

SECONDARY SCHOOL ANNUAL EXAMINATIONS 2007

Educational Assessment Unit – Education Division

FORM 1 **INFORMATION AND COMMUNICATIONS TECHNOLOGY** **TIME: 1 h 30 min**

Name: _____

Class: _____

Answer ALL questions.

1 Put **T** or **F** to indicate whether these statements are **True** or **False**.





- a) A folder can have more than one sub-folder.
- b) A file can contain a folder.
- c) A window can be resized.
- d) A file deleted from a floppy does not go into the recycle bin.
- e) Press SHIFT+ ALT + DELETE to close a non responding application.

T or F

5

2 Label the following pictures by using words from the table below.

Cd-Rom	My Computer	Start button	Folder
--------	-------------	--------------	--------

- a)  _____
- b)  _____
- c)  _____
- d)  _____

4

3 The following buttons are found in every window. Draw a line from the label to its corresponding picture.

- a)

Restore window
Close window
Minimise window
Maximise window
- b)

Restore window
Close window
Minimise window
Maximise window
- c)

Restore window
Close window
Minimise window
Maximise window
- d)

Restore window
Close window
Minimise window
Maximise window

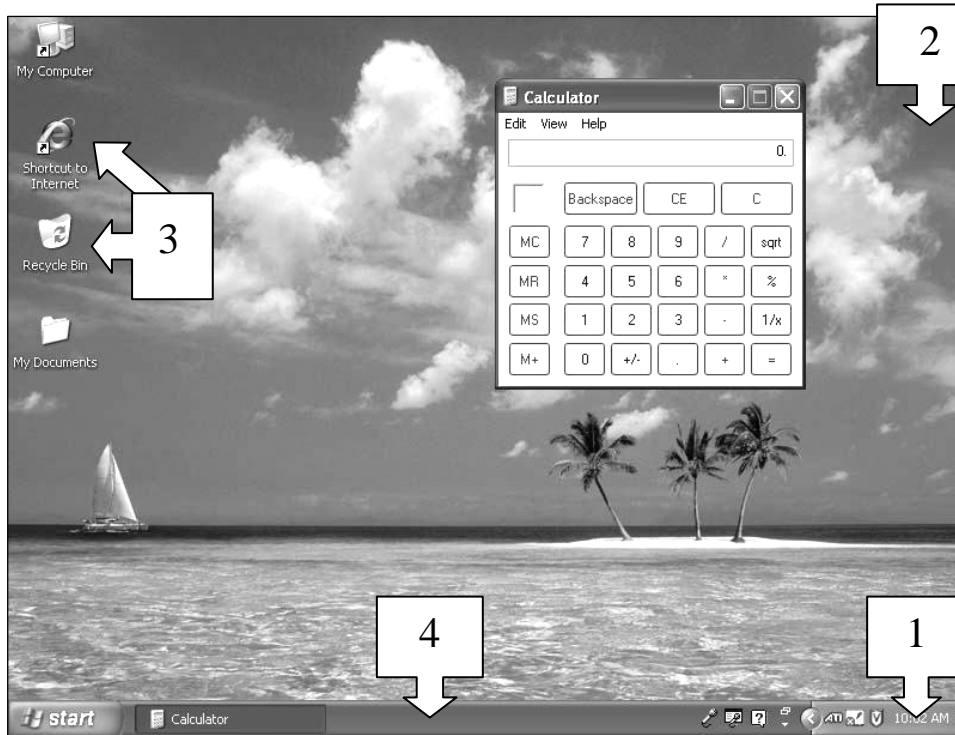


4

4 Fill in the table below using the numbers from the Desktop screenshot show below.

a)	Task Bar	
b)	Icons	

c)	Wallpaper	
d)	Notification Area	



4

5 The following keys are found on the keyboard. Write the name of the key used to do the following tasks.

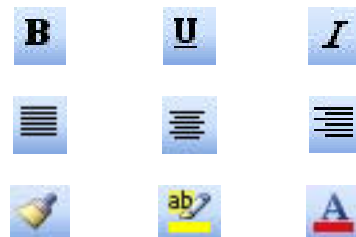
Delete	Shift	Backspace	Spacebar	Caps Lock	Enter
--------	-------	-----------	----------	-----------	-------

	Description of task	KEY
a)	Creates a blank character space	
b)	Hold down this key to type a capital letter	
c)	Deletes characters to the left of the cursor	
d)	Starts a new paragraph	
e)	Hit this key and type in capital letters	
f)	Deletes characters to the right of the cursor	

1
2

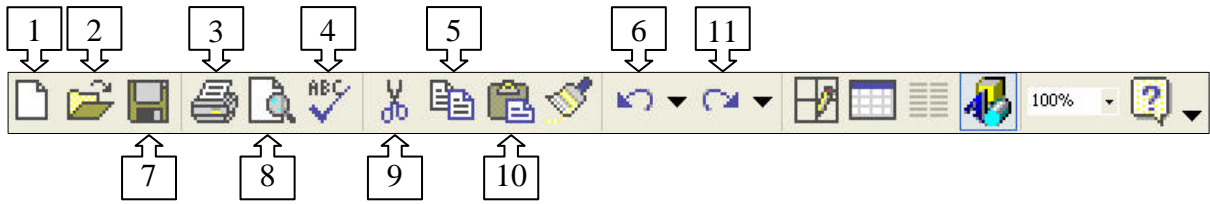
6 Draw a circle round the picture of the tool which helps you do the following:

- a) To give a bold effect
- b) To centre text
- c) To change text colour



3

7 Match the number of the icon to its use in the boxes below:



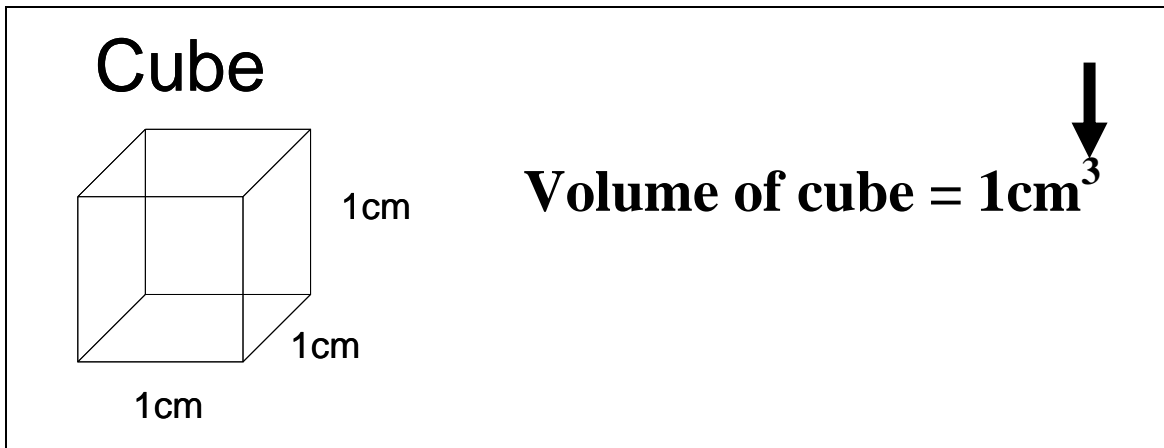
a)	Redo	11
b)	Paste	
c)	Print	
d)	Undo	

e)	Save	
f)	Print Preview	
g)	Spell Check	
h)	Open	

i)	Copy	
j)	New	
k)	Cut	

10

8 Look at the picture below and answer the questions which follow:



- a) Mark with a cross (✕), one point from where you can **resize** the cube. 2
- b) Look at the arrow in the above figure. Underline the correct formatting effect used on the number 3:
 - i) Subscript
 - ii) Superscript
 - iii) Emboss2
- c) On the above picture, **mark with a circle** the place from where you can **rotate** the cube. 2

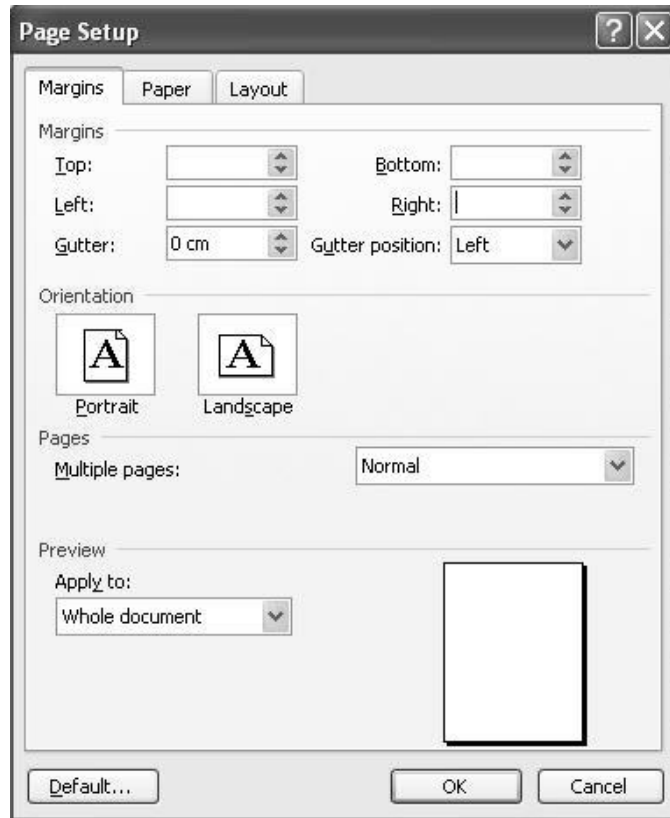
9 This question is about a wordprocessing document. Put T or F to indicate whether these statements are True or False.

- a) When you save a document the file extension will be **.xls**
- b) You can change the font size of your text.
- c) You can print a document.
- d) You can insert pictures in your document.
- e) Once you close the document you can not open it again.

T or F

5

10 This question is about the Page Setup dialog box.

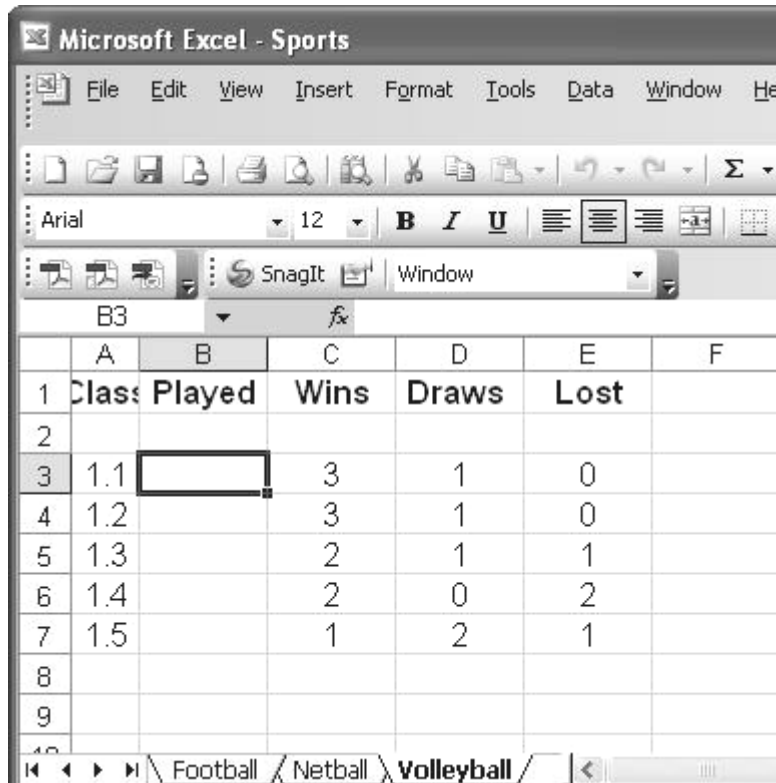


- | | |
|--|---|
| a) Draw a square to mark the correct choice so that Jack will print in a landscape mode. | 2 |
| b) Jack wants his document to be printed with a 2.5cm left and right margins. Write these measurements in the appropriate fields of the above picture. | 2 |
| c) Mark with a circle the button Jack has to click to confirm the changes. | 2 |

11 This question is about Spreadsheets.
Read the following statements and **tick** (✓) the **best** answer.

- | | | |
|--|---|---|
| a) The contents of a cell can be of three different types. These are: | | 1 |
| i. Numbers, text or labels. <input type="checkbox"/> | iii. Equations, numbers or text. <input type="checkbox"/> | |
| ii. Formulae, text or numbers. <input type="checkbox"/> | iv. Words, numbers or labels. <input type="checkbox"/> | |
| b) The advantage of using a spreadsheet is: | | 1 |
| i. Charts are very colourful. <input type="checkbox"/> | iii. Work can be saved. <input type="checkbox"/> | |
| ii. Tables are ready made. <input type="checkbox"/> | iv. Automatically calculations <input type="checkbox"/> | |
| c) A formula must always start with the symbol : | | 1 |
| i. Plus (+) <input type="checkbox"/> | iii. Exclamation Mark (!) <input type="checkbox"/> | |
| ii. Equals (=) <input type="checkbox"/> | iv. Asterix (*) <input type="checkbox"/> | |

12 Use the picture below to answer the questions which follow:



- a) What is the name of the **workbook**? _____ 2
- b) Which **worksheet** is being used? _____ 2
- c) Which is the **active cell**? _____ 1
- d) On the above picture, mark with a circle the place where you must double click to **automatically widen** column A _____ 2
- e) Write a **formula** which finds the total of cells C3, D3 and E3.
_____ 2

13 Correct the mistakes in the following formulae

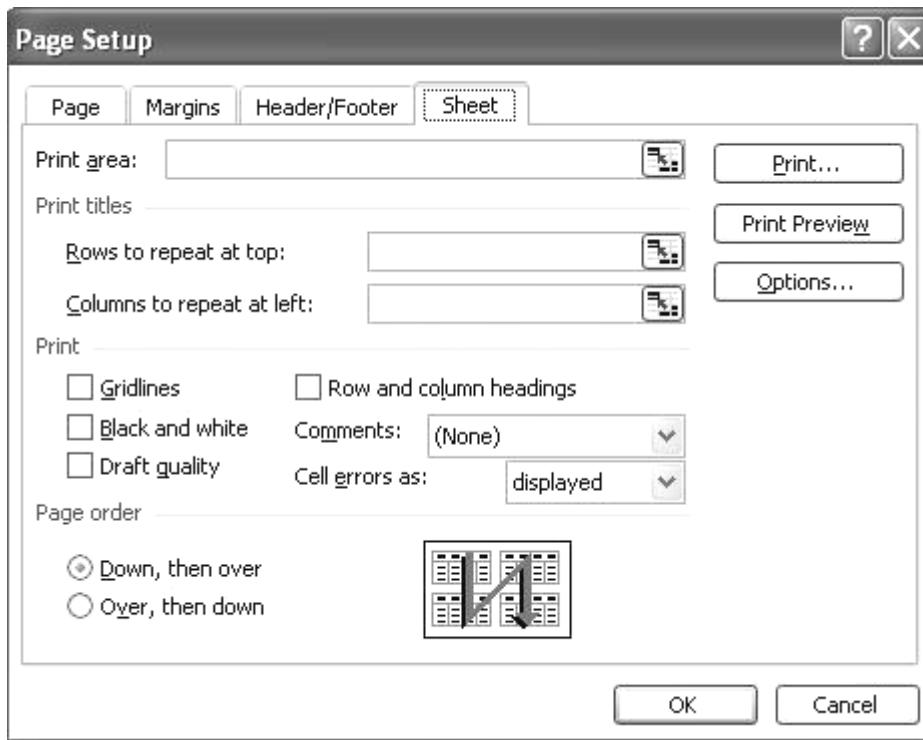
Description	Wrong formula	Correct formula	
a) Multiply cell C3 by 3	C3*3	_____	2
b) Add cell C3 to cell D3	(=C3+D3)	_____	2
c) Divide cell D7 by 2	=D7\2	_____	2

14 Label the following tool button pictures by drawing a line.

- a)  Format Painter
- b)  Border
- c)  Fill bucket

1
1
1

15 Using the picture below of the Page Setup dialog box, answer the questions which follow.



- a) Jack wants to print the **gridlines**. Tick with a (✓) the right checkbox to help him.
- b) Mark with a circle the **button** which Jack has to press to **select rows** which will be printed at the **top** of each page.
- c) Put an arrow on the tab which will allow Jack to change the **margins**.

2
2
2

16 These questions are about Internet. Tick (✓) the correct answer.

a) To **view** web pages we use a **software** called

- Word Processor Browser
 Spreadsheet Paint

1

b) To **communicate** with other computers over the telephone line you need this piece of **hardware**

- Modem UPS
 Keyboard Mouse

1

c) To go to the **home page** you click this icon

-  
 

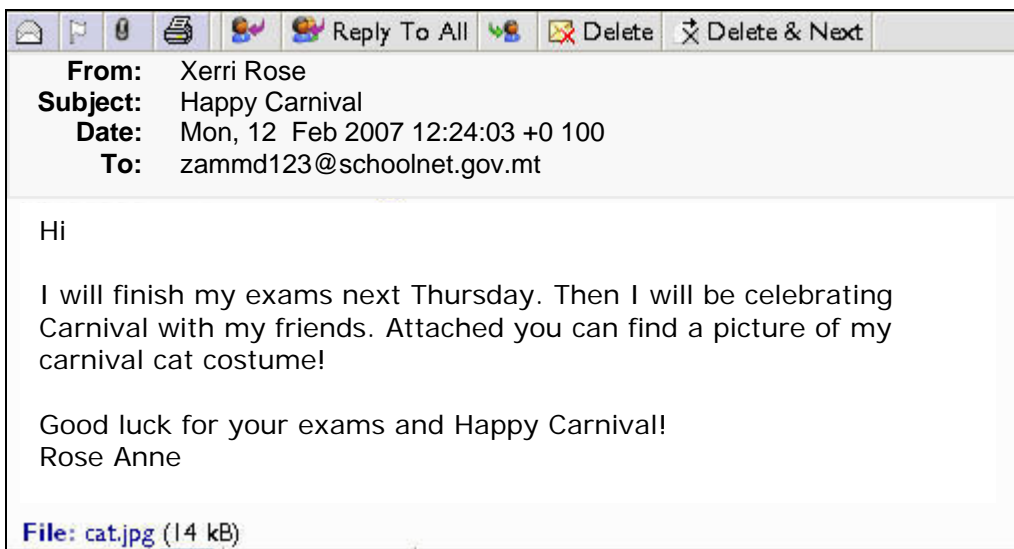
1

d) To look for information on the internet you use

- Email Password
 Search Engine Username

1

17 This question is about receiving an e-mail



a) Who is **sending** the mail? _____

2

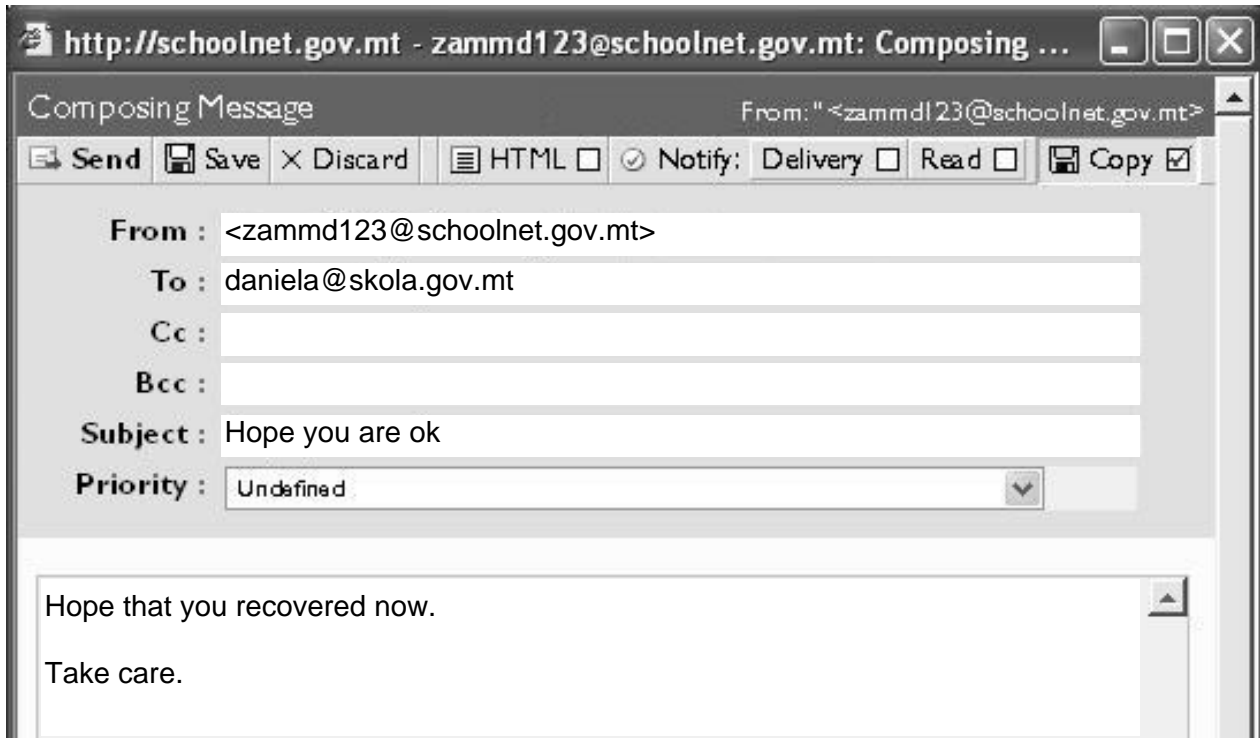
b) What is the **subject** of the e-mail? _____

2

c) What is the **recipient's** address? _____

2

18 This question is about sending e-mail:



a) Copy the subject of the above e-mail message: _____

1

b) Write the e-mail address of the person who will receive the mail:

2

c) Which button is used to send the e-mail? Tick (✓) the correct answer.

1

<input type="checkbox"/> Read	<input type="checkbox"/>	<input type="checkbox"/> Delivery	<input type="checkbox"/>
<input type="checkbox"/> Save	<input type="checkbox"/>	<input checked="" type="checkbox"/> Send	<input type="checkbox"/>

END of EXAMINATION PAPER