

FORM 2

**INFORMATION AND COMMUNICATION
TECHNOLOGY**

TIME: 1h 30min

Name: _____

Class: _____

Answer ALL questions.

1. Underline the correct statement for each of the following:

- a) The speed of the CPU is measured in
- MB (Megabytes) or GB (Gigabytes)
 - MHz (Megahertz) or GHz (Gigahertz)
 - PPM (Pages per Minute)

[1 mark]

- b) Which of the following statements about RAM is true?
- Data stored in RAM is lost when the computer is switched off.
 - RAM is read only.
 - RAM is very slow memory.

[1 mark]

- c) Which of these are considered as computer memory?
- RAM and ROM.
 - Printer and Scanner.
 - Mouse and Keyboard.

[1 mark]

- d) What is regarded as a serious health factor associated with computer use?
- Eating near computer equipment.
 - The direction of light.
 - Disabling the antivirus.

[1 mark]

- e) An intranet is:
- A collection of websites on the Internet.
 - A computer network that shares information in an organization.
 - A home network.

[1 mark]

- f) Extranet users are:
- Members of an organization only.
 - All home users who have access to Internet.
 - A computer network that allows controlled access from the outside.

[1 mark]

2. This question is about Types of Computers.

John, Peter and Ruth are going to buy a new computer.

Using the terms '**Desktop Computer**', '**Laptop**' and '**Tablet PC**' suggest the best computer to buy for each of following uses:



Desktop Computer



Laptop



Tablet PC

a.	John wants to buy a computer which he can carry from home to university every day. He needs to do a lot of typing.	
b.	Peter wants to buy a computer to be left stationary on his desk. He would like to have a printer, a scanner, a webcam, a joystick and other devices attached to it.	
c.	Ruth wants to buy a computer which is very slim so she can carry it anywhere with her. She is mainly interested in browsing the internet, playing music files and watching videos.	

[3 marks]

3. This question is about Factors that affect a Computer's Performance.

Tick the items which really affect computer performance:

a.	CPU speed.	<input type="checkbox"/>
b.	Type of printer installed.	<input type="checkbox"/>
c.	RAM size.	<input type="checkbox"/>
d.	Size of monitor.	<input type="checkbox"/>
e.	Graphics card.	<input type="checkbox"/>
f.	Number of applications running.	<input type="checkbox"/>
g.	Size of computer case.	<input type="checkbox"/>
h.	A 5.1 speaker surround system installed.	<input type="checkbox"/>

[8 marks]

4. This question is about ICT in Everyday Life.

a. Viruses can enter a computer very easily.

Mention 2 ways a virus can be transmitted (can enter) onto a computer system.

i. _____ [2 marks]

ii. _____ [2 marks]

The Internet has provided the community with online services like E-Commerce, E-Banking, E-Government, E-Learning, Teleworking and E-mail.

Rita Borg has been granted teleworking as she needs to take care of her bed-ridden mother. Every morning her boss forwards the work to be done by E-mail.

b. Two advantages of teleworking are:

i. _____ [1 mark]

ii. _____ [1 mark]

c. One disadvantage of teleworking is:

i. _____ [1 mark]

5. The Internet has provided the community with online services which are becoming more common in everyday life. Using the terms below give the name of the service for the following:

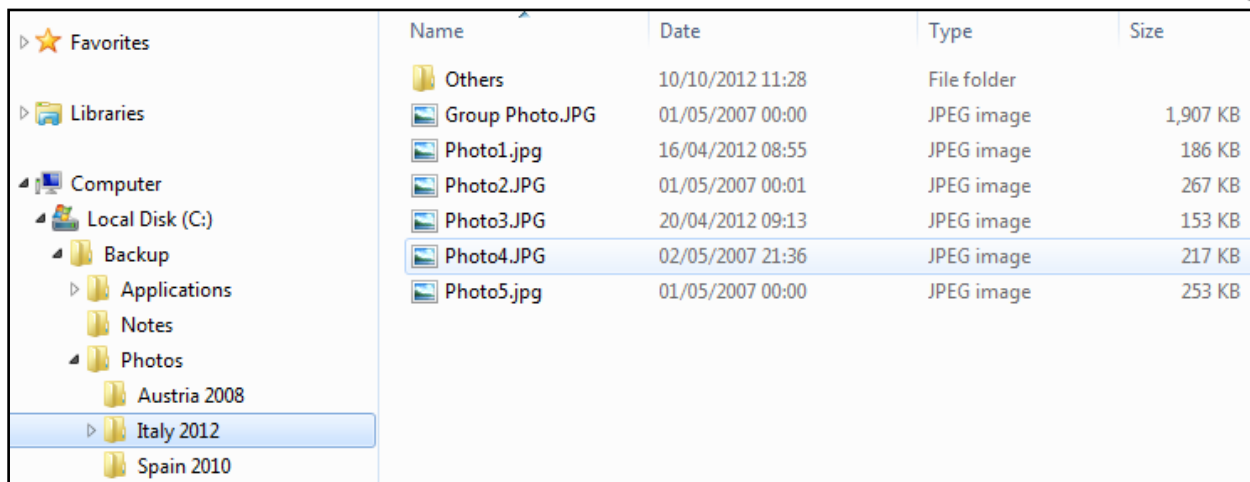
E-Banking	E-Government	E-Learning	E-Commerce
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	Description	Name of Service
a.	Buying a pair of headphones from an online store and paying using your credit card.	
b.	Transfer money from one account to another.	
c.	Students may apply online for their exams.	
d.	Students can enjoy effective lessons at school which are enriched with multimedia content.	

[4 marks]

6. This question is about managing files.

Look at the image below and answer the following questions:



a. In which **drive** are the above files and folders stored: [1 mark]

b. List the names of the **sub-folders** found in the folder **Photos**:

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[3 marks]

c. List the name of the **sub-folder** found in the folder **Italy 2012**: [1 mark]

d. How many **files** are present in the folder **Italy 2012**: [1 mark]

e. Write the **name** and the **size** of the largest file found in the folder **Italy 2012**:

i. Name of file: ii. Size: [2 marks]

f. Mark with a cross on the image below where you need to click to sort by **Type**: [2 marks]

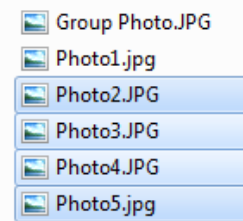
Name	Date	Type	Size
Budget.xlsx	16/09/2006 02:00	Microsoft Excel W...	9 KB
Costings.xlsx	16/09/2006 02:00	Microsoft Excel W...	9 KB
Group Photo.JPG	01/05/2007 00:00	JPEG image	1,907 KB
Meeting.txt	07/11/2012 12:33	Text Document	0 KB
Photo1.jpg	16/04/2012 08:55	JPEG image	186 KB
Photo2.JPG	01/05/2007 00:01	JPEG image	267 KB
Readme.txt	07/11/2012 12:33	Text Document	0 KB

g. Write down the names of **TWO** folders that **DO NOT** contain subfolders:

- i. ii. [2 marks]

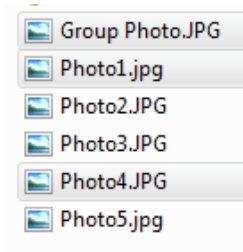
h. Which key from the keyboard must be used when clicking on files to select a group of **adjacent files**:

[1 mark]



i. Which key from the keyboard must be used when clicking on files to select **non-adjacent files**:

[1 mark]



7. Various options can be changed from the Control Panel.

a. Use the options below found in Control Panel to complete the following tasks.

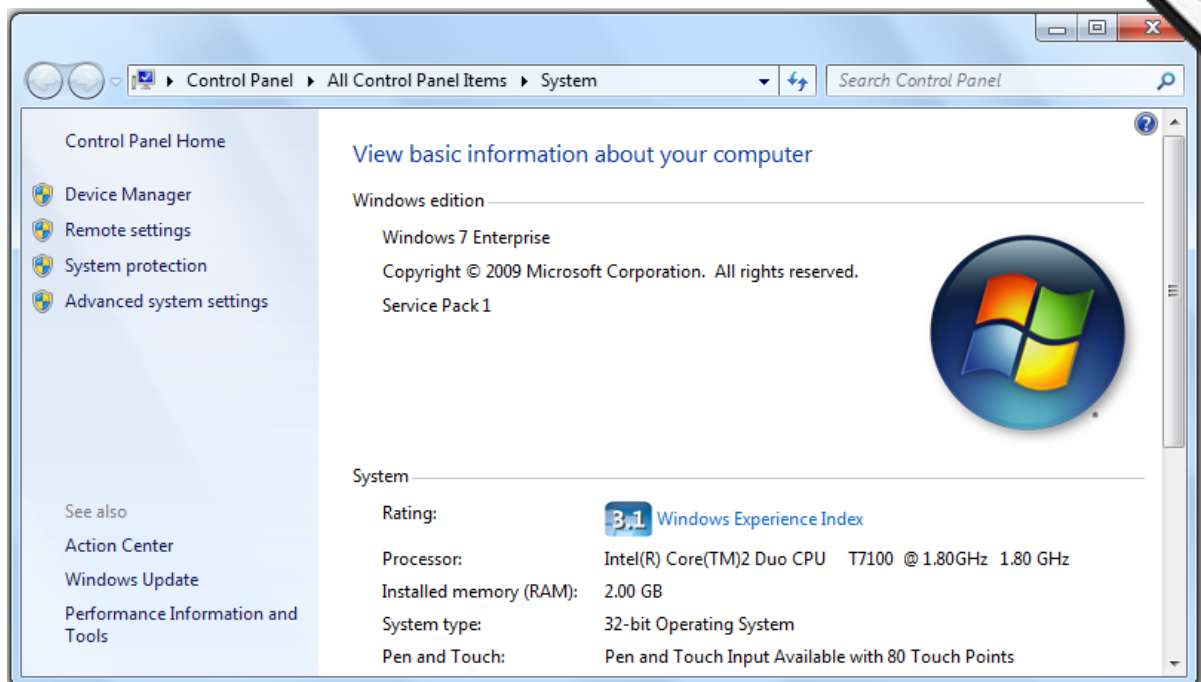
Note: An item from the Control Panel can be used more than once.

Sound	Personalization	Programs and Features
Display	Date and Time	Region and Language

	TASK	OPTION FROM CONTROL PANEL
i.	Change desktop background:	<i>Personalization</i>
ii.	Change screen resolution:	
iii.	Change date and time:	
iv.	Uninstall a software application:	
v.	Change sound volume level:	
vi.	Change screen saver option:	
vii.	Add keyboard language:	
viii.	Change colour settings:	

[7 marks]

- a. The image below shows the computer's basic system information.



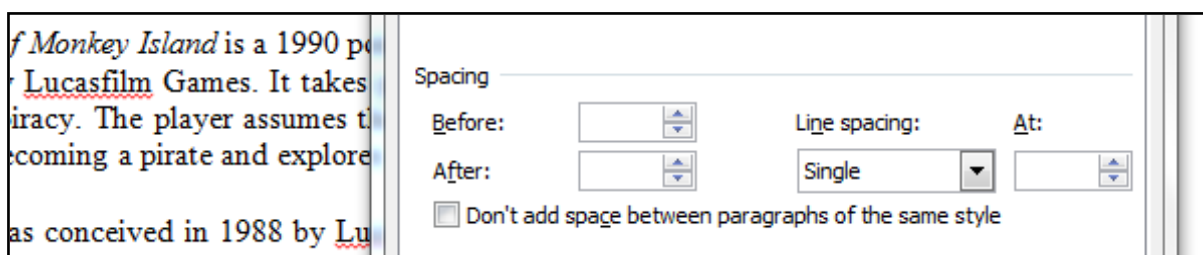
Fill in the table below with the correct information required by using the image shown above:

i.	Operating System installed on the computer:	
ii.	Installed RAM:	
iii.	Processor Speed:	

[3 marks]

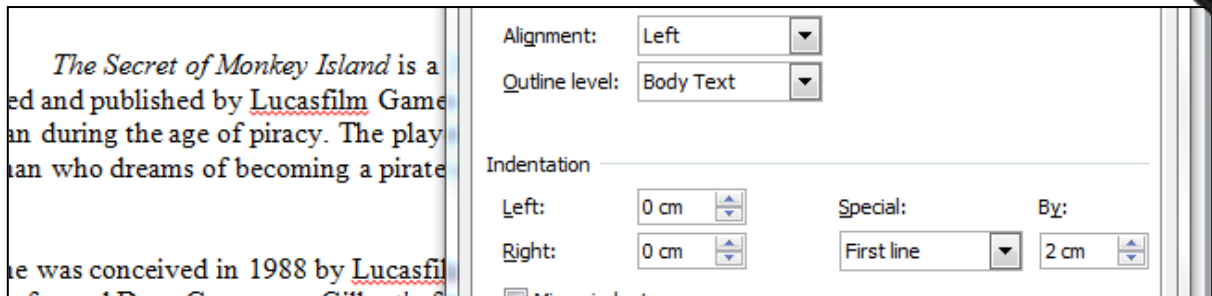
8. This question is about Word Processing (Paragraph & Line Spacing)

- a. In the picture below enter **6pt Before** spacing and **12pt After** spacing. [2 marks]
- b. **Circle** the tab which needs to be changed to apply **1.5 lines** spacing. [1 mark]



9. This question is about Indentation.

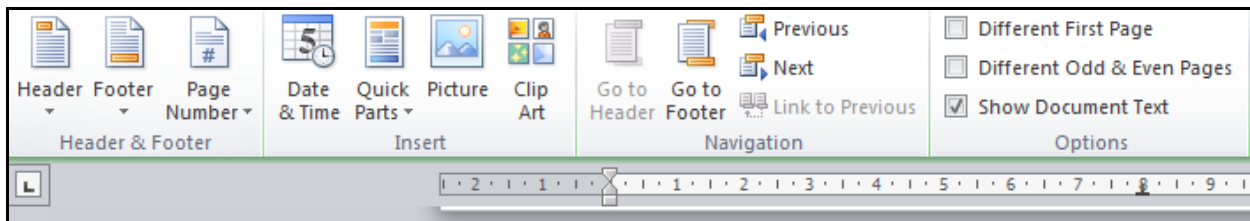
Number the following steps in order to make a **first line indentation** of 2cm.



a.	Click the <u>S</u> pecial tab and select 'First Line'	
b.	Set 2cm in By:	
c.	Click 'Ok'	
d.	Place the cursor in the paragraph where you wish to apply first line indentation.	
e.	Click the 'Paragraph dialog box'	

[10 marks]

10. This question is about Headers and Footers.



a. Which option from the above toolbar (ribbon) needs to be clicked to insert **page numbers**:

_____.

[1 mark]

b. Which option from the above toolbar (ribbon) needs to be clicked to insert the **date**:

_____.

[1 mark]

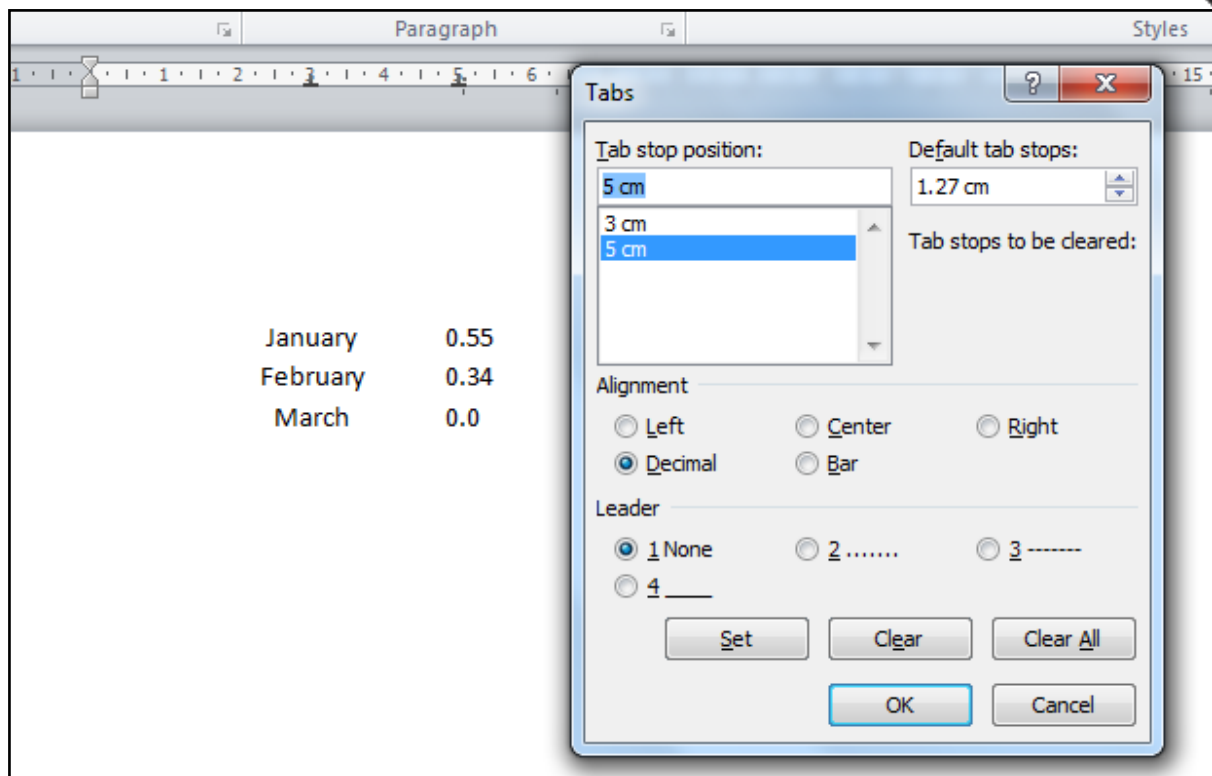
c. Which option from the above toolbar (ribbon) needs to be clicked to insert **file name**:

_____.

[1 mark]

11. This question is about Tabs.

With reference to the image below answer the following questions:



- The tab alignment used for January, February and March is _____.
- The tab alignment used for 0.55, 0.35 and 0.0 is _____.
- The tab stop position for 0.55, 0.35 and 0.0 is set to _____ cm.
- To remove the selected tab, click the _____ button.
- To remove all the tabs created click the _____ button.

[5 marks]

12. This question is about Spreadsheets.

a. Answer **True** or **False**:

i.	Content of a cell can be copied or moved from one worksheet to another.	
ii.	A search command is available in Excel, which can be used to search for specific content in a worksheet.	
iii.	The command ' Sort A to Z ' is used to sort in descending order.	
iv.	New worksheets can be inserted in the same workbook if required.	
v.	Excel does not support the option to freeze/unfreeze row or column titles.	
vi.	A #REF! error message in Excel refers to an invalid cell reference .	

[6 marks]

b. Using the functions AVERAGE, MIN and MAX complete the following questions:

	A	B	C	D	E	F
1				Rainfall 2012	Rainfall 2013	
2						
3			January	56.3	44.5	
4			February	78.4	68.7	
5			March	12.4	4.5	
6						
7			Average:	49.03		
8			Lowest Reading :	12.4		
9			Highest Reading:	78.4		

i. Write the formula which should be entered in cell **E7** to find the **average** rainfall for 2013:

[3 marks]

ii. Write the formula which should be entered in cell **E8** to find the **lowest** rainfall reading for 2013:

[2 marks]

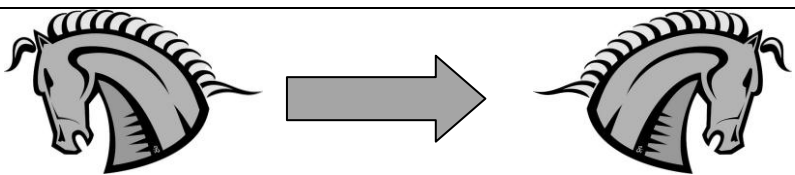
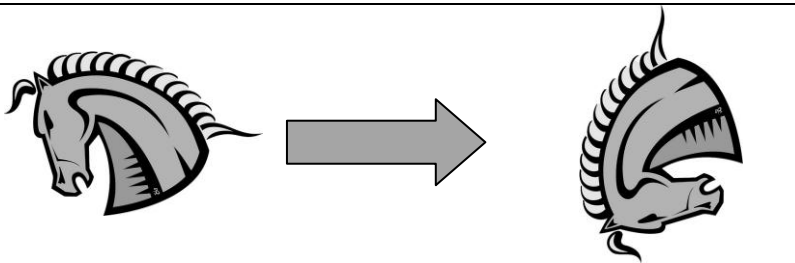
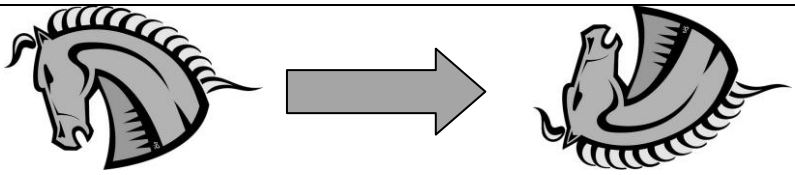
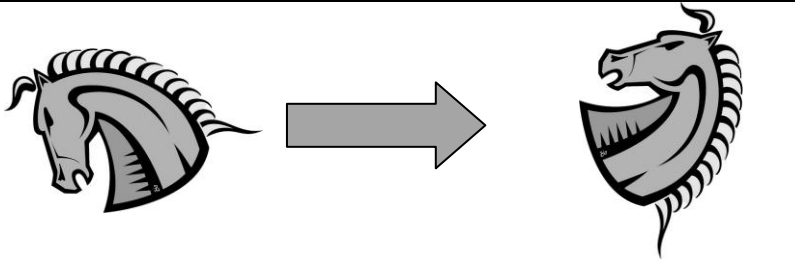
iii. Write the formula which should be entered in cell **E9** to find the **highest** rainfall reading for 2013:

[2 marks]

13. This question is about Presentations.

Use the following commands to describe what is happening to the picture:

Rotate Right 90	Flip Vertical	Flip Horizontal	Rotate Left 90
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a.		_____
b.		_____
c.		_____
d.		_____

[8 marks]

14. This question is about Internet and E-mail.

Answer **True** or **False**.

a.	The browsing history cannot be deleted.	
b.	It is possible to save a webpage to your hard disk.	
c.	There are no settings available in the browser to change your homepage.	
d.	Since viruses can be transmitted through e-mail, one should avoid opening attachments from unknown persons.	
e.	The Cc and Bcc are used to send the same e-mail to different recipients.	
f.	It is good practice to reply to and follow links received with unsolicited (spam) e-mail.	

[6 marks]