

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

**FORM 3**

**INFORMATION AND COMMUNICATION  
 TECHNOLOGY**

**TIME: 1 h 30 min**

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Answer ALL questions.**

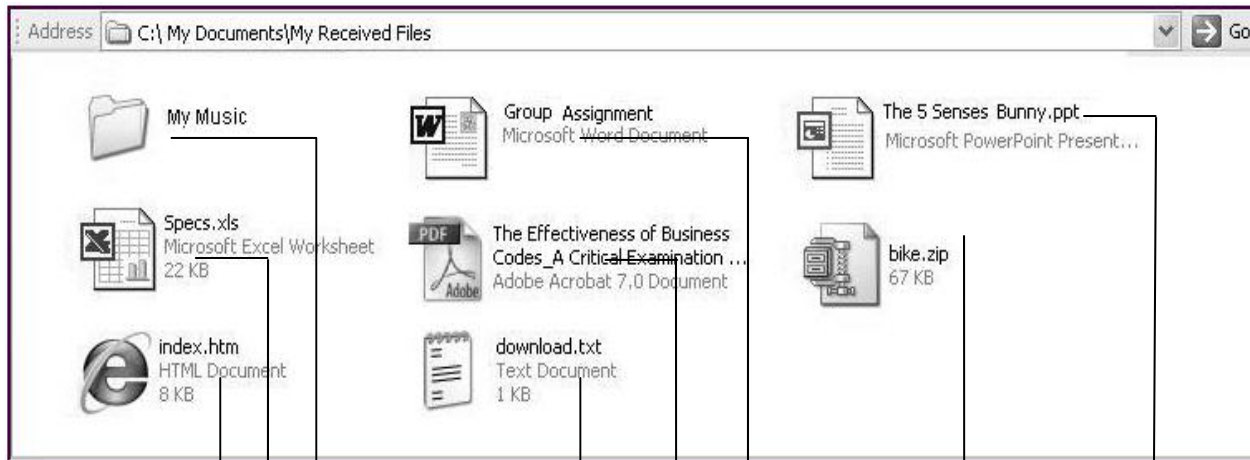
Question 1 (max 26)	Question 2 (max 24)	Question 3 (max 21)	Question 4 (max 29)	Final Mark

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

- a) i) **The picture below shows the items in a particular folder.**  
 What is the name of this folder?

\_\_\_\_\_

1

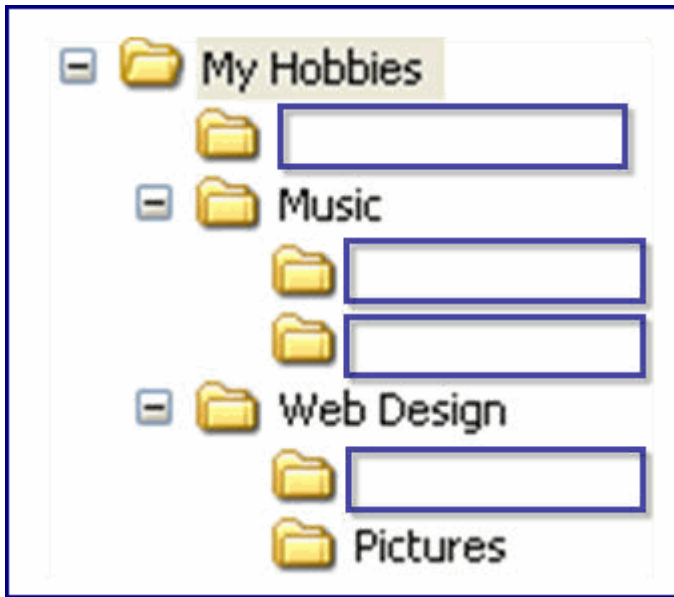



- ii) **Fill in the boxes in the picture above with the appropriate file from the list below.**

- |                           |                   |
|---------------------------|-------------------|
| Text file                 | Presentation file |
| Folder                    | Word file         |
| Internet file             | Zip file          |
| Acrobat reader file (PDF) | Spreadsheet file  |

8

- b) i) The following is a picture showing a folder named My Hobbies that contains sub-folders.



Some of the folder names are missing.

**From the information given below** fill in the blank boxes with the names. (in bold font)

- **My Hobbies** is a folder which contains three sub-folders named **Drawings, Music, Web Design**.
- **Drawings** is the only sub-folder which contains **no** sub-folders.
- However **Music** has two sub-folders named **MP3** and **WAV files**.
- **Web Design** contains another two folder which are **CSS** and **Pictures**.
- **Pictures** in turn has its sub-folders.

ii)

The arrangement of folders in (b) (i) has a particular structure.

Tick  the correct name.

Internet Explorer

web design

tree structure

4

1

c)

Below is a picture of the properties of a folder.  
Look carefully at the picture and fill in the information.



- i) What is the name of the folder? \_\_\_\_\_ .
- ii) The folder was created on \_\_\_\_\_.
- iii) The folder is located in the \_\_\_\_\_ Drive .
- iv) It contains \_\_\_\_\_ folders and \_\_\_\_\_ files.
- v) The image of the folder size is \_\_\_\_\_MB.

d)

If you need some information about setting the Date and Time where would you go for help? Tick  the correct one.

- i)  Paint                       Windows Help                       My Documents
- ii) In the empty textbox below what would you write to get help about 'printing'.



- e) i) The steps to save a file on a 3½ Floppy Disk are listed below but they are jumbled up.

Put them in the correct order by numbering them. The first one has been done for you.

<b>1</b>	On the <b>F</b> ile Menu, click on Save As
	Click <b>S</b> ave
	In the <b>S</b> ave In choose <b>3 ½ Floppy Disk</b> .
	Enter the name of the file in the File name.

3

2

**This question is about Microsoft Word.**

- a) Match the phrases of List 1 with those of List 2 by putting the correct letter in the blank column..

LIST 1		LIST 2		
<b>A</b>	To change the text size one can		the landscape and the portrait view.	2
<b>B</b>	Page numbers and document's title are		a particular word and replace it by another.	2
<b>C</b>	The two types of page orientations are		type or click a point size in the Font Size box	2
<b>D</b>	Borders and shading can be added		to pages, text, tables and pictures.	2
<b>E</b>	In a Word document using the Find and Replace feature one can search for		contained in the Headers and Footers	2

- b) With a right-clicking on the icon below the menu opens up. Put a circle round the right option from the menu.



1

- c) i)



What does this icon stand for? \_\_\_\_\_

1

ii)



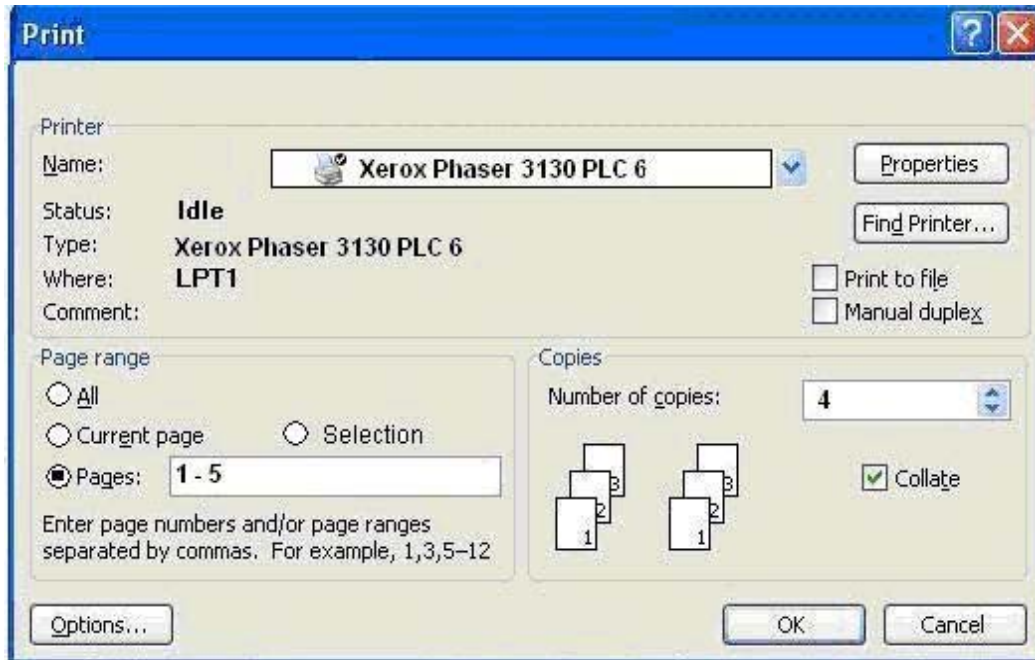
Does this picture show that the printer is set to be the default printer?

YES

NO

1

- d) The following picture shows a window of a print job. Look at it carefully and answer the following questions.



What is the name of the Printer?

i)

\_\_\_\_\_

1

ii)

How many *copies* of the document will be printed? \_\_\_\_\_

1

iii)

Which *pages* of the document will be printed? \_\_\_\_\_

1

iv) To save a document as a PRN file which option would you choose?

Tick  the correct checkbox.

 Print to file  
 Manual duplex

1

e)

I need to create a Table using Ms Word for the table below.

Tick  the right to print only the page on the screen.

Page range

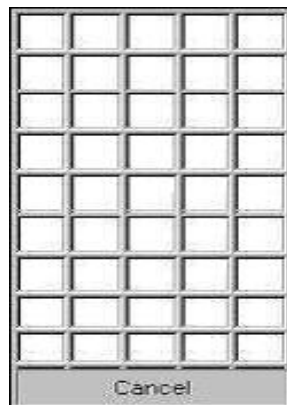
 All  
 Current page       Selection  
 Pages: \_\_\_\_\_

Car Loan	
Amount of loan	€30,000.00
Interest Rate	9%
Term of Loan (Years)	€10.00
No. of Payments (per Year)	€12.00
Amount of Payment	€380.03
Total Paid	€45,603.28
Interest Paid	€15,603.28
To be Repaid by	October 2017

- i) Circle the button you would click to create a Excel table.



- ii) Shade the **cells required** to create the Table for the Car Loan shown above.



f)

Tick whether the following statements are <b>TRUE</b> or <b>FALSE</b>	TRUE	FALSE
i) A column in a table can be filled with a yellow colour	<input type="checkbox"/>	<input type="checkbox"/>
ii) One cannot have two open Word documents at the same time.	<input type="checkbox"/>	<input type="checkbox"/>
iii) It is <b>not</b> possible to transfer a picture from one document to another.	<input type="checkbox"/>	<input type="checkbox"/>
iv) Rows in a table can be merged.	<input type="checkbox"/>	<input type="checkbox"/>
v) Ms Word has ready made templates to build a report or memo.	<input type="checkbox"/>	<input type="checkbox"/>

**3 This question is about Spreadsheets**

a) From the following spreadsheet answer the questions below.

	A	B	C	D	E	F
1	<b>Sunshine Book Store Sales</b>					
2	<b>Book Category</b>	September	October	November	December	Average Sales
3	Fiction	€ 2,500	€ 3,200	€ 2,750	€ 3,470	
4	Biographies	€ 4,050	€ 2,300	€ 3,500	€ 3,500	
5	Reference	€ 3,000	€ 2,900	€ 2,590	€ 2,800	
6	Text books	€ 5,500	€ 6,200	€ 2,300	€ 1,500	
7	Periodicals	€ 4,000	€ 4,210	€ 4,430	€ 5,000	
8	Total Sales					

i) Write down the range of cells that are merged?

\_\_\_\_\_.

2

ii) Are there any cells that are formatted to a particular currency? Name one if any.

\_\_\_\_\_

1

iii) What is the currency used in the table?

\_\_\_\_\_

1

iv) What alignment does **Column A** have?

\_\_\_\_\_

1

v) Name one cell where there is text orientation.

\_\_\_\_\_

1

vi) To get the months of the year in cells B2:E2 a special feature has been used by means of dragging. Tick the correct name of this feature?

- Autofill       left text alignment       table properties

1

vii) Write down the formula that should be entered in B8 to find the Total Sales for September.

\_\_\_\_\_

2

viii) Write down the formula that should be entered in F3 to find the average Sales for Fiction Category.

\_\_\_\_\_

2

b) i) I need to insert a row above the selected cell.

3	Fiction	€ 2,500	€ 3,200	€ 2,750	€ 3,470
4	Biographies	€ 4,050	€ 2,300	€ 3,500	€ 3,500
5	Reference	€ 3,000	€ 2,900	€ 2,590	€ 2,800
6	Text books	€ 5,500	€ 6,200	€ 2,300	€ 1,500
7	Periodicals	€ 4,000	€ 4,210	€ 4,430	€ 5,000
8	Total Sales				

Here are the 2 steps in a jumbled order. Put them in the correct order by numbering them from 1 to 2.

	From the Menu Bar select Insert
	Select <b>Row</b>

ii)

	A	B
1	Su	
2	<b>Book Category</b>	September
3	Biographies	€ 4,050
4	Fiction	€ 2,500
5	Periodicals	€ 4,000
6	Reference	€ 3,000
7	Text books	€ 5,500
8	Total Sales	

Which column is sorted in Ascending

Order  ?

Column A

Column B

iii)

If I type the formula  $\text{= Sum (B3:B7)}$  which cells are being added up together?

\_\_\_\_\_.

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

**non adjacent columns, Borders and Shading, ascending or descending order, must begin**

i) To select a group of \_\_\_\_\_ one can hold

down the CTRL key and click on the column headings with the left mouse button.

ii)

From Format Menu one can fill a cell with a colour from the

\_\_\_\_\_.



- |   |   |
|---|---|
| iii) <b>Formulas or Functions</b> _____ with an equal sign (=). | 1 |
| iv) Columns can be sorted in _____.                             | 1 |

**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**?

- letter
- parcel postage
- Electronic mail-message

ii) What is an **inbox**?

- multimedia program
- older for incoming e-mails
- Virus

iii) Which application is used to view the internet?

- A web browser
- An office application
- An operating system

iv) These are used for validating, tracking, and keeping information about internet user.

- Cookies
- cliparts
- Bookmarks

v) Which of the following is a website address is:

- <http://www.samsung.com/uk/>
- [mms@maltanet.net](mailto:mms@maltanet.net)
- C:\homeworks\englishEssays

vi) Which of the following URLs is **NOT** a search engine?

- <http://www.google.com.mt/>
- <http://www.msn.com/>
- <http://www.airmalta.com/homepage?l=1>

b) **Answer the questions below.**

i) Why is a **password** important when using e-mail?

\_\_\_\_\_

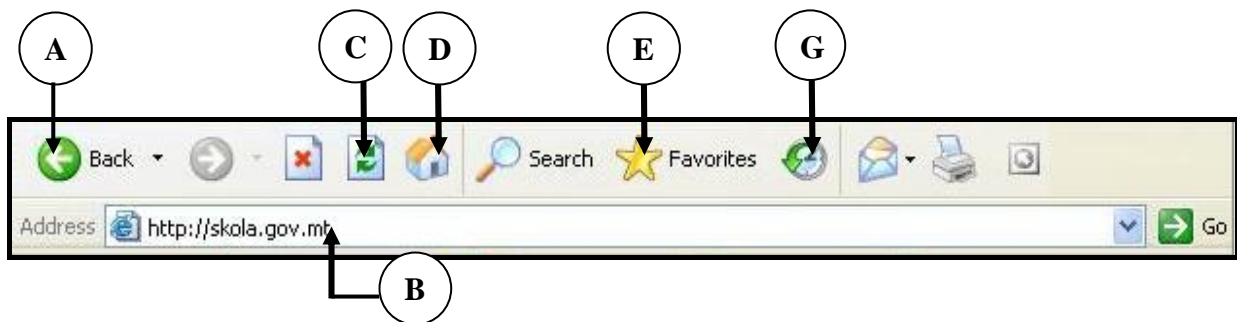
ii) Give **one** advantage of using e-mail.

\_\_\_\_\_

iii) How can an email cause harm to your computer?

\_\_\_\_\_

c) **The picture below shows the toolbar of the Internet Explorer.**



Write down the letter of the button for the following statements:

- i) Takes you to the previous web page \_\_\_\_\_
- ii) Gives you the History (web pages uploaded before) \_\_\_\_\_
- iii) Stores the favourite web pages \_\_\_\_\_
- iv) Uploads the home page on the computer \_\_\_\_\_

1

2

2

2

1

1

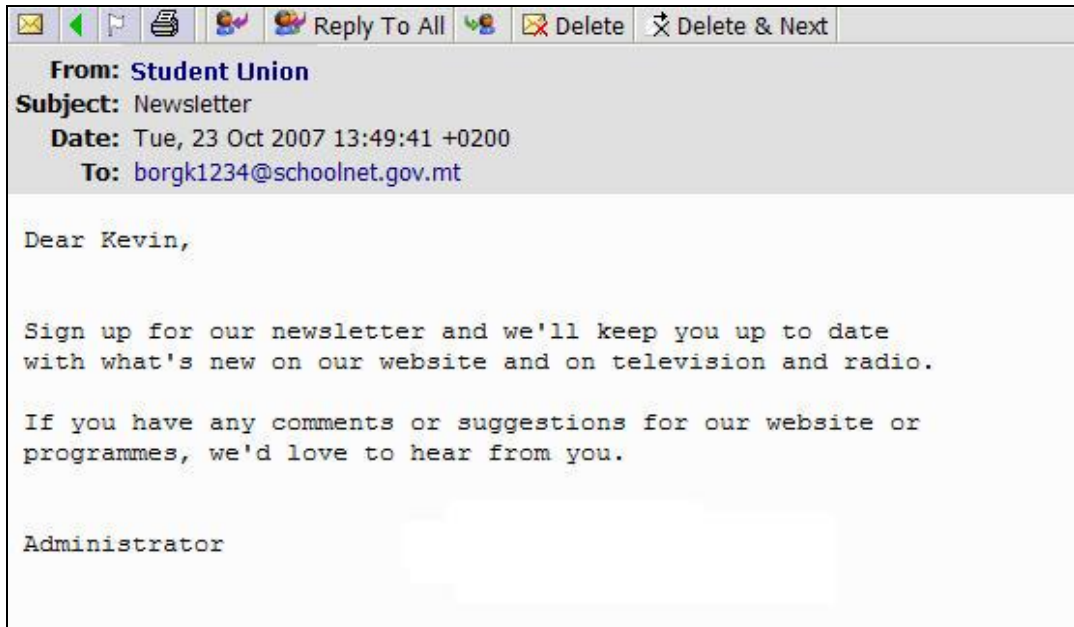
1

1

v) Refreshes the page \_\_\_\_\_

1

d) The picture below shows an email. Using the information contained in it, fill in the blank spaces below.



i) Who is the sender of the above email?

2

\_\_\_\_\_.

ii) Who was the email sent to?

2

\_\_\_\_\_.

iii) What is the email address of the person who will receive this email?

2

\_\_\_\_\_.

iv) What does this icon indicate in an email?



\_\_\_\_\_.

2

e) Read the following information below. Use this information to complete the following email header.

Jane's email address is [jane.vella@schoolnet.gov.mt](mailto:jane.vella@schoolnet.gov.mt) and she needs to send an email to [CustomerCare@studentsUnion.com](mailto:CustomerCare@studentsUnion.com) and a copy to [arthur.borg@gov.mt](mailto:arthur.borg@gov.mt) where the subject of the email is "School Website".

4

**From :**

**To :**

**Cc :**

**Bcc :**

**Subject :**

**Priority :** Undefined