SECONDARY SCHOOL ANNUAL EXAMINATIONS 2008
DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Educational Assessment Unit

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

Name: _____ **Class:** _____

Answer ALL questions.

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

	T or F

a) To **restart** the computer you first have to click on the **Start button**.

b) A **folder** can be renamed.

c) A **window** cannot be resized.

d) A diskette (floppy disk) can hold **4Mb** of data.

e) Press CTRL+ ALT + DELETE to close a non-responding application.

5

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

Recycle Bin	Hard Disk Drive	Internet Explorer	Picture File

a) _____

c) _____

b) _____

d) _____

4

3 The following icons are found in Standard Toolbar of Windows Explorer. Draw a line from the label to its corresponding picture.
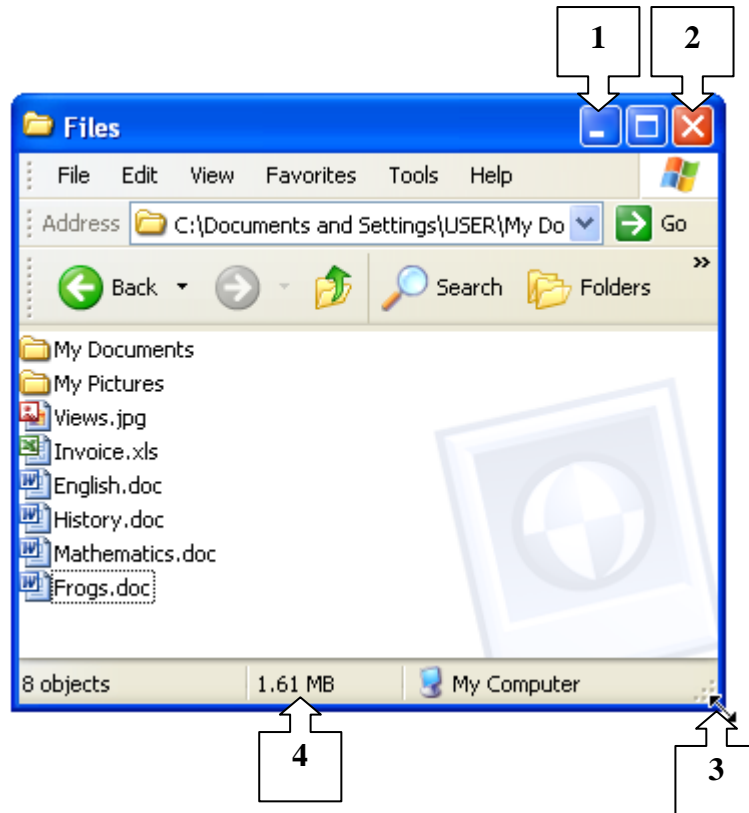
a) **Views**

b) **Up**

c) **Search**

d) **Folders**

4

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

a)	Minimise window		c)	Amount of data in folder	
b)	Resize window		d)	Close window	

4

5 **Read carefully the following seven tasks.**

1. Create a **New Folder** on the desktop	**2.** Choose a program from a list	**3.** Change the screen saver

4. Set the time	**5.** Uninstall a program	**6.** Rename a folder	**7.** Delete a file

Write the number of the SIX tasks that are done by the following actions.

	Description of Action	Task Number
a)	Right click on a folder ⇨ Rename	
b)	Double-Click on the Clock	
c)	Start ⇨ All Programs	
d)	Start ⇨ Control Panel ⇨ Add or Remove Programs	
e)	Right click on the desktop ⇨ New ⇨ Folder	
f)	Right click on the desktop ⇨ Properties	

12

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

a)   To write in italics

b)   To align text to the right
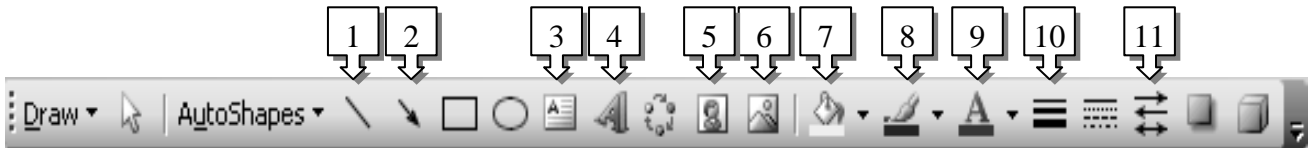
c)   To highlight some text   3

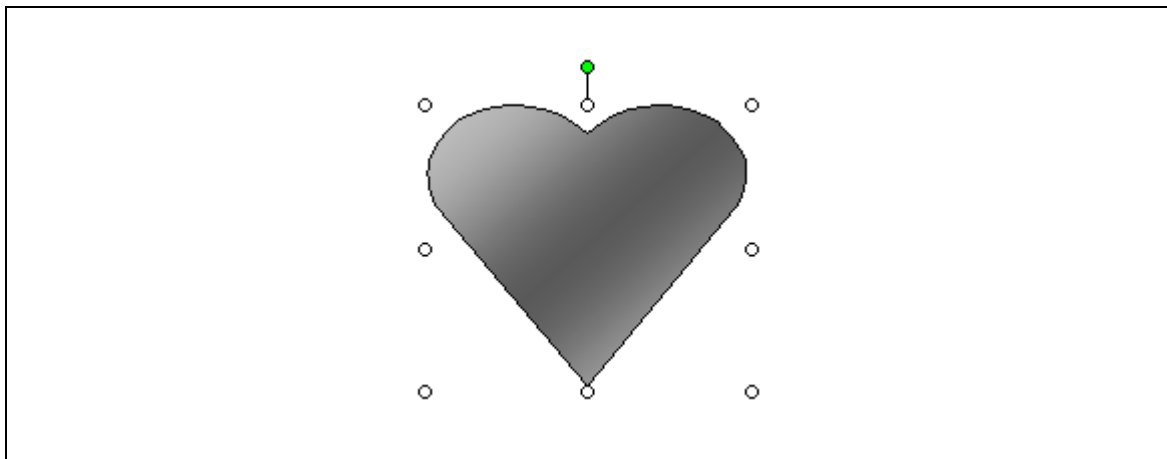**7** **Write the number of the tool button in the box below near its description.**

1	2	3	4	5	6	7	8	9	10	11

a)	Draw a line	**1**	e)	Insert WordArt		i)	Insert Picture	
b)	Insert text box		f)	Insert Clipart		j)	Line Colour	
c)	Add an arrow		g)	Fill colour		k)	Line thickness	
d)	Text Colour		h)	Arrow Styles				

10

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

a)   In the above picture mark with a cross (✕) a place from where you would resize the heart.   2

b)   In the above picture mark with a circle the point from where you can rotate the heart.   2

c)   **Draw a circle** round the picture of the tool button shown below, which helps you change the colour of the heart.   2

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

		T or F
a)	**.doc** is the file extension used for **Word** documents.	
b)	You can **only** use single line-spacing in a **Word** document.	
c)	You can **preview** a document **before** printing.	
d)	You can **only** insert clipart as pictures in your document.	
e)	All your work is lost if you close the document without saving.	

5

10 **This question is about the Printing dialog box.**
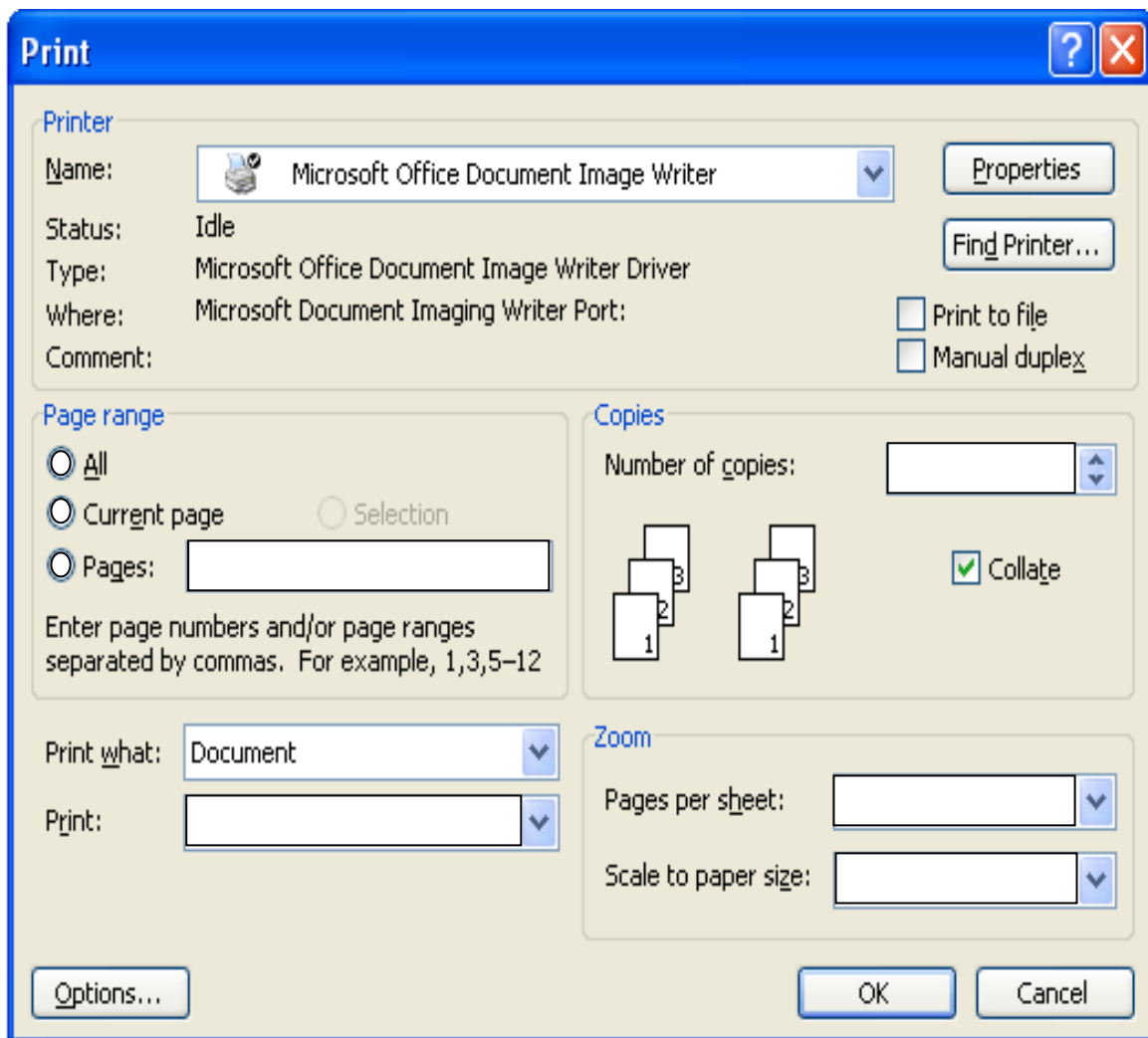
a) Jack wants to print only the page he is seeing. **Shade in the** above picture where he has to click to do this.

2

b) In the above picture, write the **number** of copies in the appropriate box to help Jack print two copies of the document.

2

c) Jack has two printers. **Mark with a circle** from where he can change the printer to use.

2

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

a) With a **spreadsheet** you can:

    i.   Create attractive presentations. ☐

    ii.   Write letters to your friends. ☐

    iii. Create sheets with automatic calculations. ☐   1

b) To **multiply** two values you should use the following symbol:

    i.   Percent (%) ☐

    ii.   Equals (=) ☐

    iii. Asterix (*) ☐   1

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

Microsoft Excel – Billiards.xls

File   Edit   View   Insert   Format   Tools   Data   Window   Help

K24   fx

	A	B	C	D	E	F	G
1				Points			
2			Round 1	Round 2	Round 3	Round 4	Total
3		Form 1	6	9	10	5	
4		Form 2	12	10	8	12	
5		Form 3	14	5	4	6	
6		Form 4	7	6	6	9	
7		Form 5	8	9	12	12	
8							

a) What is the name of the **workbook**? _____   2

b) Write the cell reference of the shaded (black) cell. _____   2

c) Write a formula to add the cells C3, D3, E3 and F3. _____   2

d) On the picture below, draw a circle around the picture of the tool button which is used to undo the last action.   2

13 Correct the mistakes in the following formulae by writing it correctly in the third column of the table below.

	The formula is used to …	Wrong formula	Correct formula	
a)	**Multiply** cell G3 by 3	=(C3)x3		2
b)	**Add** cell E7 to cell F7	(=D7+F7)		2
c)	**Subtract** cell F3 from E3	E3-F3		2

14 Label the following pictures by writing their names from the list below:

Cell Reference,	Column Header,	Active cell

	Picture		Label	
a)		⇨		1
b)	B7	⇨		1
c)	F	⇨		1
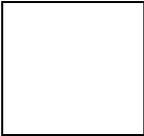
15 The picture below shows the Page Setup dialog box. Use this picture to answer the following questions.
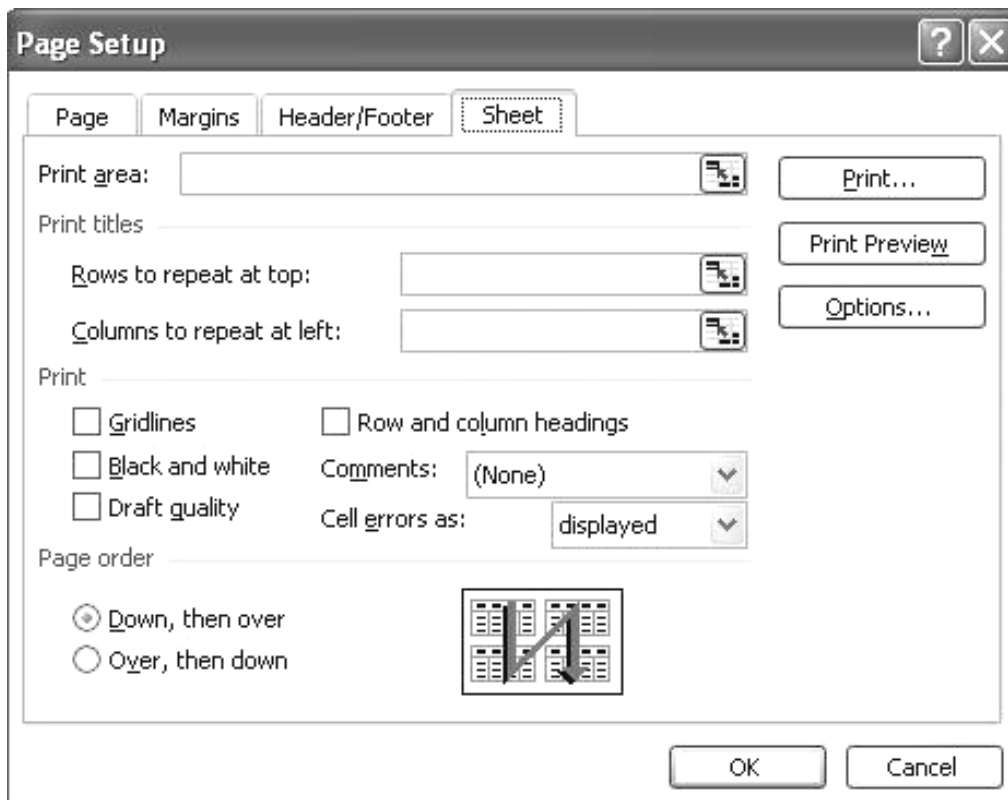
a) Jack wants to print the **row and column headings** of the spreadsheet**.** On the picture, fill in with a tick (✓) the checkbox to help Jack.

1

b) He wants to **print the gridlines** as well. On the picture, fill in with a cross (✗) the checkbox to do this.

1

c) On the picture, shade the tab which will allow Jack to change the settings of the **Margins**.

1
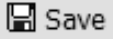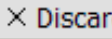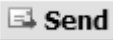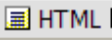
16 **This question is about receiving an e-mail**
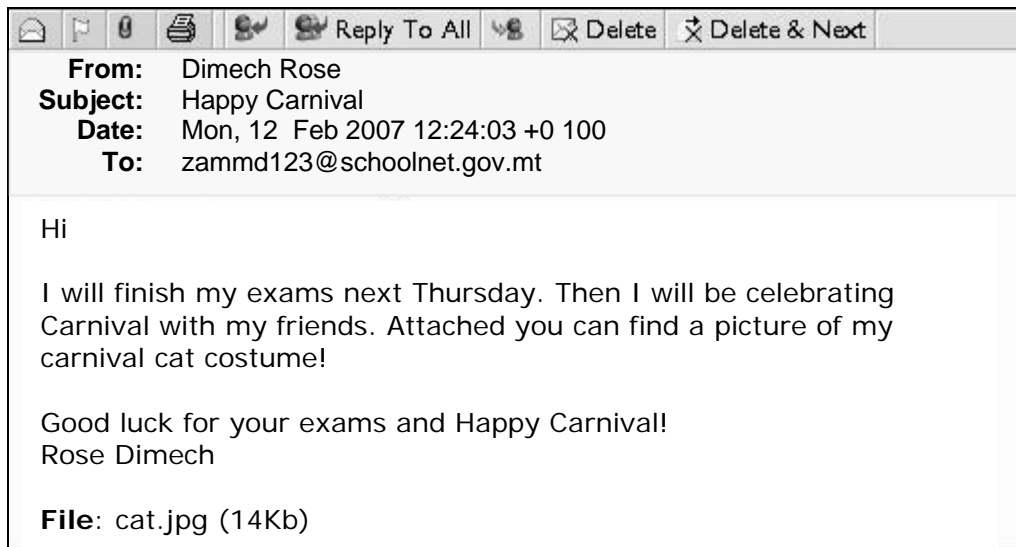
a) On the above picture, draw a circle around the button to reply to this email.

1

b) What is the name of the attachment?

2

c) Describe how you can view the attachment.

2

d) Draw the picture of the tool button used to send an attachment.

1

e) Write **one advantage** and **one disadvantage** of using emails.

i) Advantage:

2

ii) Disadvantage:

2

17 **This question is about sending an e-mail:**
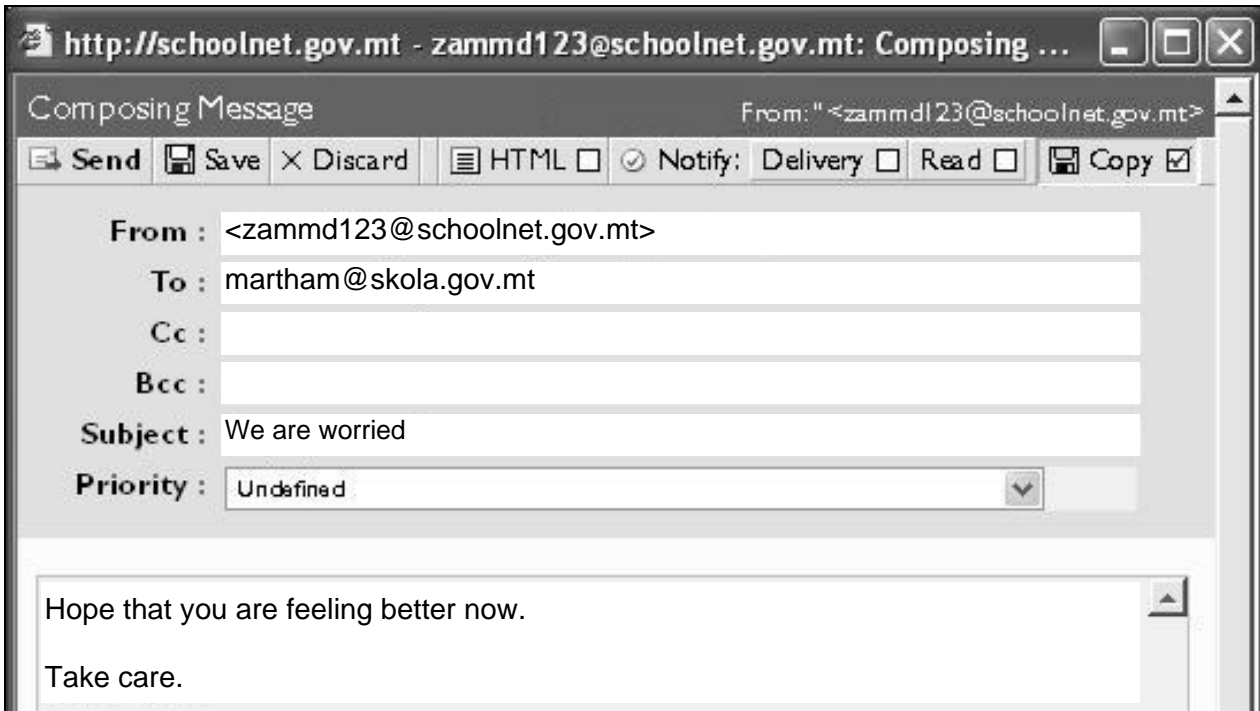
a) Write the e-mail address of the person
   who sent this e-mail: _____   2

b) Write the message of the e-mail:

   _____

   _____   2

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

   i) 🖫 Save ☐   iii) ✕ Discard ☐

   ii) 📧 Send ☐   iv) ▤ HTML ☐   1

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18 **These questions are about Internet. Underline the correct answer.**

a) The **Homepage** of the browser is the webpage which ...

cannot be changed	changes every day	appears when you open the browser

1

b) The following is a type of **Internet Connection**:

VDU	ADSL	LAN

1

c) An example of a **URL** is

http://skola.gov.mt	skola@http.com	C:\www.exams.mt

1

d) To **refresh** a webpage, click on this button …

➡	⟳	🏠

1

END of EXAMINATION PAPER