

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

FORM 2

**INFORMATION AND COMMUNICATIONS
TECHNOLOGY**

TIME: 1 h 30 min

Name: _____

Class: _____

Answer ALL questions. This paper carries 100 marks.

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

- a) The picture of the window below shows the programs which are in use in a particular computer.



- (i) Write down the **title** of the window.

_____ [1]

- (ii) How **many programs** are working properly? _____ [1]

- (iii) Write down the **name** of the program which is NOT working.

_____ [1]

- (iv) The three buttons at the bottom of the window above are:

End Task Switch To New Task

- Circle the button that is used to change to another program. [1]
- Underline the button that is used to stop a program. [1]

- b) Tick (✓) the correct answer for each of the following questions about formatting a disk.

- (i) A new floppy disk has to be formatted ...

- after saving a file in it.
- once every two week.
- before using it for the first time.

| |
|--|
| |
| |
| |

[1]

(ii) During formatting, files stored in the floppy disk are ...

- deleted from the disk.
- copied into the hard disk.
- sent to a CD (compact disk).

| |
|--|
| |
| |
| |

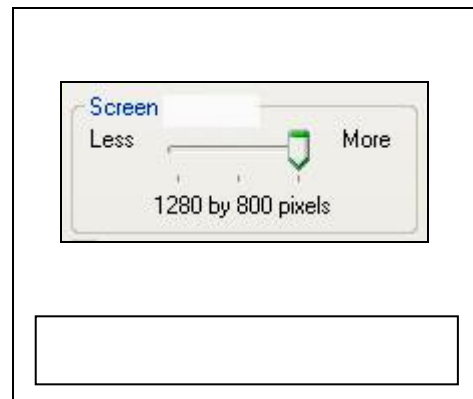
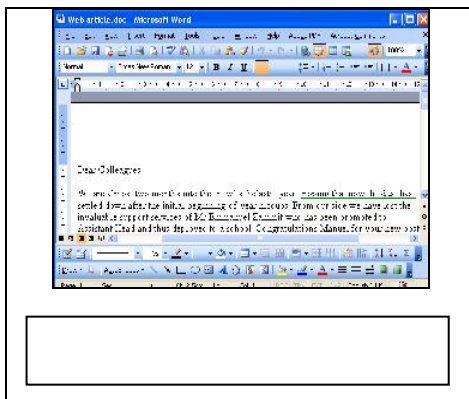
[1]

c) Use the following words/phrases to label the ten (10) pictures below by writing the word/phrase in the box beneath the picture.

Folder icon Monitor with screen saver Recycle bin
Time or clock Shortcut icon Screen resolution setting
Part of taskbar Speaker volume Program window Desktop



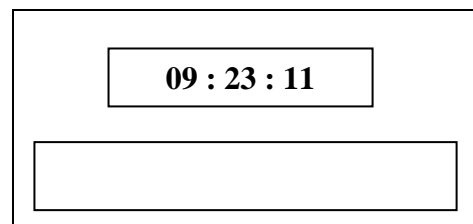
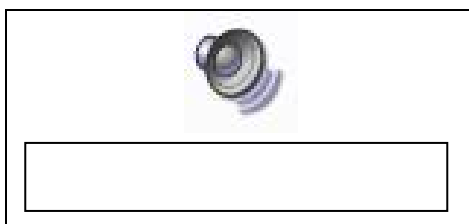
[2]



[2]



[2]



[2]



[2]

d) **Draw lines** to match the phrases in column A with those in column B. *One has been done as an example.*

Column A

Column B

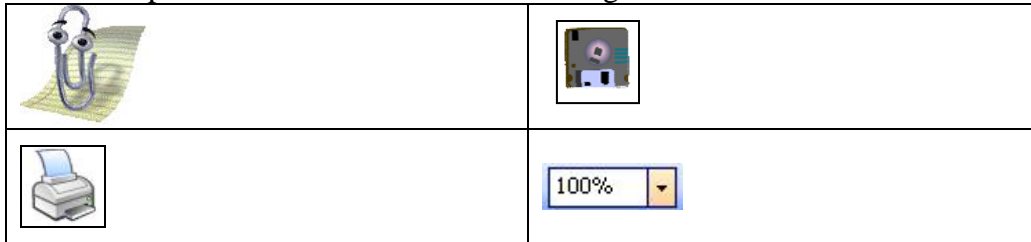
- | | | | |
|---|--|--|---|
| <ul style="list-style-type: none"> (i) A virus is (ii) To disinfect a computer (iii) Downloading files from (iv) An anti-virus must be (v) A virus causes the (vi) An infected computer | <ul style="list-style-type: none"> • • • • • • | <ul style="list-style-type: none"> • is one that has a virus. • updated regularly. • computer not to work properly. • means to delete viruses. • a software program. • the Internet may infect a computer. | <p>[1]</p> <p>[1]</p> <p>[1]</p> <p>[1]</p> <p>[1]</p> <p>[1]</p> |
|---|--|--|---|

2 This question is about Word Processing.

a) The following four words are items that are found in the Word Processing program.

Save Zoom Help Print

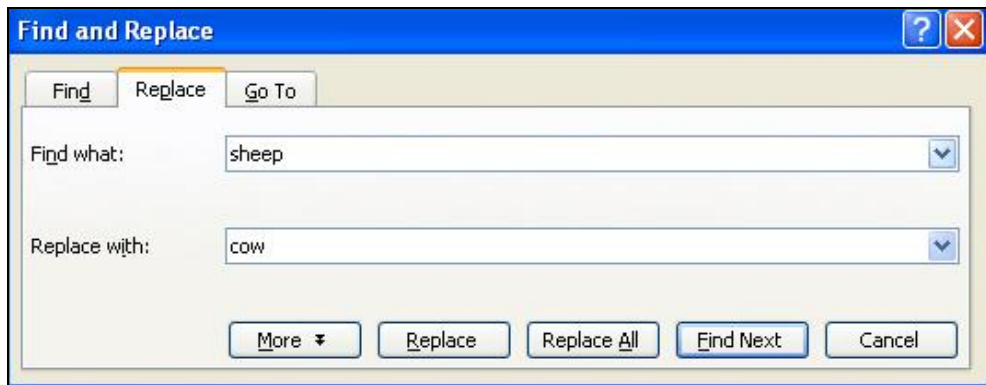
Label the pictures below with the four words given above:



[2]

[2]

b) The following window is being used to search for a particular word in a document and change it with a new word.

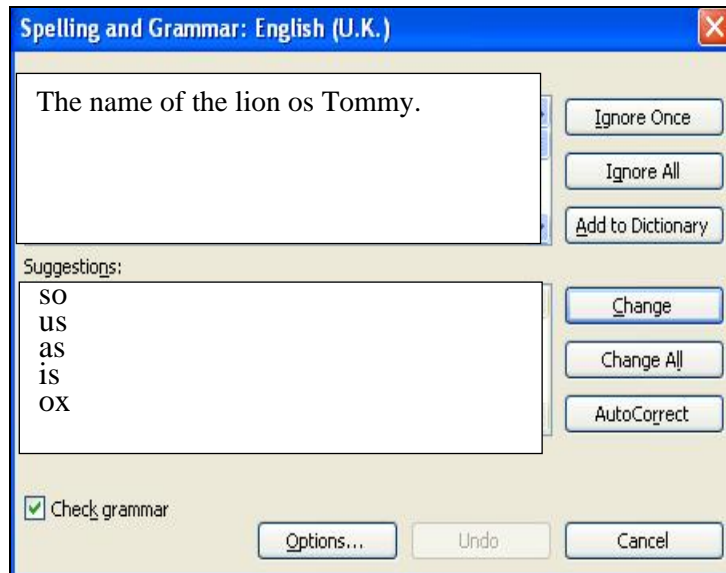


- (i) Write down the **title** of this window. _____ [1]
- (ii) Write down the **word** that is being **searched**. _____ [1]
- (iii) Write down the **new word** that will **change** the old word. _____ [2]

(iv) There are five buttons at the bottom of the window. Write the **name of the button** that is used to:

- Search for the word without changing it. _____ [1]
- Change one word at a time. _____ [1]
- Change all the words in the document at one go. _____ [1]

c) The following picture is used to check the spelling and grammar of a document.



(i) Use the words '**green**' and '**red**' to complete the following sentences.

- A _____ wavy line under a word means that there is a spelling mistake. [1]
- A _____ wavy line under a word means that there is a grammatical mistake. [1]

(ii) Write down the **sentence** that is being checked.

_____ [2]

(iii) Which word in the sentence has been **spelled incorrectly**? _____ [2]

(iv) The computer has suggested five words. Write down the **correct word**.

_____ [2]

(v) Write the **name of the button** that must be clicked to correct the mistake.

_____ [1]

(vi) If the computer marks the word 'Tommy' as a spelling mistake, which **button** must be clicked not to change the word?

_____ [1]

- d) The following picture shows the Header and Footer toolbar with some numbered buttons.



- (i) Write the number of the button to **insert page numbers**. _____ [1]
- (ii) Write the number of the button to **insert the date**. _____ [1]
- (iii) Write the number of the button to **switch between the header and the footer**. _____ [1]
- (iv) Tick (✓) to show whether the following sentences are **true** (T) or **False** (F).
- This examination paper has a header. T F [1]
 - This examination paper has footer. T F [1]
 - This examination paper has page numbering. T F [1]

3 This question is about Spreadsheets.

- a) The following worksheet shows the exam results for four students. Study the worksheet and then answer the questions below.

| | A | B | C | D | E | F |
|----|--------------------|----------------|--------------|----------------|---|--------------|
| 1 | Class marks | | | | | |
| 2 | Name | English | Maths | Maltese | | Total |
| 3 | Abela Rita | 50 | 50 | 50 | | 150 |
| 4 | Vella Mario | 35 | 80 | 85 | | |
| 5 | Cini Petra | 45 | 60 | 65 | | |
| 6 | Borg Lino | 40 | 55 | 45 | | |
| 7 | | | | | | |
| 8 | Average | 42.5 | | | | |
| 9 | Minimum | | | | | |
| 10 | Maximum | | | | | |
| 11 | | | | | | |

- (i) How many **rows** and **columns** of the worksheet are being shown?
 Rows: _____ Columns: _____ [2]
- (ii) Write down the **cell reference** of the text 'Total'. _____ [1]
- (iii) If you type your name, in which **cell** will it appear? _____ [1]
- (iv) Write the **formula** that was used in the following cells.
- Cell F3 to find the **sum** of the three marks. _____ [2]
 - Cell B8 to find the **average** mark for English. _____ [2]
- (v) Which **mark** would be shown if the formula:
- =MIN(B3:B6) is typed in cell B9? _____ [2]
 - =MAX(B3:B6) is typed in cell B10? _____ [2]

(vi) Use the words **left**, **right** and **centred** to complete the following sentences.

- The content of cell **A8** is aligned _____.
- The content of cell **A4** is aligned _____.
- The content of cell **D6** is _____.

[1]
[1]
[1]

(vii) How many **decimal places** are shown in cell B8? _____

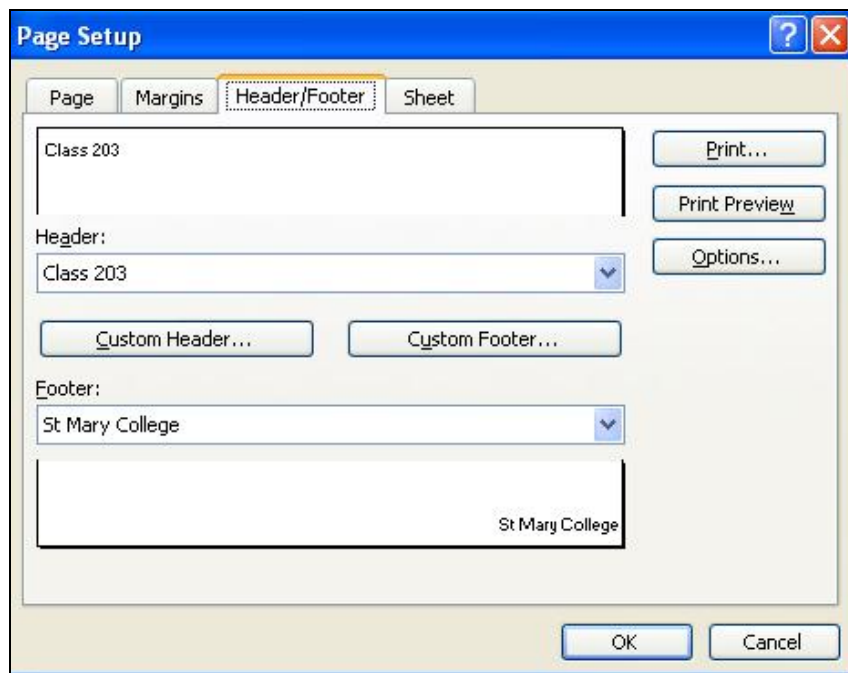
[1]

(viii) Which column must be selected to insert a **new column** between A and B?

Column :

[1]

b) Before the worksheet above was saved the feature shown in the picture below was used. Study the picture and then answer the questions.



(i) Which **option from the File menu** was selected to open this window?

[2]

(ii) Write down the **header** that was inserted in the worksheet.

[1]

(iii) Write down the **footer** that was inserted in the worksheet.

[1]

(iv) Write the **name of the button** that was clicked to type the footer.

[1]

(v) Besides header and footer, write down **two other items** that may be changed from this window:

1: _____ 2: _____

[2]

(vi) Which **button** from the picture above, must be clicked to see the worksheet **before printing**?

[1]

c) List A shows four different **number styles** while list B shows their **type of style**. Join the dots by drawing lines to match the items of list A with list B.

List A

- €1283.60 •
- 33.60 % •
- 1,763 •
- 9562 •

List B

- Percentage
- Comma style
- General
- Currency

[1]

[1]

[1]

[1]

4 This question is about the Internet and email.

a) Tick (✓) the correct answer for each of the following questions.

(i) Which one of the following is a **web browser**?

- Microsoft Word
- Internet Explorer
- Windows Explorer

[1]

(ii) The **home page** of a web browser is:

- the first page that you see on the screen on connecting to the Internet.
- the first program that opens on switching on the computer system.
- the first page of a text book that you use at home.

[1]

(iii) Which of the following is an example of a **web site address (URL)**?

- joe.meli@gov.mt
- //malta/
- www.gov.mt

[1]

(iv) Which of the following is an example of an **email address**?

- rita.abela@gov.mt
- http://malta/
- www.gov.mt

[1]

(v) Which of the following is a **search engine**?

- Google
- Skola
- gov.mt

[1]

b) You want to find information on the **Olympic Games** by using a search engine. Tick (✓) to show whether the following are **True** or **False**.

(i) To find the required information you may type the words 'Olympic Games'.

| True | False |
|------|-------|
| | |
| | |
| | |
| | |

[1]

(ii) The words that you type in the search engine are called crosswords.

[1]

(iii) The '+' sign and the '-' sign may be used to join these words.

[1]

(iv) The same list of web sites is found if you use the '+' and the '-' signs.

[1]

- c) The following picture shows the web browser toolbar with some numbered buttons.



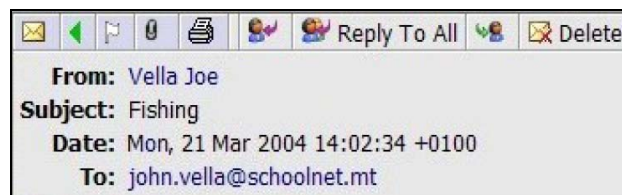
Write down the **number** of the button for each of the following:

- | | | |
|---|--|-----|
| (i) To return to the home page. | | [1] |
| (ii) To return to the previous page. | | [1] |
| (iii) To stop loading the current page. | | [1] |
| (iv) To refresh the page being displayed. | | [1] |
| (v) To print the current page. | | [1] |

- d) Picture 1 and picture 2 show different sections of the email program.



Picture 1



Picture 2

Study Picture 1 and answer the following questions:

- | | | |
|---|--|-----|
| (i) How many emails are in the Inbox ? | | [1] |
| (ii) How many emails have been deleted ? | | [1] |
| (iii) How many emails have been sent ? | | [1] |

Study Picture 2 and answer the following questions:

- | | | |
|---|--|-----|
| (iv) Write the name of the student who has sent the email. | | [1] |
| (v) Write the email address of the student who has received the message. | | [1] |
| (vi) What is the topic of the message? | | [2] |
| (vii) On which day was the message sent? | | [1] |