SECONDARY SCHOOL ANNUAL EXAMINATIONS 2007

Educational Assessment Unit – Education Division

FORM 4	INFORMATION AND COMMUNICATIONS TECHNOLOGY	TIME: 1 h 30 min

Name: _____   Class: _____

Answer ALL questions. This paper carries 80 marks.

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

(a)   Look carefully at the following window and then answer the questions below. Note that one bar has been labelled X.

i)   What is the **name** of this window?

Name of window: _____   [1]

ii)   Write down the name of the icon which is used to **change the time**.

Name of icon: _____   [1]

iii) Write down the name of the icon which is used to increase (put up) the **volume of the loudspeakers.**

Name of icon: _____   [1]

iv)   From the following list, **underline the name** of the bar labelled **X**.

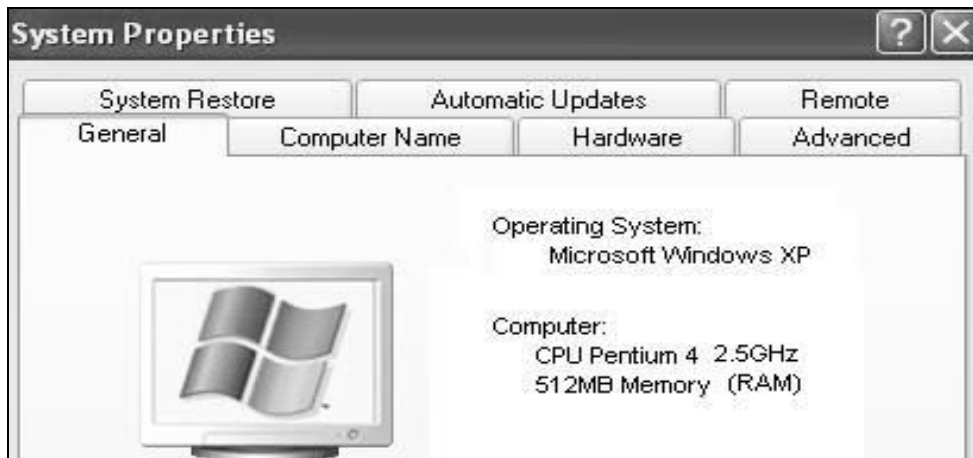**Scroll bar,   Menu bar,   Tool bar,   Task bar**   [1]

v) Which **icon** from the picture on page 1, must be clicked to open the window shown below?
Name of icon: _____ [1]

vi) Study the window above and then **complete** the following statements.

• The type of CPU of the computer is _____. [1]

• _____is the clock speed of the CPU. [1]

• Microsoft _____ is the operating system. [1]

• The computer has _____ of RAM. [1]

vii) Tick (☑) one of the following to show what **RAM** stands for.
• Random Access Magnet ☐
• Read Access Memory ☐
• Random Access Memory ☐ [1]

(b) **Fill in the blanks** of the paragraph below using the following three words.
captured, print screen, document

The _____ button is found on the keyboard. When this

button is pressed, an image on the screen is _____. This

image may then be pasted in a _____. [3]

(c) The character '*' (asterisk, star) is used for finding a file in the computer. It **replaces any group of characters in the same position** as the '*'.
A user types 'my*.xls'. Draw arrows in the box below to show which files in the computer are found. *One arrow has been drawn as an example.*

```
                        Files in computer
                    •   mycomputers.xls
                    •   monitors.xls
my*.xls   ⟍         •   myK.xls
           ⟍        •   mypics.jpg
            ⟍⟶     •   mybooks.xls
                    •   mymy.xml
```
[2]

(d) The picture on the right appears after selecting the **Search** option.

Look carefully at the picture and then write down whether the statements below are **True** or **False**.

What do you want to search for?

→ Pictures, music, or video

→ Documents (word processing, spreadsheet, etc.)

→ All files and folders

→ Computers or people

? Information in Help and Support Center

You may also want to...

🔍 Search the Internet

☑ Change preferences

		True/False	
i)	You can only search for picture files.		[1]
ii)	You can search for files finishing with **.doc**		[1]
iii)	You are allowed to search for information on the Internet.		[1]
iv)	You can search for a folder.		[1]
v)	You are not allowed to search for a file on another computer.		[1]

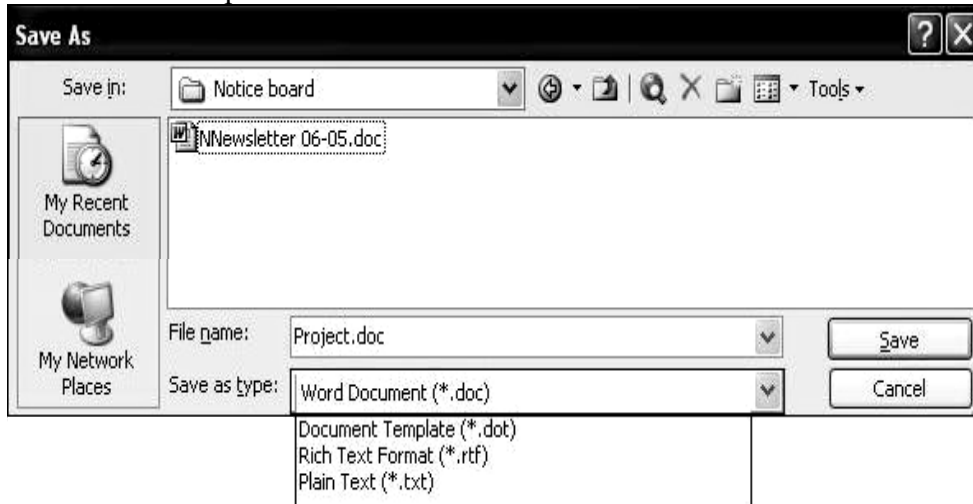**2 This question is about Word Processing.**

(a) You have the **Word processing,** the **Spreadsheet** and the **Web Browser** programs in your computer. Write down the program you would use for each **task** listed below.

	Task	Program	
i)	Searching for information.		[1]
ii)	Drawing a graph (chart).		[1]
iii)	Preparing an advert.		[1]
iv)	Writing a story.		[1]
v)	Calculating employees' wages.		[1]

(b) The Head of School would like to prepare the student's annual examination reports using the computer. He/She has to join the students' exam marks with a blank report.

i) Underline the **name** of this task from the list below.

Emailing   Printing results   Mail Merging   [1]

ii) From the following list, underline the **program** that may be used for storing the students' exam marks.

Paint   Spreadsheet   Web Browser   [1]

iii) From the following list, underline the **program** that may be used for preparing the blank report.

Word Processor   Windows Explorer   Winzip   [1]

(c) Look carefully at the following picture of the **Save As** dialogue box and then answer the questions below.

Save As

Save in:	Notice board

NNewsletter 06-05.doc

My Recent Documents

My Network Places

File name: Project.doc

Save as type: Word Document (*.doc)

Document Template (*.dot)
Rich Text Format (*.rtf)
Plain Text (*.txt)

Save

Cancel

i) Write down the **name of the file** that was typed.

_____ [1]

ii) Write down the **name of the folder** that the file would be saved in.

_____ [1]

iii) The file extension for a word document is **.doc**. Write down the **file extensions** for the following formats:

Format	File Extension	
Rich Text Format		[1]
Plain Text Format		[1]
Document Template		[1]

iv) Underline ONE of the following file names if the same file is saved as a **web page**.

project.htm   project.page   project.web [1]

(d) The picture below shows the ruler with four numbered **tabs**.

❶   ❷   ❸   ❹
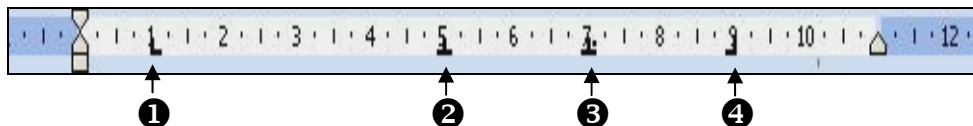
Complete the table below by writing either the **name** of the tab or the **position** (distance) of the tab from the left margin.

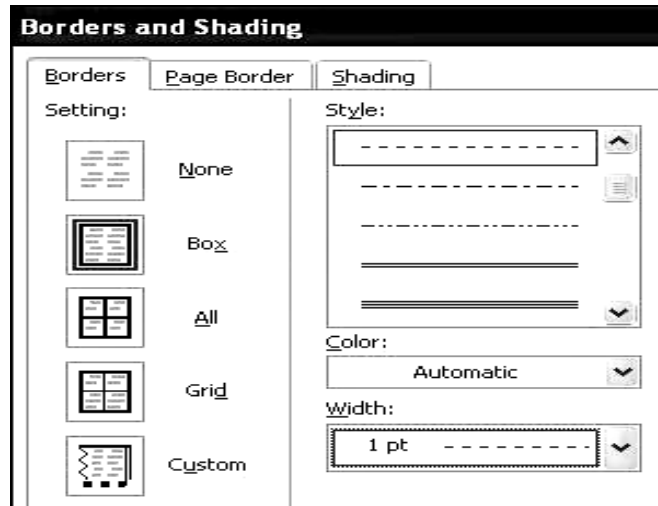|	Number of tab	Name of tab	Distance from left margin	
i)	❶	Left tab		[1]
ii)	❷		5cm	[1]
iii)	❸	Decimal tab		[1]
iv)	❹		9cm	[1]

(e)   The following dialogue box is used for drawing borders.

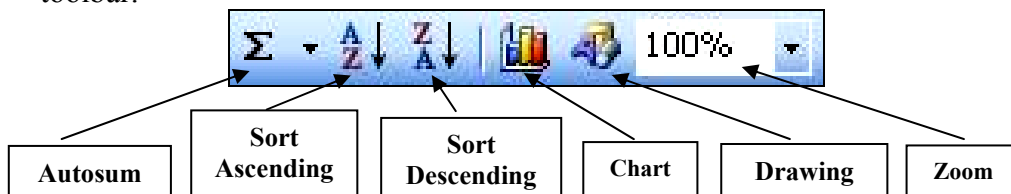i)   In the box on the right, draw the **style** of the
        border that was selected.   [1]

ii)   Write down in the box on the right, the
        thickness of the chosen border.   [1]

3   This question is about Spreadsheets.

(a)   The following picture shows some labelled buttons from the spreadsheet
        toolbar.

Write down the **name of the button** to do the following tasks.

	Task	Name of Button
i)	To draw a graph.	
ii)	To order numbers with the largest at the top.	
iii)	To draw a rectangle.	
iv)	To enlarge the size of the worksheet.	
v)	To order numbers with the smallest at the top.	
vi)	To add numbers together.	

(b)   The picture below shows some data that was typed in the spreadsheet
        program.

i) If the formula **=IF(C3>=19, "Yes", "No")** is typed in cell D3, write down what you see after you finish typing the formula.

D3: _____ [1]

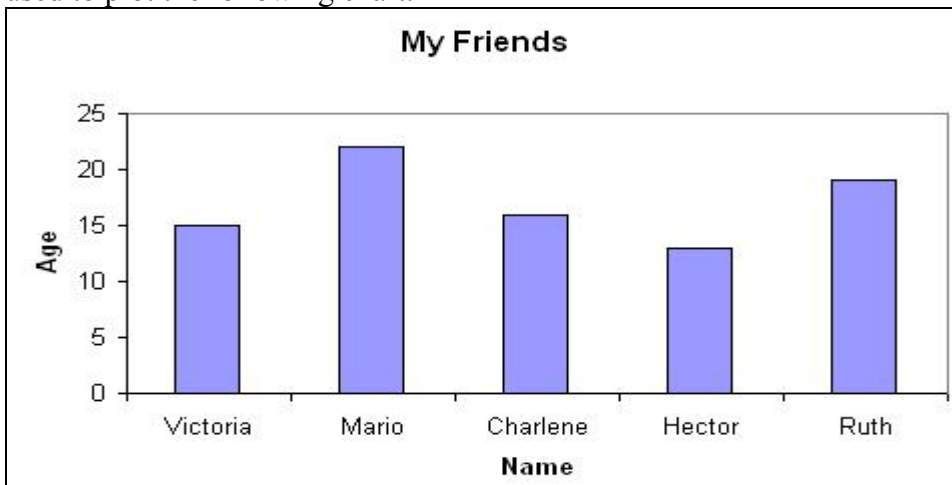ii) If the formula above is copied into cells D4, D5, D6 and D7, write down what **each cell will show**.

D4: _____ [1]

D5: _____ [1]

D6: _____ [1]

D7: _____ [1]

iii) The *Name* and the *Age* of the spreadsheet shown on the previous page were used to plot the following chart.
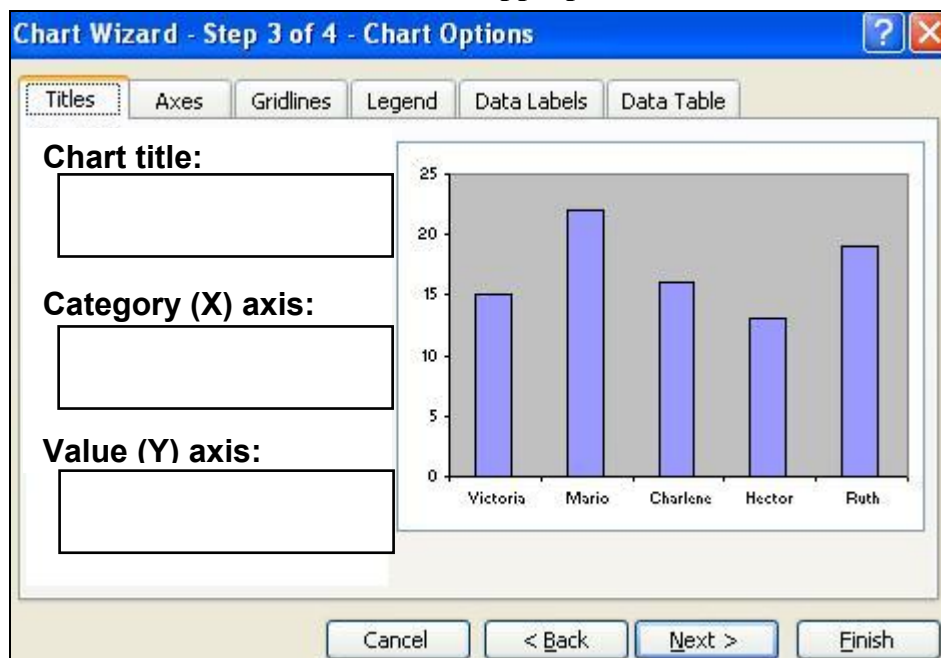

Look carefully at the chart above and then answer the following questions.

- From the following list, underline the **type of chart** that was plotted.

    Pie chart   Column chart   Line chart   [1]

- The picture of the *Chart Wizard* below was used to create the chart. Fill in the THREE text boxes with the **appropriate words**.
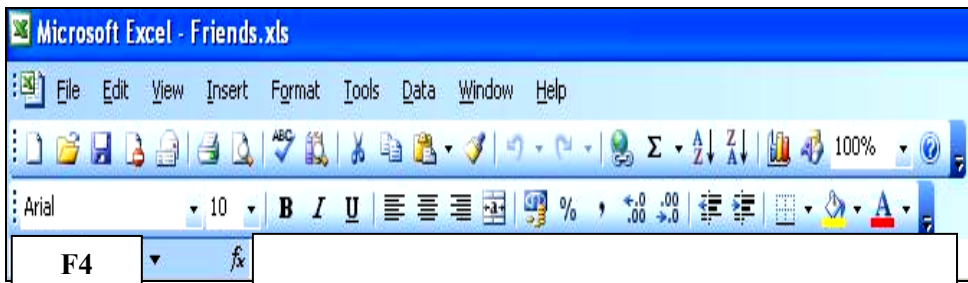

[3]

- Write down the **name of the button** which must be clicked to move to the next step of the *Chart Wizard*.

  Button name: _____ [1]

(c) i) Write down the **formula**   =A4 * B4   in the appropriate place in the following picture.

[1]

ii) Write down the **reference of the cell** in which the formula would be seen.

  Cell reference: _____ [1]

iii) Write down whether the formula has any **absolute cell references**.

  Yes or No: _____ [1]

iv) Which menu is used to setup the page for printing the worksheet?

  Menu: _____ [1]

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4 **This question is about Internet and Email.**

(a) **Match** the Words on the left with their Meaning on the right by drawing arrows. *One has been done for you as an example.*

Words	Meaning	
Cookies	A method of filling up a form on the computer.	[1]
Encryption	A method for identifying the sender and ensuring that the message cannot be tampered.	
Cache	The scrambling of information to make it more secure.	[1]
Digital certificate	Stores your preferences so that when you re-visit the site these can be accessed automatically.	[1]
Web-based form	Stores a copy of the information on a website that you have just visited.	[1]

(b) **Underline** the correct answer for each of the following.

i) A typical **URL** is:
   malta@weather.com   **123/road/filfla**   **www.filfla.com**
   [1]

ii) Websites can be easily found if their addresses are stored in:
   My documents   **Favourites**   **Search engines**
   [1]

iii) To **find information** on *The Knights of Malta* on the Internet, I should use a:
   Search engine   **Web browser**   **History textbook**   [1]

(c)   Look carefully at the picture on the right
       and then answer the following questions.

Skola

- ⊞ 🗀 Inbox 7
- 🗀 Drafts 0
- 🗀 Sent Items 3
- 🗑 Trash Can 1
- 🗀 Class mates 1
- 📇 Contacts 1

   i)   In the box below, write down the **number
         of messages** that have been **deleted**.

         [   ]   [1]

   ii)   Write down the **name of the folder** where mail
         is **received**.   [   ]   [1]

   iii) How **many messages** have been **received**?   [   ]   [1]

   iv)   Write down the **number of messages** that have
         been **sent**.   [   ]   [1]

   v)   Write down the **name** of the **folder** that was
         created by the user.   [   ]   [2]

(d)   You want to **email** a printed **photograph** to a friend. The **6 main tasks** for
       sending the email are listed below; however, they are NOT in the correct
       order.

       Attach the photo file   Type the message   Scan the photo
       Log out   Send the message   Log on to your email account

       Write them down below in the **correct order**. *One task has been done for you.*

       1. *Scan the photo*
       2. _____   [1]
       3. _____   [1]
       4. _____   [1]
       5. _____   [1]
       6. _____   [1]

(e)   Read carefully the following email message.

       Dear Mark,
       I am sending you the class timetable with this email. I would like you to send
       a copy of the timetable to Rita on rita.pace@schoolnet.gov.mt.
       Thanks, Kevin

       In the picture below write down the **topic** of the email '**Timetable**' and the
       email address of Rita in their proper places.

From:	<mark.meli@schoolnet.gov.mt>
To:		[1]
Subject:		[1]