

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2006

Educational Assessment Unit – Education Division

FORM 4

INFORMATION AND COMMUNICATIONS TECHNOLOGY

TIME: 1 h 30 min

Name: _____

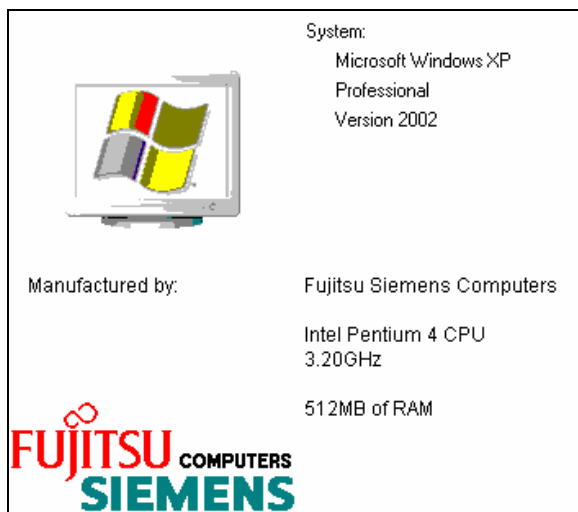
Class: _____

For office use only:						
Question 1 (max 20 marks)	Question 2 (max 20 marks)	Question 3 (max 20 marks)	Question 4 (max 20 marks)	Paper Total 80%	Practical Test 20%	Final Mark

Answer ALL questions. This paper carries 80 marks.

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

- (a) The picture below shows the basic information of a certain computer system.



- i) Write down the **name of the Operating System**.

[1]

- ii) Write down the **type of CPU**.

[1]

- iii) Write down the **amount of RAM**.

[1]

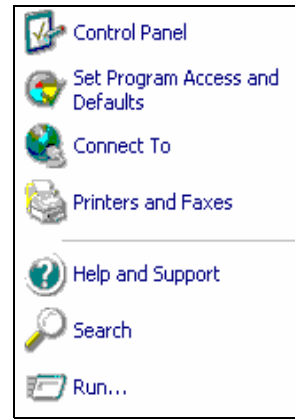
- iv) One item in the picture above is **3.20GHz**. **Underline** one of the statements below to show what the number is referring to.

The processor speed.

The hard disk speed.

[1]

(b) The picture on the right shows some of the **items** that you can select after clicking the *Start* button.



i) Which item is used to change the **keyboard language**?

[1]

ii) Which item is used to **look for a particular file**?

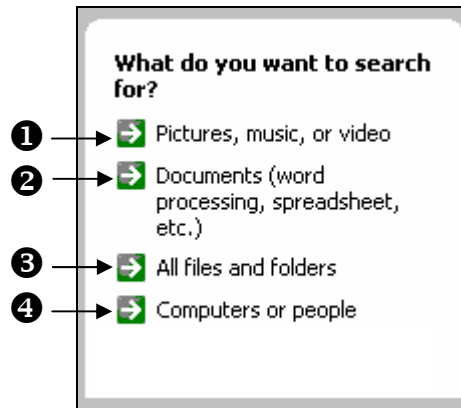
[1]

iii) Which item is used if you want to know **how to fix a problem**?

[1]

iv) Write down the item which, if clicked, **shows the picture given below**.

[1]



(c) Look carefully again at the picture above. Then write down whether the following are **true** or **false**.

i) Button 2 may be used to find the folder which you have created one month ago.

ii) Button 1 may be used to find an image that you have drawn last week.

iii) Button 3 is used to find the folder that you have forgotten its name.

iv) Besides the hard disk, you can also look for a particular file in a floppy disk.

True or False

[1]

[1]

[1]

[1]

d) Complete the following paragraphs by writing down the **correct word** given in brackets.

The two symbols ‘*’ and _____ (‘&’, ‘\$’, ‘?’) may

[1]

be used when you are looking for particular files or folders. These two symbols are called _____ (wild, wildcard, wide)

[1]

characters. They are usually typed in the part of

the _____ (filename, computer, document) which

[1]

you have forgotten.

The '*' is used for any group of characters in _____

[1]

(a different, a nearby, the same) position as the '*'. For example, typing

b*ge finds _____ (bug, baggage, baggie). While

[1]

typing _____ (*.*, *.xp, *.xls) will look for all

[1]

spreadsheet files.

e) **Tick** (✓) the correct answer to each of the following two questions.

i) The image of a screen may be captured by pressing the key:

• Page Up.

• Scroll.

• Print Screen.

[1]

ii) The captured image of the screen may then be:

• underlined.

• pasted in a word document.

• checked for spelling mistakes.

[1]

2 This question is about Word Processing.

(a) The text in the box below uses the following five formatting features:

Indentation

Hyphenation

Single line spacing

Double line spacing

Paragraph spacing

There are a number of operat-
ing systems in common use. The
personal computer was introduced
way back in 1981 and was originally
supplied with an operating system
called DOS.

← _____

[1]

This operating system was
very basic, and you had to
be a bit of a computer expert
to use it.

← _____

[1]

← _____

[1]

Later on Windows was introduced.

This is the operating system that is
most widely used on computers today.

← _____

[1]

Look carefully at the shaded areas of the text box above. Then write down the features on their proper arrow.

(b) One of the statements below does the task of the icon shown on the right. Underline the correct statement.



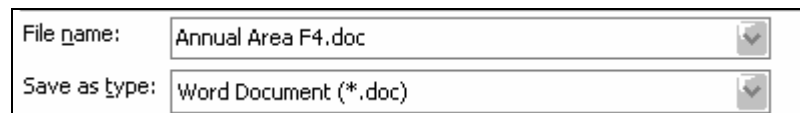
Paint brush

Copy formatting

Print preview

[1]

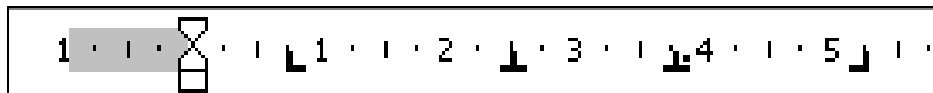
- (c) The **Save as type** facility shown in the picture below is used to save a document under a different **file format**.



Draw lines to match the **file formats** given below with their correct **file extension**. *The first one has been done as an example.*

File format	File extension	
Word document	.htm	[1]
Web page	.doc	
Rich text format	.txt	[1]
Document template	.rtf	[1]
Plain text	.dot	[1]

- (d) The picture below shows part of the ruler after four different **tab stops** were set.



- i) Tick (✓) the statement which best describes what a **tab stop** is used for:

- To copy and paste text.
- Lets you align text.
- Prevents a table from deletion.

[1]

- ii) Write down whether the following tab stop settings are **True** or **False**.

- is the Left Tab
- is the Right Tab
- is the Centre Tab
- is the Decimal Tab

True/False

[1]

[1]

[1]

[1]

- iii) Write down the **size** of the **left margin**. _____

[1]

- (e) Complete the sentences below on **mail merge** using the following words.

spreadsheet labels personalized word processor

- i) Mail merge can be used to send _____ invitations for a party.
- ii) The letter of invitation is prepared in a _____.
- iii) Your friends' details may then be taken from a _____.
- iv) Besides invitations, you can also prepare address _____.

[1]

[1]

[1]

[1]

3 This question is about Spreadsheets.

(a) The following are three different **cell references** that may be used in a formula:

A7 \$A\$7 \$A7

- i) Write down the **absolute** cell reference. _____ [1]
- ii) Write down the **relative** cell reference. _____ [1]
- iii) Write down the **mixed** cell reference. _____ [1]

(b) The picture below shows a spreadsheet with some student names and their examination mark.

	A	B	C
1	Student Name	Exam Mark	Pass/Fail
2	John	83	Pass
3	Rita	65	Pass
4	Mary	34	Fail
5	Peter	71	
6	Jane	45	
7	Gino	25	
8			

[1]
[1]
[1]

The following formula was typed in cell C2 and then dragged to cell C4.

IF(B2>44, "Pass", "Fail")

- i) Write down in cells C5, C6 and C7 of the picture above, what you **expect to see** if the same formula is copied in these three cells.
- ii) Copy the formula on the line below such that students pass if they obtain from 50 marks upwards.

[1]

iii) Complete the following formula with **NO** (for not promoted) and **YES** (for promoted). Assume that a mark is in E2 and the pass mark is 200.

IF(E2 >= 200, " _____ ", " _____ ")

[2]

iv) **Draw lines** to show the meaning of the following symbols. *One has been done as an example.*

Symbol

Meaning

>

Less than

[1]

<

Greater than or equal to

[1]

=

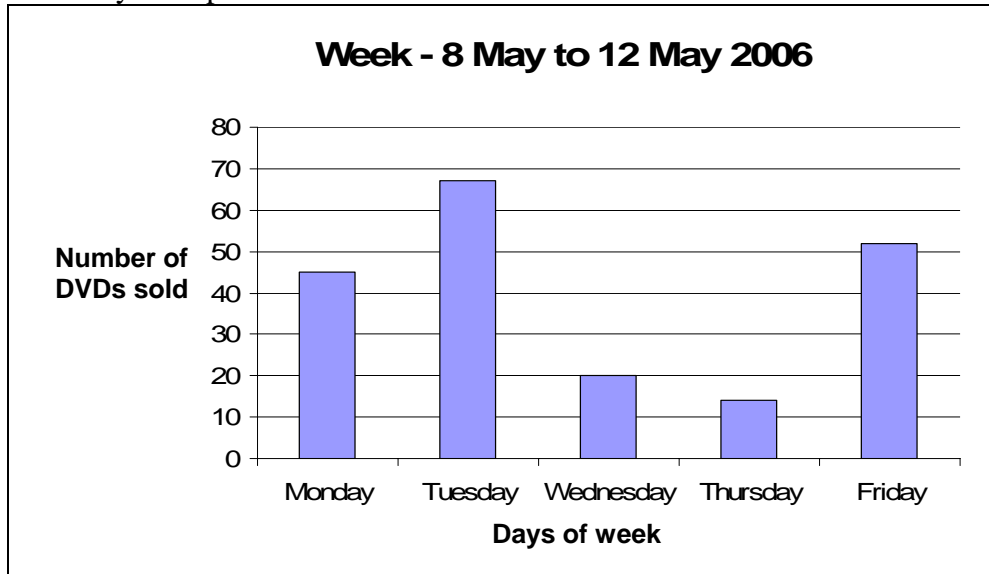
Greater than

>=

Equal to

[1]

- (c) The following chart shows the number of **DVDs sold** during a particular **week** by a shop.



- i) Write down the **dates** for which the chart was drawn.

[1]

- ii) On which **day** was the **highest number** of DVDs sold?

[1]

- iii) On which **day** was the **least number** of DVDs sold?

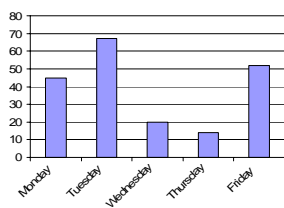
[1]

- iv) How **many DVDs** were sold on **Wednesday**?

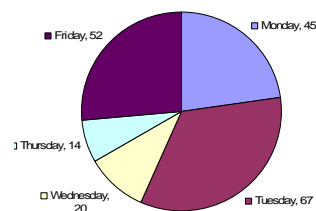
[1]

- v) The **type of chart** may be changed as shown in the four pictures below. Use the following words to **label the four charts**.

Pie chart Bar chart Column chart Line chart

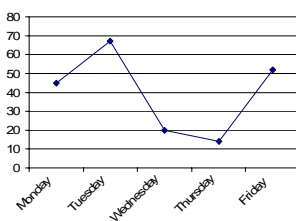


1.

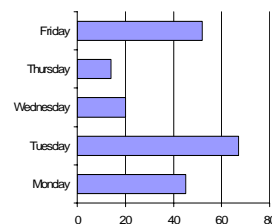


2.

[2]



3.



4.

[2]

4 This question is about Internet and Email.

(a) Write down whether the following sentences are **True** or **False**.

	True/False	
i) Cookies are used by some websites to identify you and therefore saves you from having to log in again.		[1]
ii) Internet cache is used to store a copy of the information on the website that you have just visited.		[1]
iii) A web-based form is a form which has to be filled in using a special pencil.		[1]
iv) Firewalls are used to stop the access of all the websites on the Internet.		[1]
v) Encryption is a means of 'scrambling' a message to make it more secure.		[1]

(b) A simple encryption method is by **changing each letter of a word to the next one in the alphabet** as shown below:

- A is changed to B
- B is changed to C
- C is changed to D etc...

Therefore the word 'BAR' becomes encrypted to 'CBS'.

Use the same encryption method to encrypt the word **COMPUTER**.

[2]

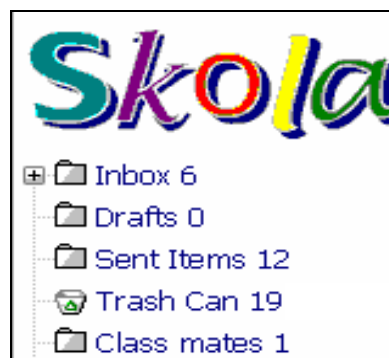
(c) Two formats of typing the keywords **Maltese history** in a search engine are given below. Write down whether the information found is True or False.

Keywords	Information found	True or False
Maltese history	Finds all pages related to Maltese , to history and to Maltese history .	
"Maltese history"	Finds only pages where the words Maltese history appear next to each other.	

[1]

[1]

(d) The picture below shows part of the **email program** after you have created a new folder.



i) Write down the **name** of the new folder that you have created.

[1]

ii) How many **messages** have been moved into your new folder?

[1]

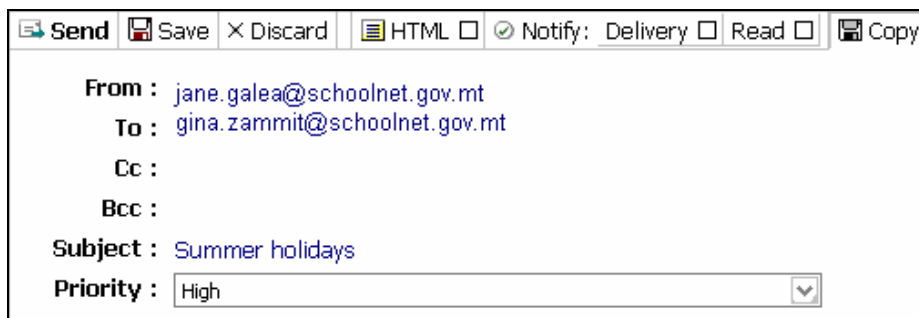
iii) Which folder has got other **subfolders** in it?

[1]

iv) How many **unwanted messages** have been thrown away?

[1]

(e) The following picture shows an email message before it is sent.



i) Write down the **email address** of the student sending this message.

[1]

ii) To what level has the **priority** been set? _____

[1]

(f) Look carefully at the picture below.

<input checked="" type="checkbox"/>	Status	From	Subject	Size
<input type="checkbox"/>		gmz.harrod@gov.mt	Examination results	1084
<input type="checkbox"/>		kelina@schoolnet.mt	Re: Favourite pet	1034
<input type="checkbox"/>		peter@hotmail.com	Favourite pet	806
<input type="checkbox"/>		gina@yahoo.com	Summer Holidays	1160
<input type="checkbox"/>		MAILER-DAEMON@schoolr	Undeliverable mail: Birthday Party	1480
<input type="checkbox"/>		postmaster@schoolnet.gov	Welcome to Schoolnet Mail!	2362

i) Write down the **subject** of one of the messages.

[1]

ii) Which button must be clicked to **sort** the messages by their size?

[1]

(g) Complete the paragraph below using the following words:

new saves book

The address _____ is used to insert an address into an email message. You can add _____ addresses or delete unwanted addresses. The address book _____ you the time of typing the addresses while composing a message.

[1]

[1]

[1]