SECONDARY SCHOOL ANNUAL EXAMINATIONS 2007
Educational Assessment Unit – Education Division

FORM 2	INFORMATION AND COMMUNICATION TECHNOLOGY	TIME: 1 h 30 min

Name: _____   **Class:** _____

Answer ALL questions.

1 Kevin needs to **format** a floppy disk.

a) **Shade one** of the circles to show which part of the floppy disk Kevin has to set to **remove** the **write protection**.

2

b) The picture on the right is showing part of the format dialogue box.

On the picture, mark with a cross (✖) to show where Kevin would click to quickly format the disk.

1

c) On the picture, mark with a tick (✔) to show where Kevin would click to start formatting the floppy disk.

1

2 Kevin and Ronald are using a computer to produce a project about Butterflies. The project must include **pictures**, **graphics** and short paragraphs of **text**.
Kevin and Ronald can use the following programs:

Spreadsheet	E-Mail	Graphics Program	Internet Browser	Word processor

Fill in the blanks using 4 of the above listed programs:

a) They should use the _____ to **type** information about butterflies.

2

b) They should use the _____ to **draw** a simple diagram of a butterfly wing.

2

c) They should use the _____ to send an **electronic message** over the internet.

2

d) They should use the _____ to **view websites** about butterflies.

2

3 Kevin would like to **save** his project files on a **floppy disk**. Give **one** reason why he wants to save his files on the floppy disk and **NOT** on the hard disk.

_____

_____

2

4 **Karen types notes about butterflies as shown below:**

Papilio machaon ssp. Melitensis

- Papilio machaon ssp. Melitensis produces two broods and sometimes a third.
- Male and female coloration are similar.
- Caterpillar feeds on Rue and Fennel.
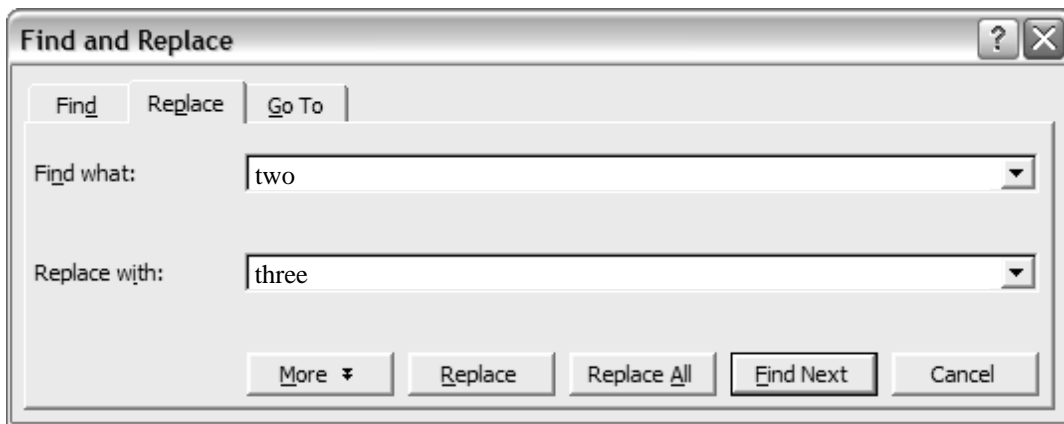- Subspecies melitensis is endemic.
- Common.

Look carefully at the picture above and **fill in** the blanks with the following words:

numbered	Formatting	select	bullets

a) The above list is called a list with _____.

b) To obtain this effect, _____ the text and click from the _____ toolbar.

c) Click the button if you want a _____ list.

4

5 Karen uses a feature called **Find and Replace** as shown below.

a) What text is she trying to find?

2

b) Which button does she need to click to start the search?

2

c) What happens if Karen clicks on the **Replace** button?

_____

_____

2

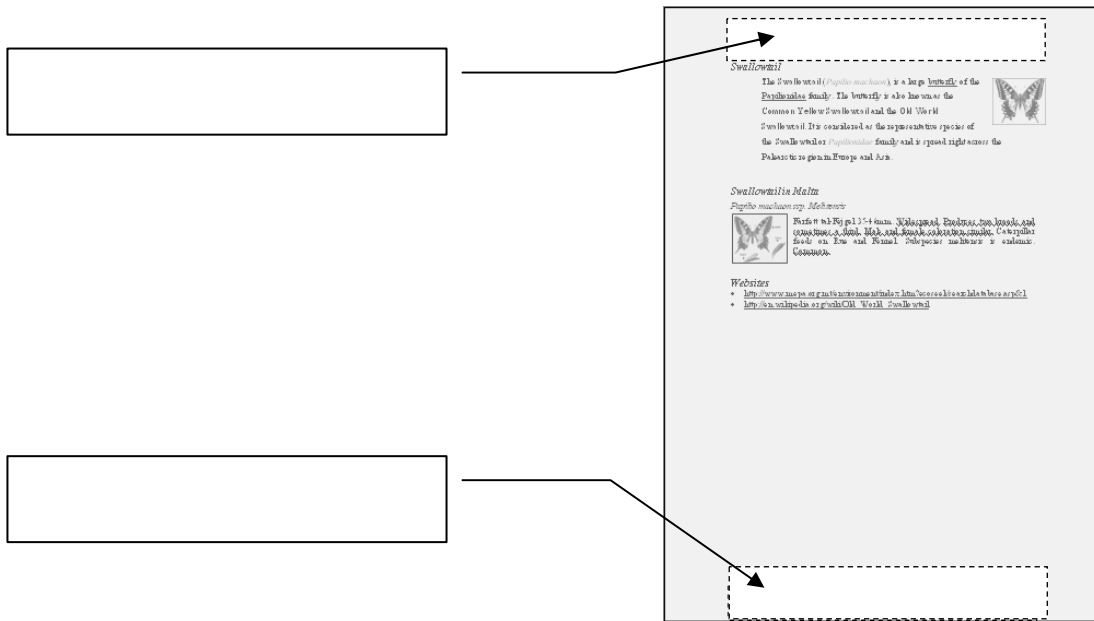d) What happens if Karen clicks on the **Replace All** button?

_____

_____

2

6 a) Label the following picture with the words **Header** or **Footer** to show which section is the page Header and which is the page Footer: | 2

b) **The picture below shows the Header and Footer toolbar.**

Insert Time	Insert Date	Insert Page Number
Switch Between Header and Footer	Author	Insert Number of Pages

Use the words from the table above to complete the following table:

	Tool Button	Why do we use it for?	
i.			2
ii.	Insert AutoText ▾	Inserts auto text, for example _____	1
iii.			2
iv.			2
v.			2
vi.			2

7 The picture below shows the scores obtained by students in a Science Project. The students had to show photos of butterflies and create a website.

Tiziana collected information about Butterflies in Malta for her Science project. She scored 5 marks in showing butterfly photos, and 6 marks for making a website.

Arial		10	**B** *I* U					% ,		
G13			*fx* =AVERAGE(G5:G9)							

	A	B	C	D	E	F	G
1	Science Project: Butterflies in Malta						
2							
3							
4	Index	Project Title	Name		Photos	Website	Total Score
5	1	Butterflies of Malta	Karen		9	8	17
6	2	Moths and Butterflies	Mark		5	7	12
7	3	Colourful Fliers	Mario		7	5	12
8	4	Our Butterflies	Kevin		6	8	14
9	5	A story of a Pupa	Tiziana		5	6	11
10							
11						Maximum Score:	17
12						Minimum Score:	11
13						Average Score:	13.20
14							

a) On the above picture, **shade** the **cell range A5:A9**.   2

b) From the above picture, **copy and write down**:

    i.   the **total score** Tiziana got.   1

   ii.   the **highest score** of the class.   1

    iii.   The name of the student with the highest score.   1

c) **Look carefully at the above picture**, copy the formula shown in the formula bar: 2

d) Write the formula used in cell **G5**, **using the + operator**, to find the total score: 2

e) Write the formula used in cell **G9**, **using the SUM function**, to find the total of **E9:F9**.   2

f) Write the formula used in cell **G11 to find the highest score of the class**:   4

8 The picture below is part of the page Header dialog box.
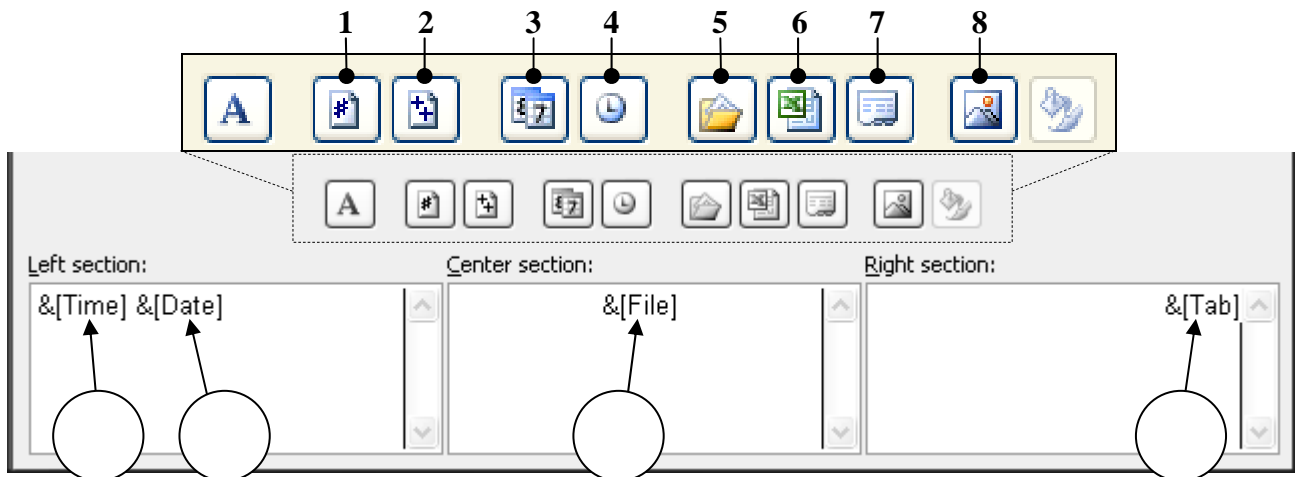
a) In the above circles, write the **number** of the tool to insert the indicated headings.   4

b) **Underline** the correct word in ( ) brackets:

   i.   The &[Time] shows the (**time, date,   year**).   1

   ii.   The &[Date] shows the (**time, date, month**) when the sheet is printed.   1

   iii. The filename is shown by (**&[File], &[Path]**).   1

   iv.   The name of the sheet is shown by (**&[Tab], &[Sheet]**).   1

9 The following picture shows the Standard and Formatting toolbar in Excel.
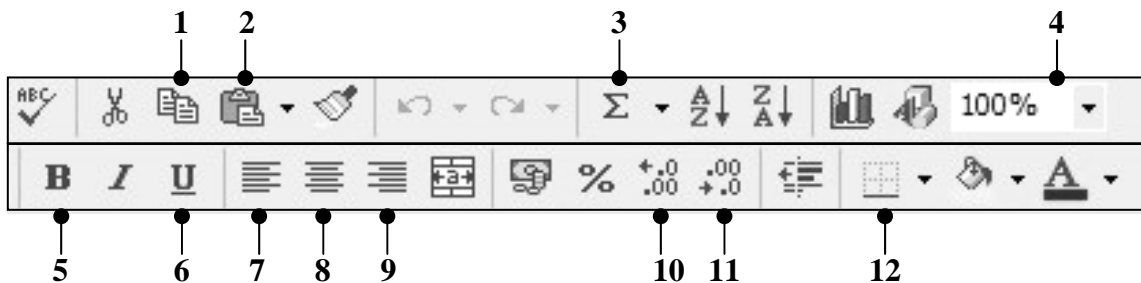

Write the number of the tool button that Carol has to click if she wants to:

	Tool	
a) **Zoom** to 75%.		1
b) **Centre** a title in a cell.		1
c) Align to the **Right** the contents of a cell.		1
d) Change the number 13.20 to 13.2		1
e) Insert a **function** such as SUM.		1
f) **Underline** the words in a cell.		1
g) Add **borders** around cells.		1
h) **Paste** a copied formula.		1

10 Complete the following crossword puzzle using the hints below:

¹	²										
					³H						
⁴											
		⁵M									
		⁶Q									
	⁷										
		⁸									
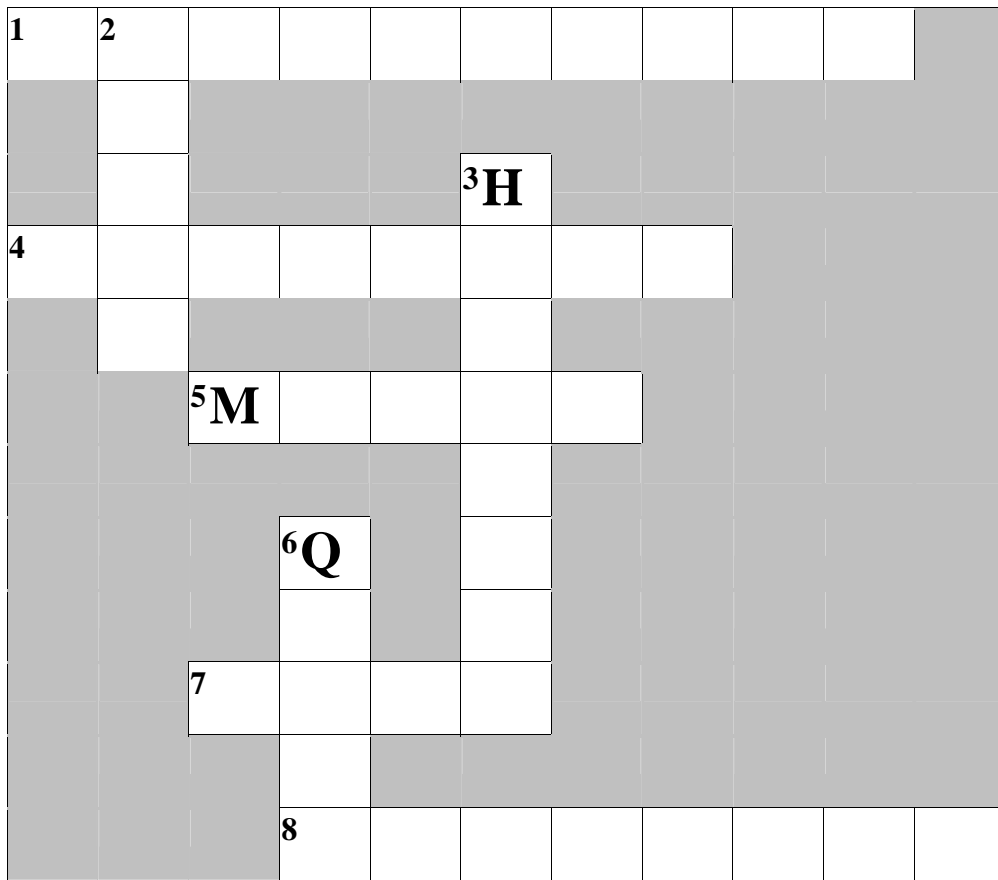
Across:

1. E-mail is short for _____-mail.
4. To logon you need a username and a _____.
5. To connect to the Internet you need a computer, a telephone line and a _____.
7. The W in WAN is for _____.
8. We use these in search engines.

Down:

2. The L in LAN stands for _____.
3. The web page that appears when you open your browser.
6. One advantage of e-mail is that it is very _____.

8

11 Read carefully and answer by writing **T** for *True* or **F** for *False*.

		T or *F*	
a)	A virus is a program which may **damage** your files.		1
b)	You must update your virus scanner **once a year**.		1
c)	An email attachment **cannot** have a virus.		1
d)	Use a **virus scanner** to check a floppy disk for viruses.		1
e)	A virus scanner is used to create new viruses.		1

12 **Underline** the correct statement for each of the following:

a) What does **WWW** stand for?
   i. World Wild Wait
   ii. World Wide Web
   iii. Web Wide World

1

b) Which one of the following is a **browser**?
   i. Yahoo Mail
   ii. Internet Explorer
   iii. Windows XP

1

c) Which one of the following is an **e-mail address**?
   i. www.kidz.com
   ii. http://skola.gov.mt
   iii. helpdesk@skola.gov.mt

1

d) A **search engine is used …**
   i. To chat with someone on the internet.
   ii. To log on to a network.
   iii. To find websites with information about a particular topic.

1

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13 **Kevin opens his mailbox and notices that he has new messages.**
Look carefully at the picture below and answer the following in the space provided:

Mailbox: Inbox

Skola

Inbox **8 (4)**
Drafts 3
Sent Items **9**
Trash Can **6** - empty now

a) How many **emails** are there in the **Inbox**?

1

b) How many **unread** emails are there in the **Inbox**?
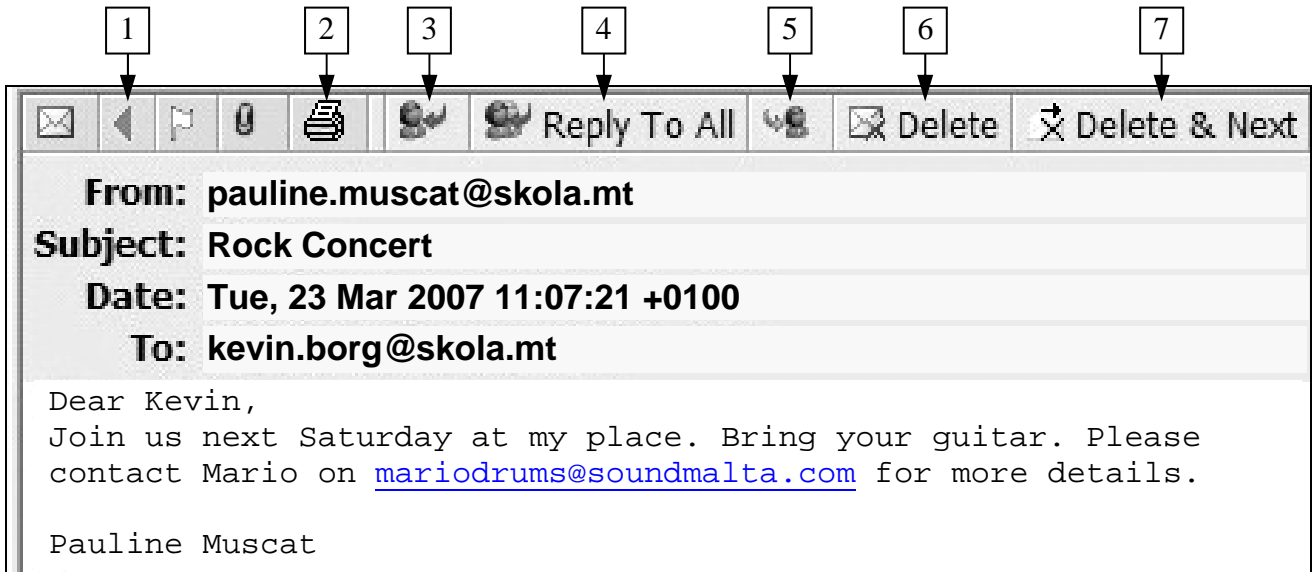
1

c) How many emails has Kevin **deleted**?

1

d) How many emails has Kevin **sent**?

1

14 **Look carefully at the following picture. Some tool buttons are numbered.**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| ⊠ | ◀ | ⚑ | 0 | 🖨 | 🖳 | 🖳 Reply To All | ◟🖳 | ⊠ Delete | ✗ Delete & Next |

From: pauline.muscat@skola.mt
Subject: Rock Concert
Date: Tue, 23 Mar 2007 11:07:21 +0100
To: kevin.borg@skola.mt

Dear Kevin,
Join us next Saturday at my place. Bring your guitar. Please
contact Mario on mariodrums@soundmalta.com for more details.

Pauline Muscat

a) **Write the number** of the **button** that Kevin has to use if he wants to:

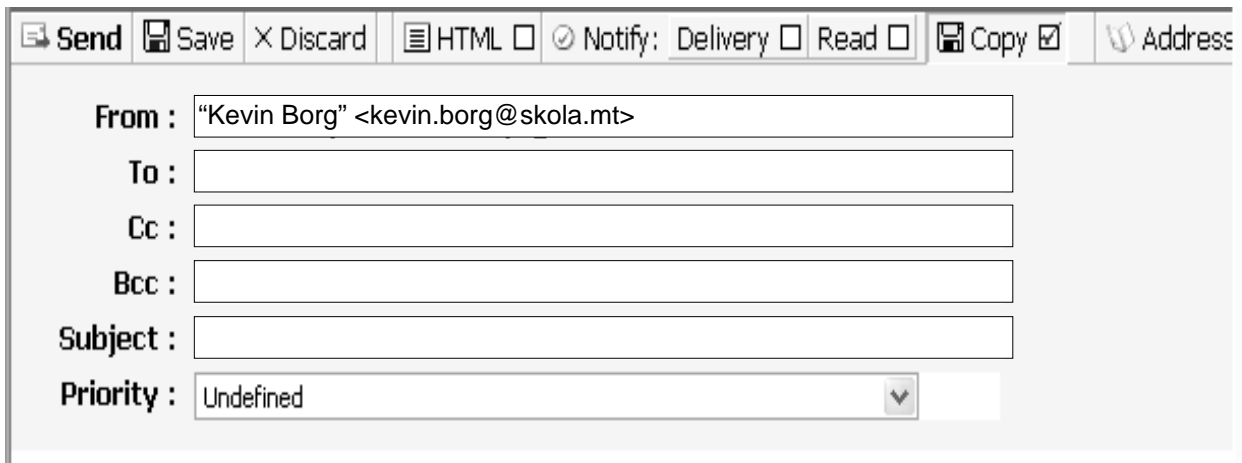**Tool**

i.	**Reply** to the received email.		1
ii.	**Forward** the received message to another friend.		1
iii.	**Delete** the received message.		1
iv.	Read the **previous** message that is in the inbox.		1
v.	**Print** the e-mail message.		1

b) Write the **email address** of the **sender**
of the email shown in the picture above. | 2

c) In the picture below, write the **e-mail address of Mario** to help Kevin send him the
message. | 2

⤳ Send | 💾 Save | ✕ Discard | ☰ HTML ☐ | ⊘ Notify: Delivery ☐ Read ☐ | 💾 Copy ☑ | 📖 Address

From : "Kevin Borg" <kevin.borg@skola.mt>
To :
Cc :
Bcc :
Subject :
Priority : Undefined

END of EXAMINATION PAPER