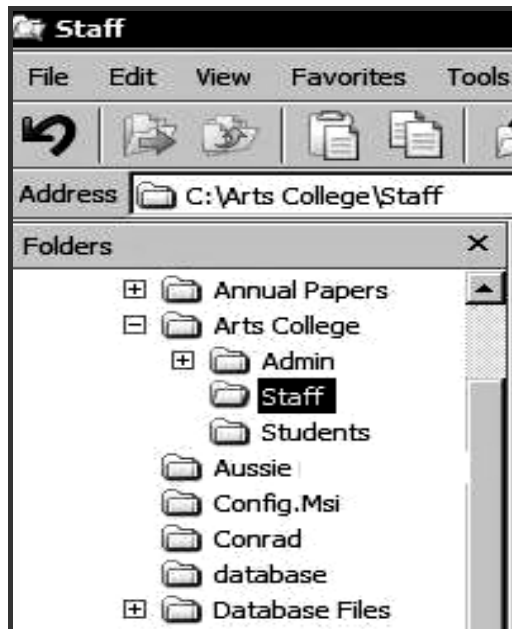| **FORM 3**	**INFORMATION AND COMMUNICATION TECHNOLOGY**	**TIME: 1 h 30 min**

Name: _____ **Class:** _____

**Answer ALL questions. This paper carries 100 marks.**

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

a The following picture shows part of **Windows Explorer**. Look carefully at the picture and then answer the questions below.

i) Write down the name of the **selected** folder. _____ [2]

ii) Write the name of a folder that does **NOT** have sub-folders. _____ [2]

iii) Write the name of one folder that **HAS** sub-folders. _____ [2]

iv) Which **disk drive** is being used? _____ [2]

v) Write down the **path** of the folder 'Arts College'. _____ [2]

vi) Write down whether the following sentence is **True** or **False**.
'The organization of folders is called a 'Tree'. _____ [1]

b Look at the following picture.
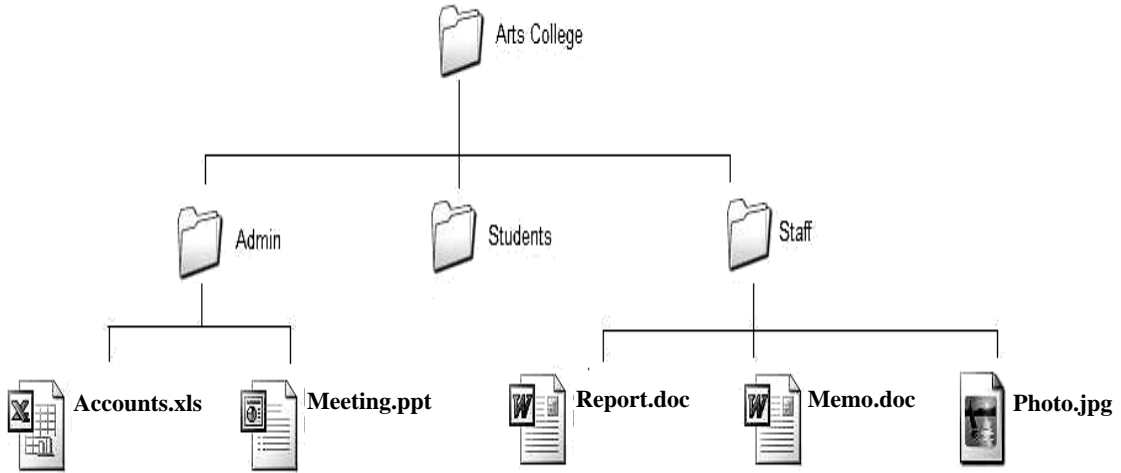
i) Write down the names of the **sub-folders** that are found in the folder 'Arts College'.

_____ [3]

ii) Write down the name of the **spreadsheet file**. [2]

iii) Write down the name of a file that is a **Word document**. [2]

iv) Write down the name of the file which is a **picture** (image). [2]

c Look at the picture on the right.

i) To get the menu shown in the picture you must click a button on the taskbar. Write down the **name** of this **button**.

_____ [2]

ii) You want to find out information on how to **print a document**. **Draw a circle** on the picture above to show the item you would select to find this information. [1]

iii) Write down the **keyword** (or keywords) you would type to get the information mentioned above.

[2]
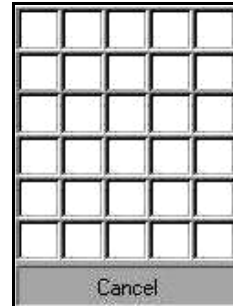
2 **This question is about Word Processing.**

a You need to draw a **table** and then input some data.

i) On the picture on the right, draw a **circle** around the icon you would click to **draw the table**. [1]

ii) On the picture on the right **shade** the cells to create a table that will have **4 rows** and **5 columns.** [2]

b The picture below shows a table with some data.

ITEMS	Price (without VAT)	VAT	Price (with Vat)
Row 1 ITEMS	Price (without VAT)	VAT	Price (with Vat)
Row 2 Monitor	Lm 105	Lm 18.90	Lm 123.90
Row 3 Computer	Lm 200	Lm 36.00	Lm 236.00
Row 4 Printer	Lm 45	Lm 8.10	Lm 53.10
Row 5 Scanner	Lm 30	Lm 5.40	Lm 35.40

i) Which row has been **shaded**?   Row: _____ [2]

ii) The picture below shows some of the steps to **insert a new row**.
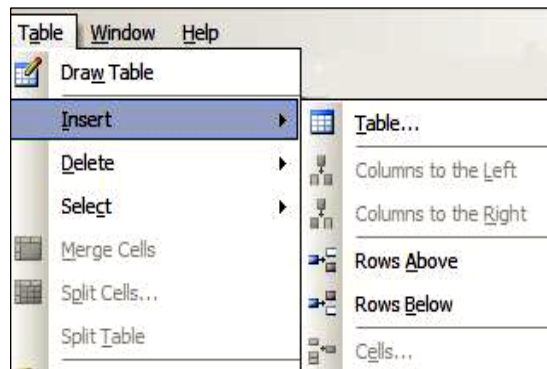
You want to insert a new row between **Row 3** and **Row 4**.
Use the following words to complete the **four steps** below for inserting a new row.

Insert,   Rows Above,   row 4,   Table

1. First you must select _____. [2]

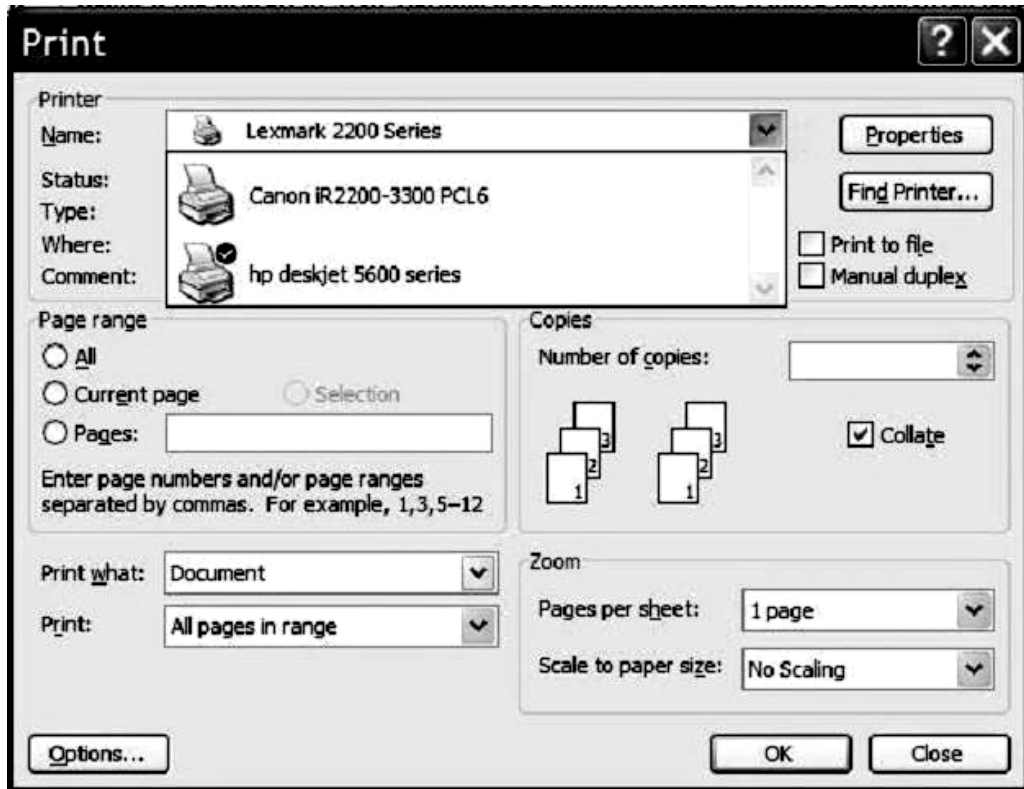2. From the Menu bar click on the _____ menu. [2]

3. From the list move the mouse over the _____ option. [2]

4. Lastly select the option _____. [2]

c   The picture shown below is the **dialogue box** for printing a document.

i)   Write down the **name** of the dialogue box. [2]

ii)   Mark the picture above to show the following requirements.

   - Print from **page 1** to **page 4**. [2]

   - Print **3 copies** of the document. [2]

iii)   How **many printers** are installed on the computer? [2]

iv)   Write down the **name** of the **default printer**. [2]

v)   Write down the **name** of the **button** to begin printing. [2]

d i)   Underline the name of the **toolbar** shown below:
        Formatting toolbar,   Standard toolbar,   Drawing toolbar. [2]

ii)   Draw a **circle** around the button to show/hide the **non-printing characters**.
       Mark the circle with the **letter 'A'**. [2]

iii)   Draw a **circle** around the **zoom** box. Mark the circle with the **letter 'B'**. [2]

iv)   Draw a **circle** around the button that is used to draw the **border lines** of a
       table. Mark the circle with the **letter 'C'**. [2]

---

3 **This question is about Spreadsheets.**

a Study the following picture of a worksheet and then tick (✓) whether the statements below are **True** or **False**.

	A	B	C	D	E	F	G	H
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	Petrol	4.00		3.00			10.00	5.00
3	Fruit	4.50		2.80	3.00		6.00	
4	Lunch	3.00	4.00	3.75	3.50	4.50		
5	Leisure		3.50	2.00		10.00	15.00	8.00
6	Bills	20.00	12.00	25.00	22.00	10.00	12.00	5.00
7	Totals per Day	31.50	19.50	36.55	28.50	24.50	43.00	18.00

		True	False	
i)	**AutoFill** has been used from cell B1 to cell H1.			[1]
ii)	No cells are **shaded**.			[1]
iii)	Some cells have a **vertical text orientation**.			[1]
iv)	Cells A2 to A6 are **sorted** in ascending order (A to Z).			[1]
v)	The contents of cells A2 to A6 are **right aligned**.			[1]
vi)	The contents of cells B2 to B6 are **centre aligned**.			[1]
vii)	A **formula** must begin with the = **sign**.			[1]
viii)	All numbers are formatted to **1 decimal place**.			[1]
ix)	You can **search and replace** the contents of cells.			[1]
x)	You can print a **range of cells** of a worksheet.			[1]

b The picture below shows the part of the spreadsheet that is used to **move through worksheets**. Some of the buttons have been numbered.

33					
34					
35					

|◄ ◄ ► ►|\ English / Maths \ **Art** / Maltese / ICT /

↑ ↑ ↑ ↑
1 2 3 4
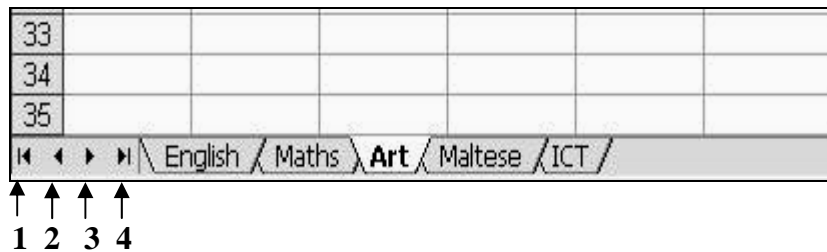
i) How **many worksheets** are in the workbook? [2]

ii) Write down the **name** of one of the worksheets. [2]

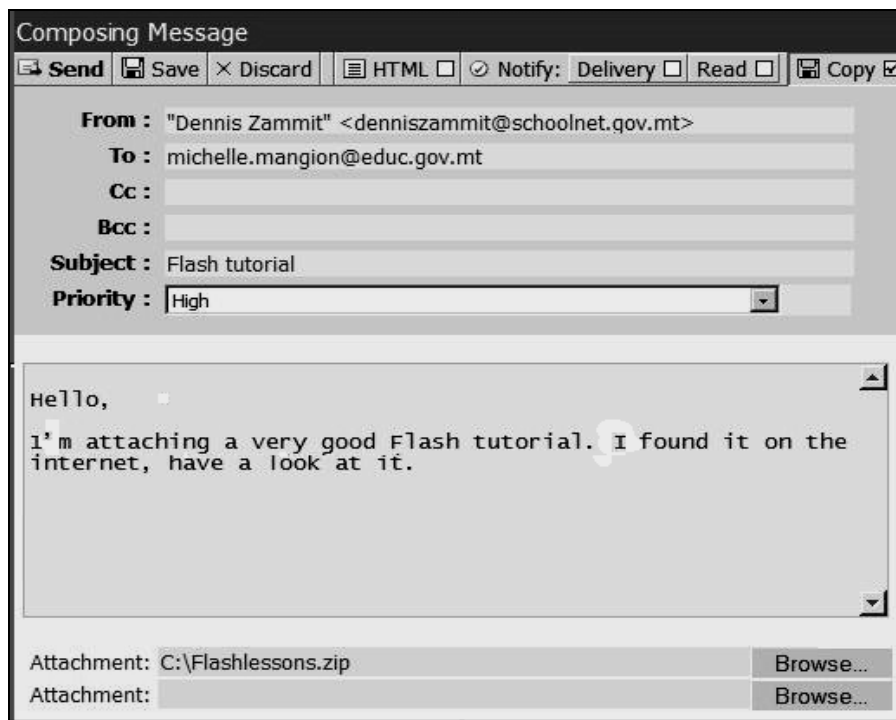iii) Write down the **name** of the **active** worksheet. [2]

iv) Write down the **number of the button** that is used to go to:

- The **last** worksheet; _____ [2]
- The **first** worksheet; _____ [2]
- The **next** worksheet; _____ [2]
- The **previous** worksheet. _____ [2]

4   **This question is about Information and Communications.**

a   **Tick** (✓) the **correct answer** for each of the following questions.

i)   Which of the following is a **website address**?
- flyjet@hotmail.net   ☐
- c:\my computer\documents   ☐
- http://www.flyjet.com   ☐ [1]

ii)   The addresses of **frequently visited websites** are usually stored in:
- Documents and Settings   ☐
- Recycle Bin   ☐
- Favourites   ☐ [1]

iii)   A **search engine** searches:
- In a large database of websites   ☐
- In an Internet Service Provider   ☐
- A group of friends in a chat room   ☐ [1]

iv)   The **browser history** shows:
- The history of Malta   ☐
- The images found in a website   ☐
- A list of websites that have been visited.   ☐ [1]

v)   **Downloading** a file means:
- Getting a copy of a file from the Internet   ☐
- Opening a website from the Internet   ☐
- Putting a file in a folder.   ☐ [1]

vi)   **Spam** is sending the same email to:
- A large number of persons   ☐
- Yourself   ☐
- Your parents.   ☐ [1]

vii)   An email may be **infected** with:
- Bird flu   ☐
- An anti-virus software   ☐
- A virus.   ☐ [1]

b   Look at the following picture of an email message. Study the picture and then answer the questions below.

```
Composing Message
⮞ Send | 💾 Save | ✕ Discard |  | 🔲 HTML ☐ | ⊘ Notify: Delivery ☐ | Read ☐ | 💾 Copy ☑

     From :  "Dennis Zammit" <denniszammit@schoolnet.gov.mt>
       To :  michelle.mangion@educ.gov.mt
       Cc :
      Bcc :
  Subject :  Flash tutorial
 Priority :  High                                        ▾

 Hello,                                                   ▲

 I'm attaching a very good Flash tutorial. I found it on the
 internet, have a look at it.

                                                          ▼

 Attachment: C:\Flashlessons.zip                     Browse...
 Attachment:                                          Browse...
```

i)   Write down the **name** of the **sender** of the email.

_____ [2]

ii)   Write down the **email address** of the **receiver** of the message.

_____ [2]

iii)   Write down the **first word** of the message.

_____ [2]

iv)   What is the **Priority** of this message?

_____ [2]

v)   Write down the **file name** of the attachment.

_____ [2]

c   Tick (✓) the **correct answer** for each of the following questions on email.

i)   **Cc** stands for:
- Computer Control ☐
- Carbon Copy ☐
- Computer Copy. ☐   [1]

ii)   **Bcc** stands for:
- Blind Computer Control ☐
- Blind Carbon Copy ☐
- Blind Computer Copy. ☐   [1]