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

Name: _____ **Class:** _____

Question 1 (max 25 marks)	Question 2 (max 25 marks)	Question 3 (max 25 marks)	Question 4 (max 25 marks)	Final Mark

Answer ALL questions. This paper carries 100 marks.

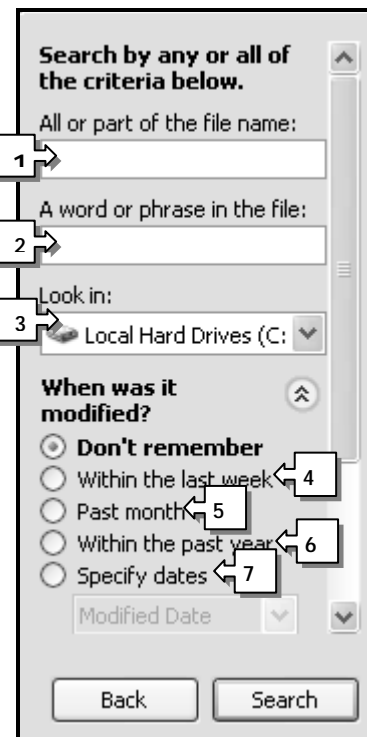**1**   **This question is about Using the Computer and Managing Files.**

a) The picture on the right shows the search panel with some numbered items. I want to search for a file and a document. Write the correct number in the box for each of the following searches:

i) I only remember a word that I used in my document. Where do I enter this word so that I can search for my file?   2

ii) I do not know the full file name. Where do I enter the part I know so that I can still search for it?   2

iii) I know that I created my document last week. Where do I tick to indicate this so that my search is made easier?   2

iv) I have more than one disk drive in my computer. From where can I change the drive to search in?   3
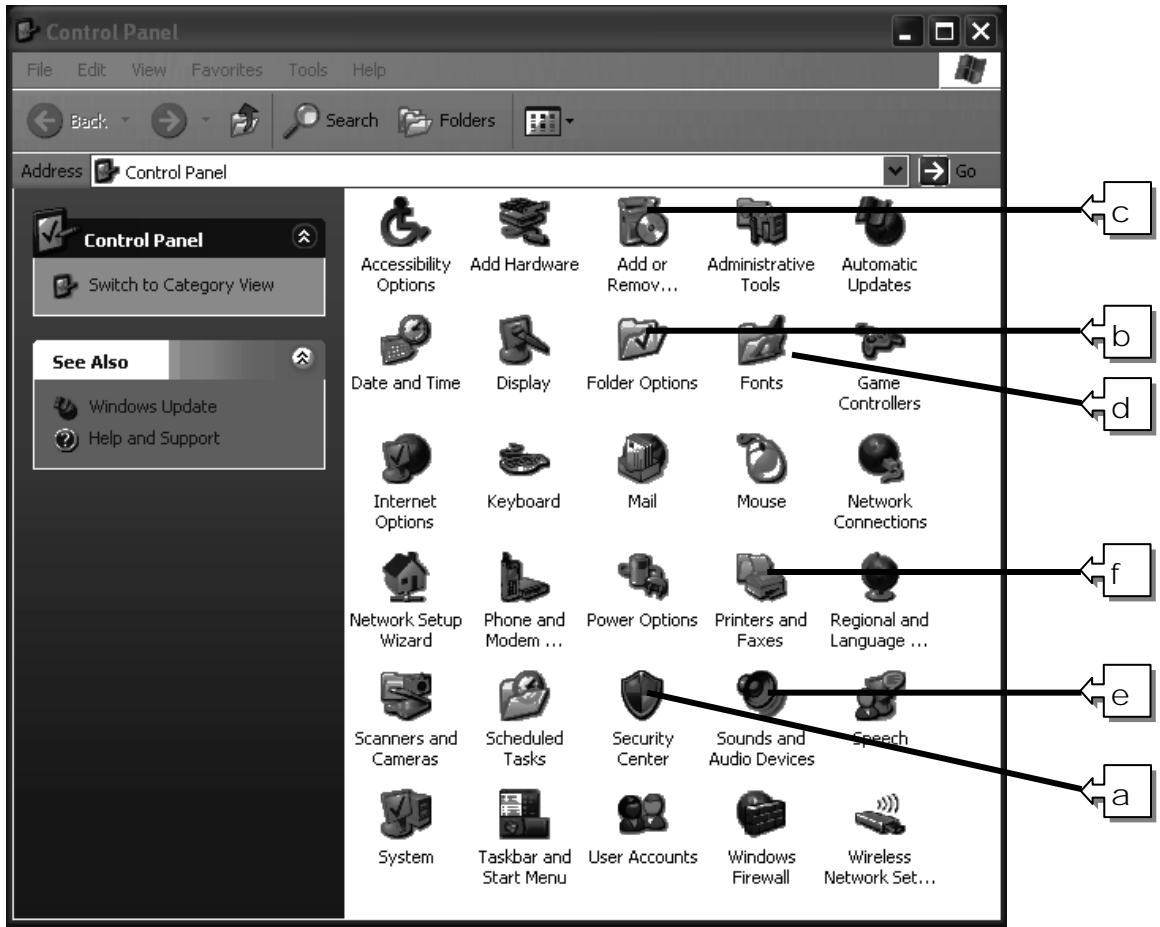
b) The window below shows the Control Panel. Some of the icons are labelled with a letter:

Tick ✓ to show which of the following are true or false:

	T	F	
i) Through the **Security Centre (icon a)** you can set your firewall, automatic updates and virus protection to ON or OFF.			1
ii) From **Folder Options (icon b)** you can set who can create new folders on your pc.			1
iii) From **Add Remove Software (icon c)** you can uninstall any programs you have installed.			1
iv) You cannot add new Fonts to the **Fonts folder (icon d)** because it is locked.			1

v) From **Sounds and Devices (icon e)** you can play your mp3 files. | 1

vi) From **Printers and Faxes (icon f**) you can set which printer is the **Default** printer. | 1

c) Multiple Choice Questions – Mark the best answer with a ☑

i) The clock speed of the **CPU** is measured in

A KiloBytes (KB) ▢ | 1

B MegaBytes (MB) ▢

C Hours (Hrs) ▢

D GigaHertz (GHZ) ▢

ii) **RAM** stands for

A Read All Memory ▢ | 1

B Random Access Memory ▢

C Read And Make ▢

D Random Access Microchip ▢

iii) **CPU** stands for

A Central Pricing Unit ▢ | 1

B Central Pc Unit ▢

C Central Processing Unit ▢

D Central Producing Unit ▢

iv) This is an **Operating System**

A ROM ▢ | 1

B Microsoft Word ▢

C Mainboard ▢

D Microsoft Windows XP ▢

v)   To take a **Screen Shot**

A   Use CTRL+ ALT+ Delete ☐   1

B   Use the Print Screen button ☐

C   Use the Insert Button ☐

D   Use Microsoft Paint ☐

vi)   Computer **Viruses** are

A   Only downloaded from the Internet ☐   1

B   Programs that harm the PC ☐

C   Found only in games ☐

D   Things that can make you ill ☐

vii)   When doing a search and I type **Photo*.xls** it will give me

A   MyPhotos ☐   1

B   FotoFile.doc ☐

C   PhotoGallery.xls ☐

D   PhotoGallery.jpg ☐

viii)   I can change my **keyboard language** from

A   Regional and Language Settings ☐   1

B   Keyboard Settings ☐

C   Keyboard language Settings ☐

D   Regional and Keyboard Settings ☐

ix)   **File**, **Edit**, **View** are found in the

A   Toolbar ☐   1

B   Status bar ☐

C   Information bar ☐

D   Menu Bar ☐

4

x)	To see the **Operating System** you are using and the **amount of RAM** installed you have to	A	Right Click on the desktop and choose Properties	☐	1
		B	Right Click on My Computer and choose Properties	☐	
		C	Right Click on My Documents	☐	
		D	Double Click on My Computer and choose Properties	☐	

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

a)   Use the following picture below to answer the questions below:
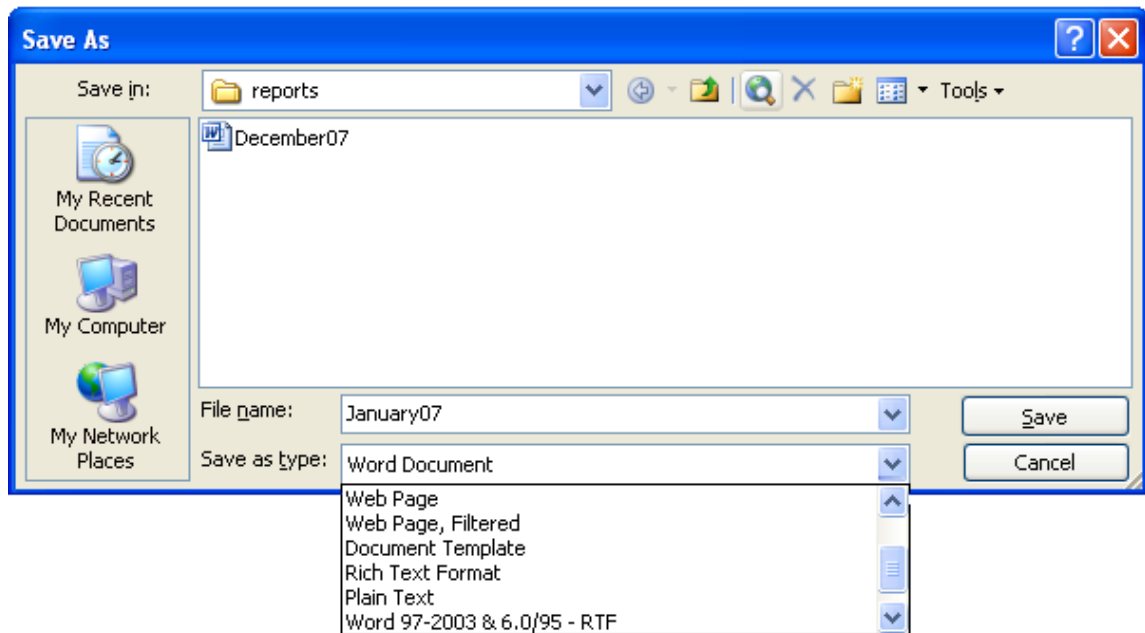
i)   What is the name of the file that Joseph is saving?   2

ii)   In what **format** (type) is he saving this document?   3
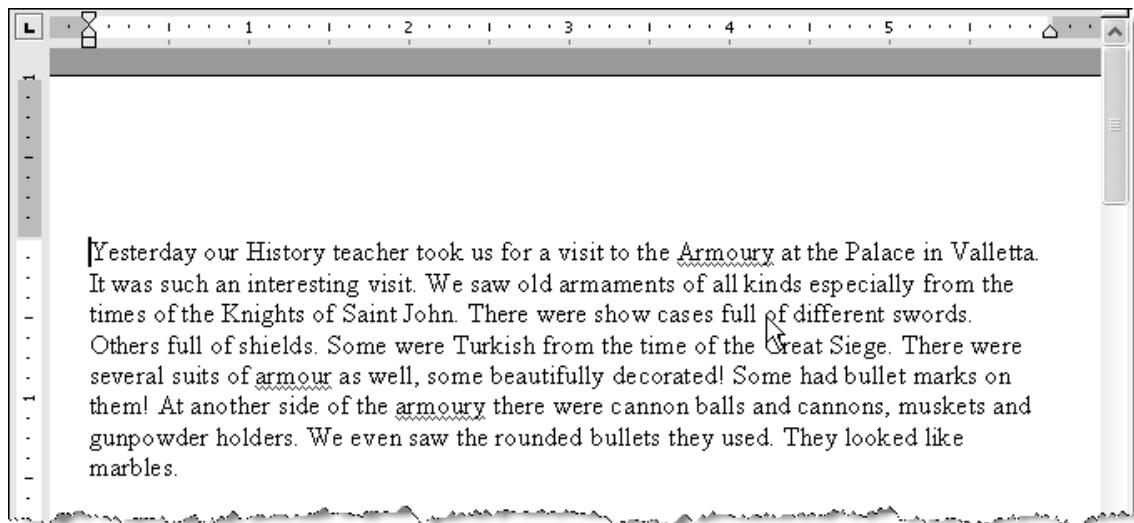
iii)   In which folder will the document be saved?   2

iv) Later Joseph wants to save the same document as a template. Draw a circle around the correct extension. | 2

.doc   .dot   .rtf   .html

v) Joseph wants to save a document as a webpage. Draw a circle around the correct extension. | 3

.doc   .dot   .rtf   .html

b) Stephen wrote the following:

Yesterday our History teacher took us for a visit to the Armoury at the Palace in Valletta. It was such an interesting visit. We saw old armaments of all kinds especially from the times of the Knights of Saint John. There were show cases full of different swords. Others full of shields. Some were Turkish from the time of the Great Siege. There were several suits of armour as well, some beautifully decorated! Some had bullet marks on them! At another side of the armoury there were cannon balls and cannons, muskets and gunpowder holders. We even saw the rounded bullets they used. They looked like marbles.

i) Stephen wants to create a fresh paragraph after the word "**John**" in the **third line**. Which **keyboard button** does he use to do this? Write the number here: ☐ | 2

1   2   3   4   5   6

Print Screen SysRq   ↵ Enter   Alt   F12   Esc   Ctrl
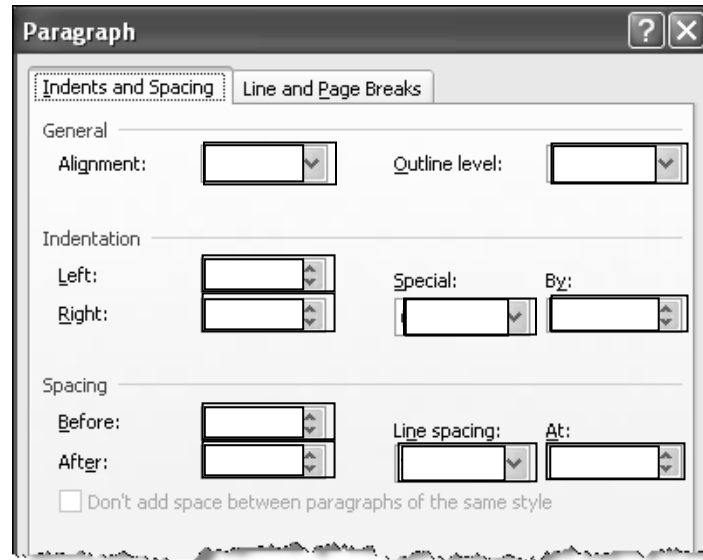
ii) Write the number of the correct description choosing one of the following, here: ☐ The paragraph is: | 3

[1]Justified, [2]Left aligned, [3]Centered, [4]Right aligned, [5]Indented

He wants to do more formatting to the paragraph by using the following dialogue box. Study the picture and answer the questions below:

iii) From the **Paragraph** dialogue box above Stephen wants to change the line spacing to **double**. Draw a circle on the picture to show where he can change to double line spacing.

3

iv) He even wants to **right-indent** the first line. **Shade** the box in the in the picture to show where.

2

v) Stephen wants to add more space after the first paragraph. **Shade** the box in the in the picture to show where.

3

3   **This question is about Spreadsheets.**

a)   The following picture shows information about a football tournament.

	A	B	C	D	E	F	G	H
1	School Football Tournament-Form 4							
2								
3	**Team Name**	**Played**	**Won**	**Lost**	**Draw**	**Points**	**Final**	
4	Reds	7	3	1				
5	Blues	7	4	2				
6	Greens	7	4	1				
7	Whites	7	5	0				
8	Stripes	7	2	0				
9								
10		Win =	3	points				
11		Draw =	1	point				
12								
13		Final						
14		OUT						

i)   Write the **cell reference** for the cell containing the word **Draw** | 2

ii)   Choose the correct answer by ticking ✓the correct box: | 2
The function used to add a range of cells is called: □Plus, □ Sum, □Add, □Addition

iii)   Write a **formula** for cell **E4** which calculates the number of games with a Draw result | 4
for the Reds:

*[You have to subtract the sum of the **won** and **lost** games from the **Played** games.]*

iv) After writing the formula in cell **E4** the PE teacher needs to repeat it in all the other cells from **E4 to E8** without writing it again every time. He does it by dragging from which part of the cell? Indicate by drawing a small circle on the picture underneath.

E

t	Draw	F
	3	

2
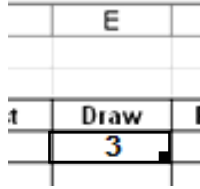
v) Now the PE teacher wants to find how many points each team has. It was decided that for each win the teams get 3 points and for draws they get one point. Use cell **C10** as **asbsolute cell reference** to write a formula that calculates the points in cell **F4**:

*[You have to multiply each win by Cell **C10** and then add it to the draws here]*

4

vi) For the **Finals** column (column **G**)the PE teacher wants to use an **IF function** to see which team goes to the final. He decided that to be able to go to the final a team has to have more than **13 points**. Write a formula using the **IF function** that ouputs the contents of cell **B13** if the team has more than 13 points and the contents of **B14** if the team has less than 13 points.

4

vii) The teacher wants to create a chart (graph) of the Football Tournament table. does he Mark with an ✖ the correct answer to show what has to be done for first:

☐ Click on the graph button   ☐ Select the table   ☐ Create a formula

☐ Click on the INSERT menu item   ☐ Click on the TOOLS menu item

2

viii) Mark with a circle the button to use to create a **chart**:

2

ix) Now the teacher wants to save his work but as an earlier version of Excel. Mark with a circle on the picture below, to indicate where this option is found. | 3

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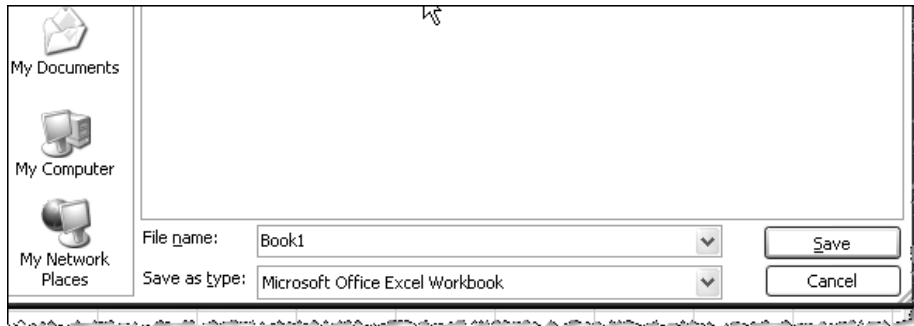
4   **This question is about the Internet**

a) *Multiple Choice Questions – Mark the best asnwer with a ☑*

i)	Cookies are found in	A My Documents in your computer ☐	2
		B In the C drive ☐	
		C In the Temporary Internet Files folder ☐	
		D In Microsoft Word ☐	
ii)	You can turn cookies on or off from	A Internet Explorer Tools-Internet Options ☐	2
		B Windows Help ☐	
		C Control Panel ☐	
		D The task bar ☐	
iii)	A firewall can be either	A Soft or hard ☐	2
		B Digital or analogue ☐	
		C Black or blue ☐	
		D Software or hardware ☐	

iv) A firewall protects your PC from   A   Viruses   ☐   2

                                  B   External access to your private   ☐
information

                                    C   Bugs   ☐

                                    D   Spyware   ☐

v) A digital certificate is a means by   A   you can verify that the email has no   ☐   2
which   viruses

                                    B   you can delete spyware   ☐

                                    C   you can verify that the sender is who he   ☐
claims he is

                                    D   nobody can send any spam   ☐

b)   Answer the following questions referring to the picture below:
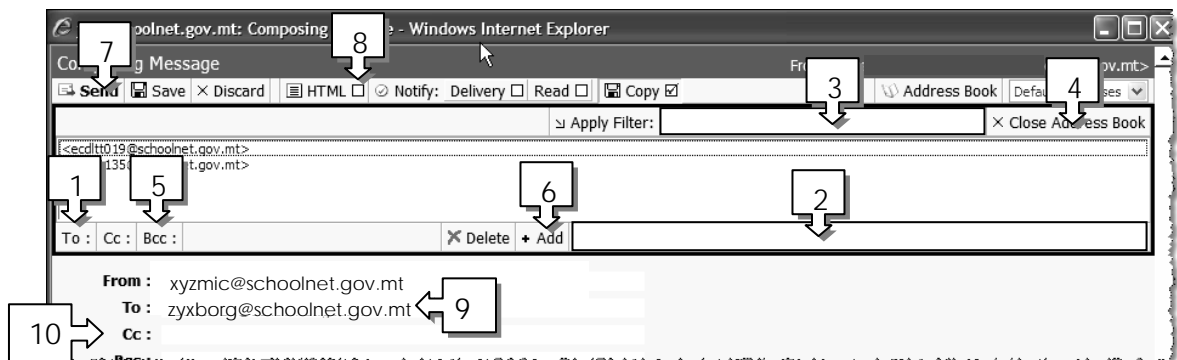
i) What is Stef's email address?   2

ii) Mark with a ✓ the correct symbol used in every email address: 2

     ☐ #   ☐ &   ☐ @   ☐ *

iii) Stef needs to add a new email address to her Address book. Enter the number of the   2
two steps needed to do so in the correct order: ☐ ☐

iv) Now she she is going to use this new address in her email. Write the number of the step | 3
needed after he has selected the address: ▢

v) After doing this she needs to close her address book. Write the number that indicates | 2
the button to use to close the address book: ▢

vi) Stef wants to be able to format the text in the email but she is not seeing formatting | 2
toolbars right now. What box does she tick so that she can have such an option? Write
the number here: ▢

vii) She needs to send a copy to another friend. Enter the number that indicates the place | 2
where to enter the friend's addres: ▢