SECONDARY SCHOOL ANNUAL EXAMINATIONS 2007

Educational Assessment Unit – Education Division

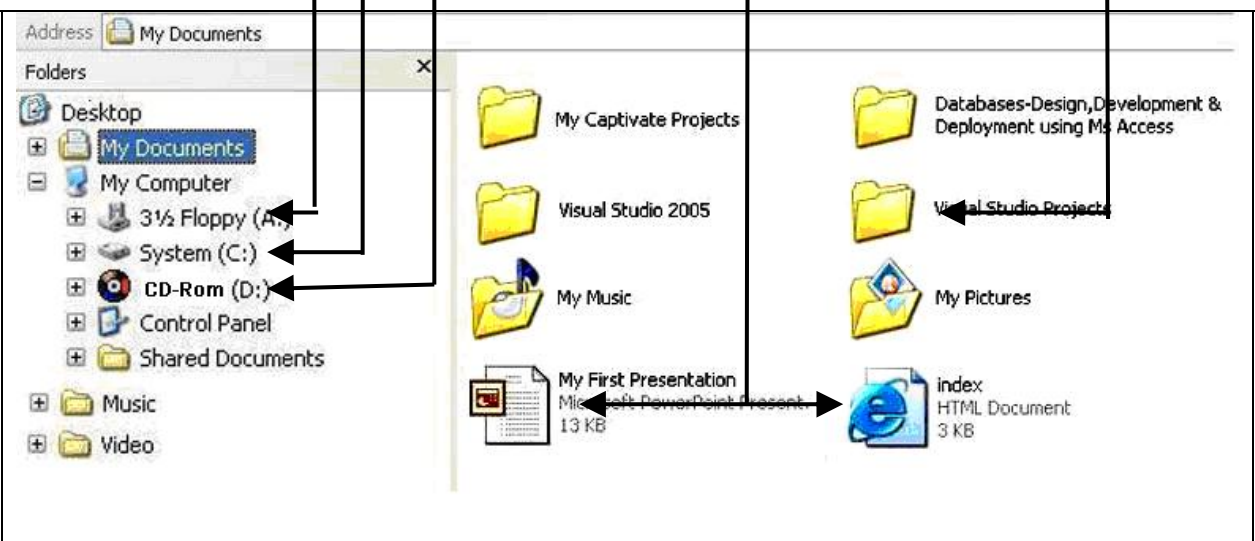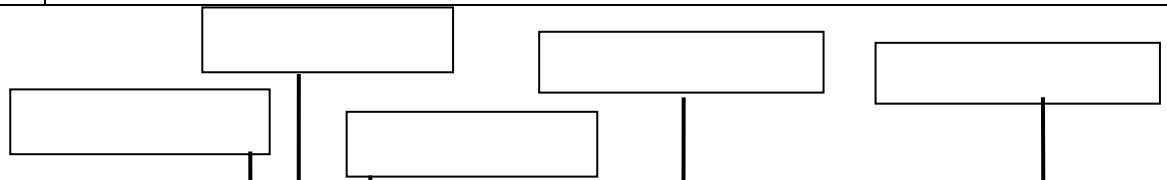| FORM 3	INFORMATION AND COMMUNICATIONS TECHNOLOGY	TIME: 1 h 30 min

Name: _____   **Class:** _____

Answer ALL questions.

Question 1 (max)	Question 2 (max)	Question 3 (max)	Question 4 (max)	Question 5 (max)	Question 6 (max)	Paper Total 100%	Final Mark

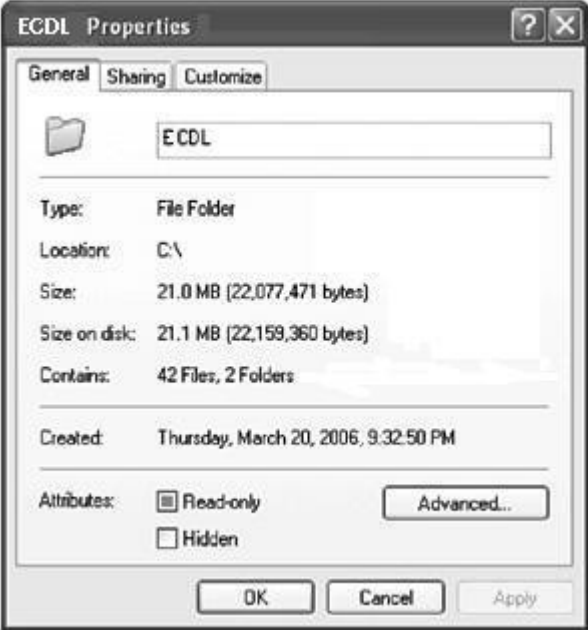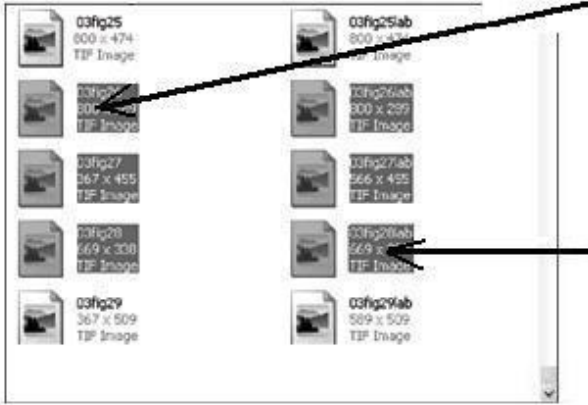| 1	**This question is about Using the Computer and Managing files**	

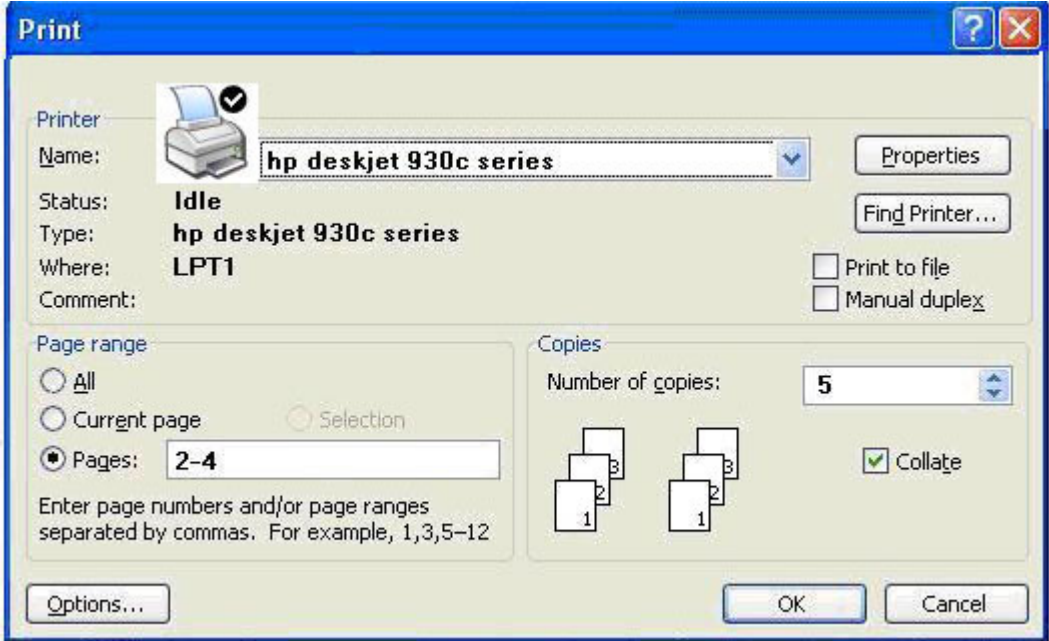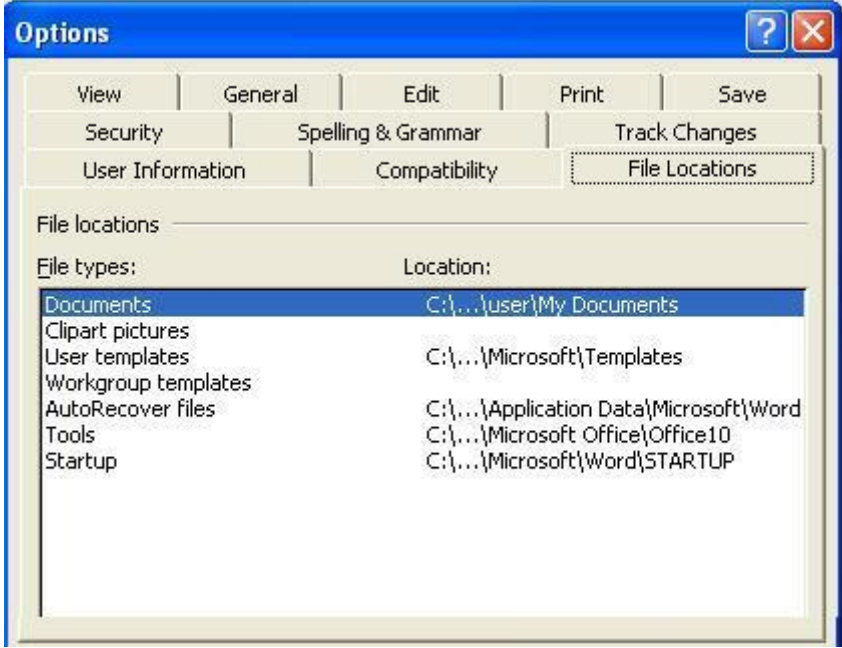|	**a)**	i)	**The picture below shows the filing system in a computer.**	

| | | | | | 5 |

Fill in the above boxes with following words

The Hard Drive	CD- ROM	The floppy Drive	Files	Folders	

		ii)	Write down the name of the open folder? _____.	2

		iii)	Tick ☑ the correct name of the arrangement of files/folders shown in the picture above. ☐ network ☐ Control Panel ☐ tree structure	2

b)		Below is a picture of the properties of a folder. Look carefully at the picture and fill in the blanks.	

i) The name of the folder is

_____.

ii) It is located in the _____ Drive.

iii) Its size on the hard disk is

_____ MB.

iv) This folder contains _____ folders

and _____ files.

v) The folder was created on

_____

6

c)	To select a group of contiguous (next to each other) files, there are 3 steps listed below. Fill in the word in the 2nd step.	

1. Select the first file.

2. Press and hold down the

_____ key

from the keyboard.

3. Select the last file.

2

d)	**Tick ☑ the name of the icon from below**			**2**

☐ **a File**	☐ **a program**	☐ **the Recycle bin**

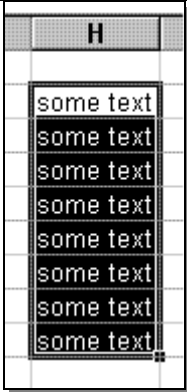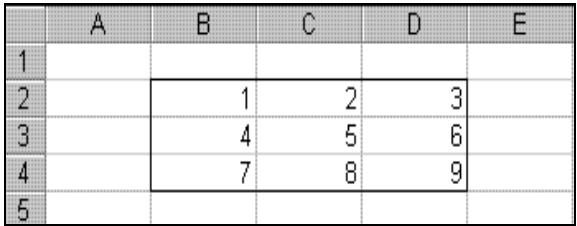|		
e)	What does ROM stand for? _____.	**2**

f)	The following picture shows a desktop icon and a list-box. Write down the item from the list which deletes the contents of the icon.		
	 Open Browse with Paint Shop Pro X Explore Empty Recycle Bin Create Shortcut Properties	_____	2
g)	Joseph wishes to save the picture with the filename '**Yachting**' on a floppy disk. Below are the steps to save the file, but they are NOT in the correct order. Put them in the correct order by entering the number in the empty box. The first step has been done for you.		

.			Type the filename **Yachting** in the dialogue box
	1		Click 'File' on the menu bar
			Choose 'Save as' option.
			Choose 3 ½ Floppy Drive in the Dialogue box
			Click the 'Save' button

Number: 4

2		**This question is about Word Processing** Study the following picture and then answer the questions below.
(a)		
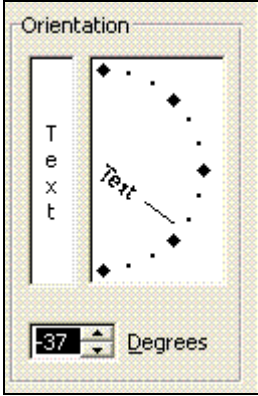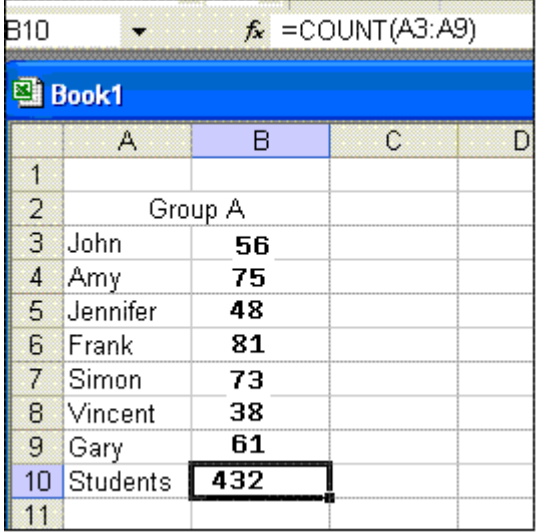
		i)	How many copies of the document will be printed ? _____	2
		ii)	What is the name of the Printer? _____	2
		iii)	Will Page No 1 of the document be printed (YES / NO) _____	2
		iv)	When a document needs to be saved as a PRN file which checkbox ☑do you tick ? ☐ Print to file ☐ Manual duplex	2
		v)	Is the printer set as the Default Printer (YES /NO) _____	2
b)			**Look at the Option dialogue box below.** **Write down the default location of the file Documents (which is selected) in the** **line below.**	

_____	2

c)	Tick whether the following statements are **TRUE** or **FALSE**	TRUE	FALSE	
	One cannot copy and paste between active Word documents.	☐	☐	
	A word must be highlighted before applying Bold	☐	☐	
	¶ is the Show/Hide icon on the Standard Tool.	☐	☐	
	One cannot keep more than one Word documents open at the same time.	☐	☐	
	Several styles like 'Memos', 'letters' can be used as templates in a Word Document	☐	☐	5
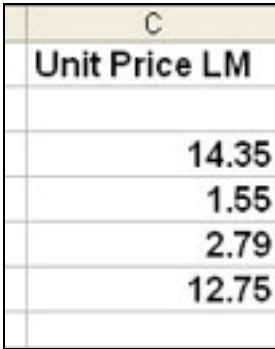
3			**This question is about Spreadsheets**		

M A L T A Five-day forecast			
Friday	**61°F** (16°C)	**50°F** (10°C)	p/cloudy
Saturday	**63°F** (17°C)	**55°F** (13°C	showers
Sunday	**65°F** (18°C)	**59°F** (15°C)	cloudy
Monday	**69°F** (21°C	**54°F** (12°C	p/cloudy
Tuesday	**69°F** (21°C)	**39°F** (4°C)	p/cloudy

	a)		**Look at the following worksheet and then mark the cells as instructed below.**		
		i)	Mark any cell with a (**P**) that has **a picture**.		1
		ii)	Mark any row with a (**M**) where there are **merged cells**.		1
		iii)	Mark any cell that has a **shading** with a (**S**)		1
		iv)	Mark any cell that is **left aligned text**. (**L**)		1
	b)		I need to insert a row at the very end of a table. Here are the 3 steps in jumbled order.		6

	Click on **Insert** Menu
	Select **Rows Below**
	From the Menu Bar select **Table**

Put them in the correct order by numbering them from 1 to 3.

	c)		Use the following phrase to complete the sentences below.		

Ctrl key,   drag the mouse,   right mouse click,

alphabetical or in numerical,

		i)	It is possible to select a group of non adjacent columns by holding down the _____ as you select the column headings with the left mouse button.		2

		ii)	Once a single column/row is selected you can _____ over several column/row headings to select a block of adjacent columns.		2
		iii)	To rename a worksheet _____ on the sheet and type the new name.		2
		iv)	Sorting is done either _____ ascending or descending order.		2
	d)		Label the pictures below with the following words. **Select a range of cells, Autofill, cell containing a formula, text orientation**		2

_____

_____

1

1

_____

_____

1

1

e)		**This is a multiple choice question. Choose the correct answer by ☑**	
	i)	Σ This icon is used to ☐ delete cells ☐ change the border color ☐ Autosum cells	2
	ii)	A number in a cell is called a : ☐ value ☐ fill ☐ name	2
	iii)	To rename a sheet you right click on ☐ a sheet tab ☐ a column header ☐ Formatting toolbar	2
	iv)	In the picture below the currency values are formatted to : C Unit Price LM 14.35 1.55 2.79 12.75 ☐ 2 decimal places ☐ 4 decimal places ☐ 1 decimal places	2
	v)	The formula for the average of the cells cells from B2 to B10 is: ☐ **=ave(B2:B10)** ☐ **=ave(B2 * B10)** ☐ **=average(B2:B10)**	2

4			**This question is about Information and Communication.**	
	(a)		**Answer the following questions by ticking the correct answer.**	
		i)	What do you understand by **e-mail**? ☐ internet connection ☐ Electronic mail-messages ☐ letter	2
		ii)	What is an **inbox**? ☐ folder for videos ☐ folder for incoming e-mails ☐ post-office	2
		iii)	The company that provides you with an internet connection is called a ☐ Database administrator ☐ Internet Service Provider ☐ Headmaster	2
	(b)	i)	Why is a **password** required when using e-mail? _____	2
		ii)	Give **one** advantage of using e-mail over the normal postal system: _____	2
		iii)	An e-mail system may have **disadvantages**. Give **one** example. _____	2
	c)		**Underline the best answer for the following:**	
		i)	A typical website address is: dba@samspublishing.com http://www.sampublishing.com C:\myfiles\exams	2
		ii)	To find information about the zebras on the Internet, you would use an encyclopedia , a search engine a newspaper	2
		iii)	To open my email messages I must correctly type my username and password, surname, email address	2

	iv)	A new email message is found in the : outbox inbox favourites	2
	v)	To get a hardcopy of a webpage you should Save it print it download it	2
	vi)	Read the following carefully: Dear Abigail, As I had promised I am sending you a file with the pictures taken on your birthday. Bye Anne How will Abigail receive the pictures? ☐ as a printed photos ☐ as a video ☐ as an attachment	2