

Name: _____ Class: _____

1. This question is about using the computer and managing files.

A. Underline the correct answer.

i. To start the computer and log on securely, you have to:

- a) Press the CTRL, ALT and ESC buttons.
- b) Press the ENTER button.
- c) Press the CTRL, ALT, DELETE buttons.
- d) Enter a login name followed by the ENTER key.

[2 marks]

ii. To restart the computer, you need to first:

- a) Turn 'off' the switch on the socket power outlet and turn it 'on' again.
- b) Press the small button near the Power button on the computer tower.
- c) Press and hold the 'Power' button on the tower / desktop.
- d) Click the 'Start' icon on the desktop and choose 'shutdown'.

[2 marks]

iii. If a computer has a number of windows which are open, e.g. a *word processor* application and a *spreadsheet* application, how can you switch between them?

- a. Press the ALT and TAB buttons simultaneously on the keyboard.
- b. Press the SHIFT button followed by the CTRL button on the keyboard.
- c. Press the CTRL, ALT, DELETE buttons sequentially on the keyboard.
- d. Press the CTRL and the right button of the mouse to choose the desired window.

[2 marks]

B. Write **True** or **False** next to the following statements.

i)	A file can contain folders.	
ii)	A folder can contain other folders but not files.	
iii)	Windows can be resized.	
iv)	Pressing SHIFT+ALT+DELETE will maximise a window.	
v)	Once a file has been deleted and put in the recycle bin, it cannot be restored to its original location.	

[5 marks]

C. Name the following icons or buttons.

i)		
ii)		
iii)		
iv)		
v)		

[5 marks]

2. This question is about basic concepts.

A. What is considered as good practice when working on a computer for a long time? Choose from the list below: (Use ✓ for 'good practice' and x for otherwise)

- | | |
|---|--------------------------|
| i) Turn on the radio. | <input type="checkbox"/> |
| ii) Use a stiff chair. | <input type="checkbox"/> |
| iii) Look at distant objects periodically. | <input type="checkbox"/> |
| iv) Use a monochrome lighting system, such as green. | <input type="checkbox"/> |
| v) Reduce the number of breaks. | <input type="checkbox"/> |
| vi) Ensure the room is well lit. | <input type="checkbox"/> |
| vi) Ensure that the height of the monitor is at eye level with your head. | <input type="checkbox"/> |
| viii) Use an ergonomic keyboard to reduce hand fatigue. | <input type="checkbox"/> |

[4 marks]

B. Fill in the blanks with the following words:

scanner	data	mouse	e-mails	storage	word-processing	internet
keyboard	printer	an electronic	databases	process	monitor	

A computer is _____ device that manipulates information or _____. Computers can store, retrieve and _____ data. A computer system consists of input, output and _____ devices. Computers are used for a variety of applications such as _____, storing of complex data such as that of patients in _____, compiling presentations, browsing the _____ and sending/receiving _____. A basic computer system consists of a _____ to be able to view the messages generated by the computer, the systems unit where the physical components are attached to the motherboard, a _____ to type personal documents, a _____ to select icons or open windows, a _____ to print files and a _____ to make a digital copy of documents.

[13 marks]


3. This question is about Word Processing.

TOY STORY 3

Toy Story 3 is a 2010 American 3D computer-animated comedy-adventure film. It is the third film in the Toy Story series.¹

Andy is now 17 years old and packing for college, and his toys feel like they have been abandoned. Andy decides to take [Woody](#) with him to college and puts the rest of the toys in a trash bag for storage in the attic. However, the toys are mistakenly delivered to a day-care center instead of the attic right before Andy leaves for college, and it's up to Woody to convince the other toys that they weren't abandoned and to return home.

¹ It was produced by Pixar and released by Walt Disney Pictures. It was directed by Lee Unkrich.



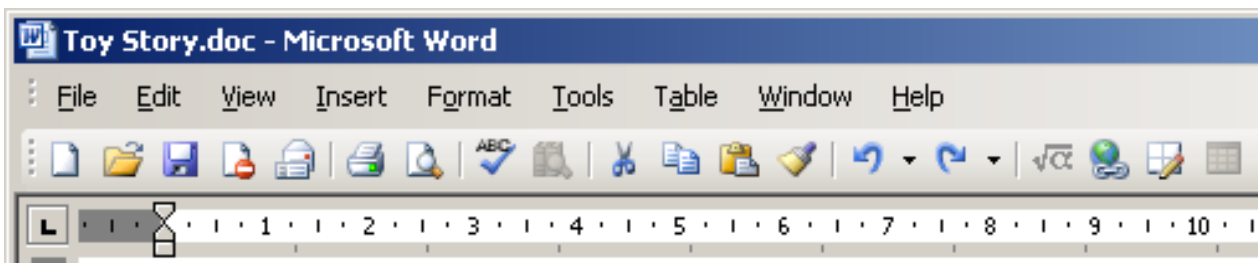
A) Look at the picture about “Toy Story 3” and complete the following:

- i) The picture inserted in this document can be re-sized. Describe how you can make it smaller if you are using a word processor.

- ii) The text in the first paragraph, is aligned to the _____ and that of the second paragraph is _____.
- iii) The formatting features used to create the effects of the first words in the first paragraph are called _____ and _____.
- iv) At the end of the first paragraph the number 1 is formatted with a special effect called _____.
- v) Which key from the keyboard should be used together with CTRL to copy the selected picture? _____

[7 marks]

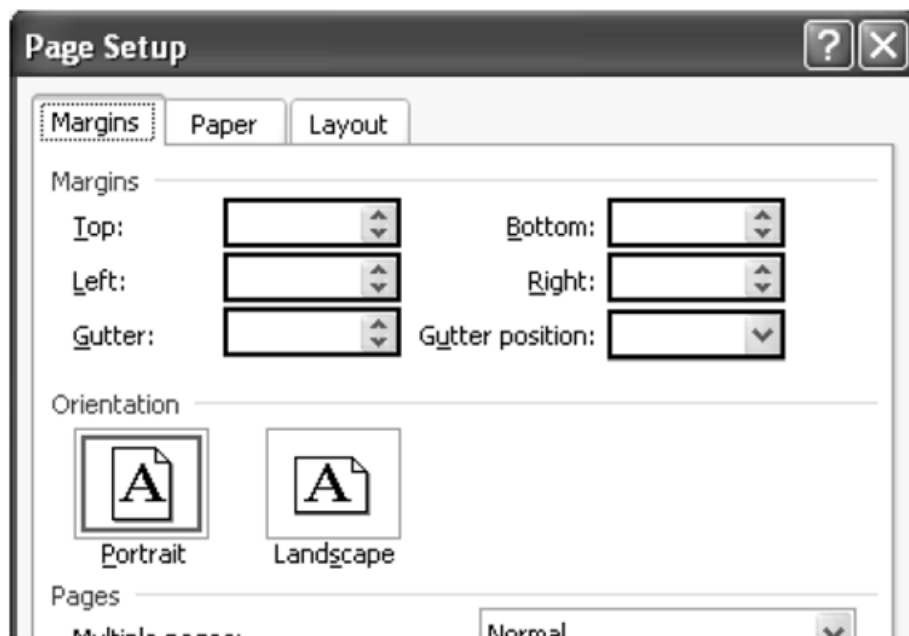
B) Look at the picture underneath.



- i) Write the filename of the document. _____
- ii) Which toolbar is visible? _____
- iii) Describe how you can make the Formatting toolbar visible.

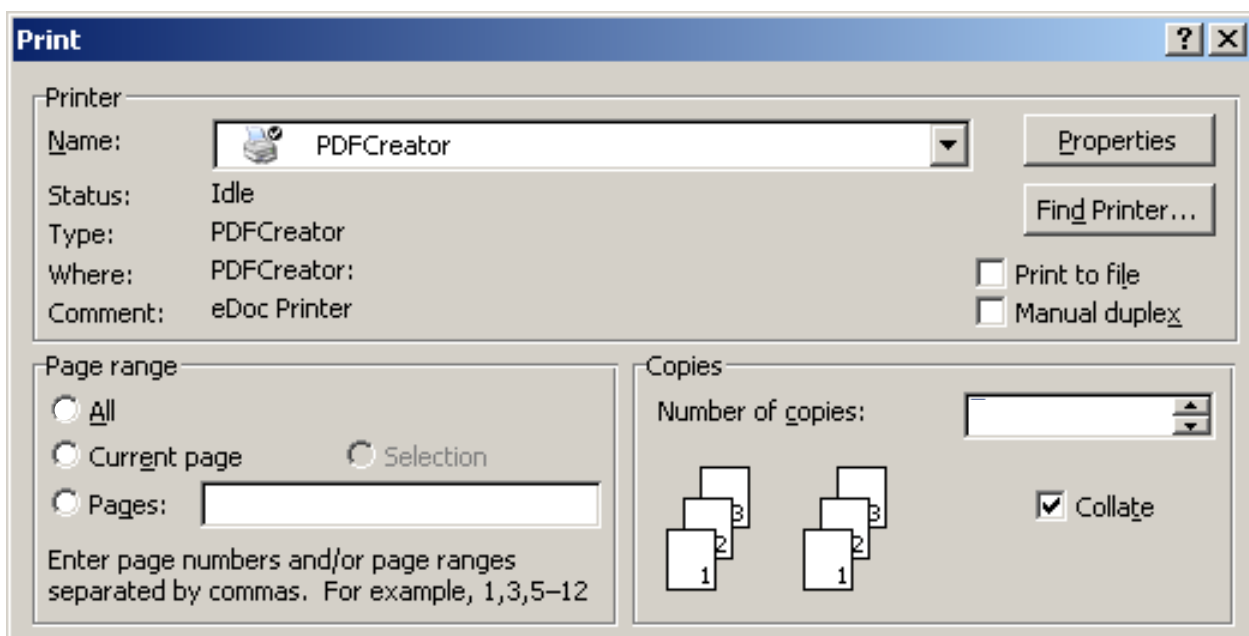
[3 marks]

- C) From the Page Setup dialogue box we can set Margins, Orientation and Paper Size of a document. Show how you can make the following settings.
- Set the right margin to 2.54cm. (Write the answer on the picture below.)
 - Set the left margin to 2cm. (Write the answer on the picture below.)
 - Describe how you would change the page orientation from Portrait to Landscape.



[3 marks]

- D) The picture underneath shows part of the Printing dialogue box.



- Write the settings on the picture above to set the printing range to the first three pages.
- Why, do you think, the selected printer in this case is the default printer?
- Show how you can make four copies of the document by writing the answer on the picture above.

[3 marks]

4. This question is about Spreadsheets.

	A	B	C	D	E
1	Index	Item	Price (€)	Quantity	Cost (€)
2	1	Cinderella Castle Play Set	89.95	1	=C2*1
3	2	Pit Stop Cars	11.55	2	
4	3	Rescue Team	22.50	3	
5	4	Monopoly	39.95	1	
6	5	Talking Action Figure	24.55	2	
7					
8				Total	
9				VAT at 18%	
10				Grand Total	
11					

Shop A / Shop B / Shop C

A) Look at the picture above and then answer the questions in the space provided.

i) Answer the following:

a) Write the name of the workbook. _____

b) How many worksheets does the workbook contain? _____

c) What can be done to switch to worksheet Shop C? _____

ii) To select the cells from A1 to E1, you first select A1, hold the _____ key from the keyboard and click in cell E1.

iii) Write the result that should appear in cell E2. _____

iv) The formula in cell E2 will give the expected result. However, it is good practice to change it to = C2*D2. Explain why.

v) Write the formula that should be typed in cell E6 _____.

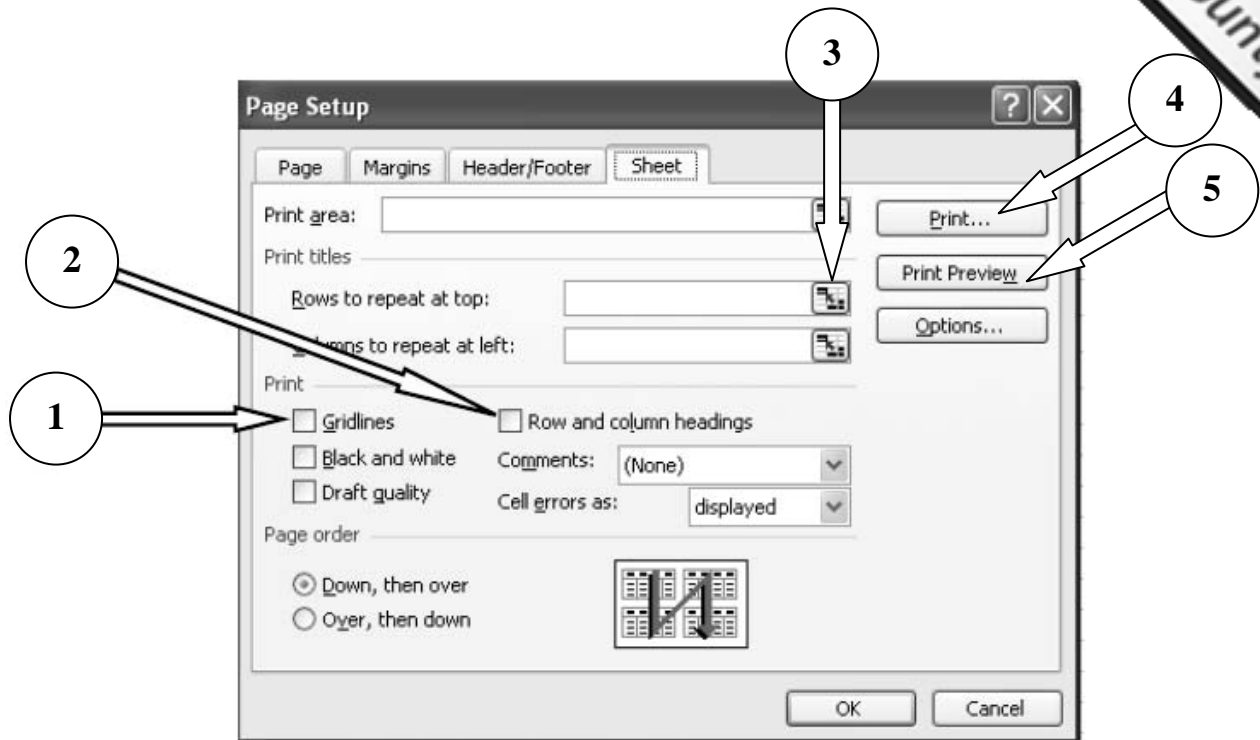
vi) In cell E9 write the formula to find the value of the amount of VAT at 18%. _____

vii) Write the formula that should be entered in cell E10 to find the total of the values in cells E8 and E9. _____

viii) Give **one** reason why it is better to use an electronic spreadsheet rather than the pencil and paper method to work out the bill.

[14 marks]

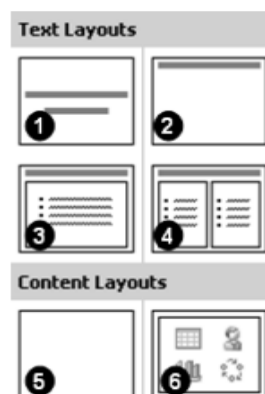
B) Look carefully at the picture below and then answer the questions in the space.



- i) To print row and column headings, you should set the option marked with number _____.
 - ii) To print gridlines you should set the option marked with number _____.
 - iii) To repeat row 1 so that it appears at the top of every printed page, you should click on the button marked with number _____.
- [3 marks]

5. This question is about Microsoft PowerPoint.

A) Look at the picture to the left and write the matching number of the slide layout next to the following instructions:



- i) Add a slide which will contain only the title. ☐
- ii) Add a slide which will contain a chart or picture. ☐
- iii) Add a slide with a title and a bulleted list. ☐
- iv) Add a slide with a title and a sub-title. ☐

[4 marks]

B) Fill in the blanks using the words below:

numbered	slides	presentation	short
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A presentation is usually made up of a number of _____. When creating a _____, it is good practice to use _____ phrases. It is advisable that lists are _____. Bulleted lists are better than long paragraphs.

[2 marks]

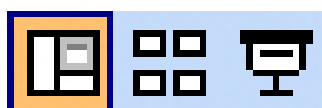
C) Look at the picture below and write **True** or **False** next to the instructions that follow:



i)	To change the colour of the font, we click on No. 8.	
ii)	The font size can be changed by clicking on No. 2.	
iii)	To change the font, we click on No 1.	
iv)	To Centre the text in a slide, we click on No. 8.	
v)	To decrease the Indent, we click on No. 7.	

[5 marks]

D) Paul finished preparing his presentation and his teacher instructed him to run the Slide Show. Look carefully at the three icons below and **draw the icon** that Paul should click on in order to run the slide show.



[2 marks]

E) Fay wants to insert a picture in her presentation. Her picture *Flower.jpg* is stored in the *My Documents* folder. Underline the correct word to show what Fay should do to insert the picture.

- Click on (File, Edit, Insert) from the Menu Bar.
- Select (Picture, Symbol, Chart) from the drop down menu.
- Choose (Clip Art, From File, From Scanner) from the next menu.
- A dialogue box appears. Select the (file, folder, icon) *Flower.jpg* from the *My Documents* folder.
- Click on the (Cancel, Close, Insert) button to complete the task.

[5 marks]

6. This question is about Information and Communication.

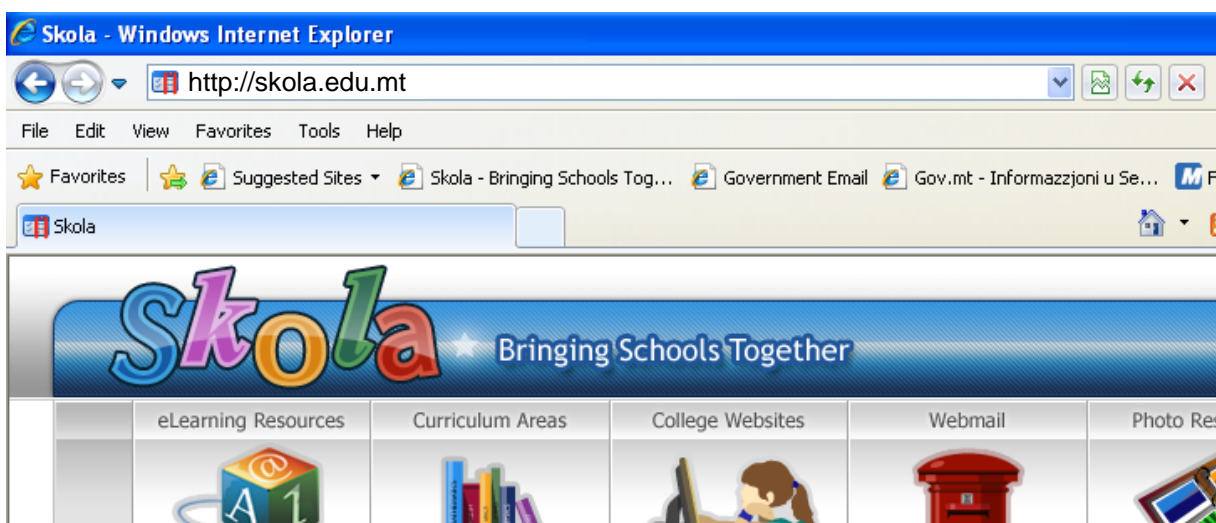
A) Write the following words next to their definitions below:

ISP	Search Engine	the Internet	URL	hyperlinks
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i)	A standard address that tells your browser how to locate a file or other resource on the Web.	
ii)	A company that provides users with Internet connection services.	
iii)	A program that searches for websites based on relevant keywords and/or phrases.	
iv)	Text or images available on Web pages which make connections to other sections on the same Web page.	
v)	This consists of thousands of computer networks that connect millions of computers around the world.	

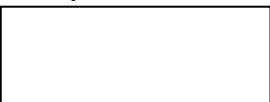
[5 marks]

B) Mary is surfing the Internet, looking for news from her school. The picture below shows part of the website she found.



i) Write down the URL of the web page that Mary is browsing. _____ [1 mark]

ii) Mary wants to bookmark this website to use it again. Write the name of the menu item she needs to use in order to do so. _____ [1 mark]

iii) Mary would like to revisit a page she was looking at recently. Draw the button that she needs to click on to find the recently visited website.  [1 mark]

C) I want to send an e-mail to ganni.borg@skola.gov.mt

i) The part **skola.gov.mt** is known as the _____ .

ii) Which part of the above e-mail address is known as the username? _____

[2 marks]

D) Read carefully the statements below about Netiquette, and write **True** or **False** in the space provided.

i)	Netiquette is a set of guidelines intended to promote effective, efficient and responsible communication between all e-mail users.	
ii)	Messages should be long and should contain a lot of description.	
iii)	Messages should contain many acronyms, since these make your messages more meaningful.	
iv)	Messages should be typed in capital letters to make sure that the receiver will read them.	
v)	Messages without subject lines can confuse and frustrate the persons who receive them, particularly if they receive a lot of mail.	
vi)	It is unethical to forward a message without asking the permission of the person who wrote the message.	

[6 marks]

End of Examination Paper