

FORM 2 Information & Communication Technology TIME: 1h 30min

Name: _____

Class: _____

Section A: Multiple Choice Questions. Choose the most suitable answer and write your answer in the table provided at the end of this section.

1. Which one of the following is most likely to contain a virus?
A. RAM
B. CPU
C. Pen drive
2. A common way of infecting your computer with a virus is by:
A. saving a file in a pen-drive.
B. connecting it to old computers.
C. opening email attachments.
3. What is the best way of protecting your computer from getting a virus?
A. Remove dust from the computer to keep it clean.
B. Install anti-virus software.
C. Install a new hard drive.
4. Deleted files from a pen drive:
A. are permanently deleted.
B. can be found in the Recycle Bin.
C. are moved to My Documents.
5. You CANNOT sort your files by:
A. Frequently used.
B. Filename.
C. Size.
6. Which of the following units of file size measurement is the largest?
A. MB
B. GB
C. KB
7. Folders are needed to:
A. organise files.
B. create files.
C. create documents.
8. To shut down a non-responding application one should:
A. Hold down the ALT key for 3 seconds.
B. Press the CTRL, ALT and DEL keys.
C. Press the HOME and ALT keys.
9. To capture an image of an active window:
A. Press the PRINT SCREEN key.
B. Hold down the SHIFT key while pressing the PRINT SCREEN key.
C. Press the PRINT SCREEN key while holding down the ALT key.
10. To move a picture from one document to another you have to:
A. Cut and Copy.
B. Cut and Paste.
C. Copy and Paste.

Write your answers in the table below:

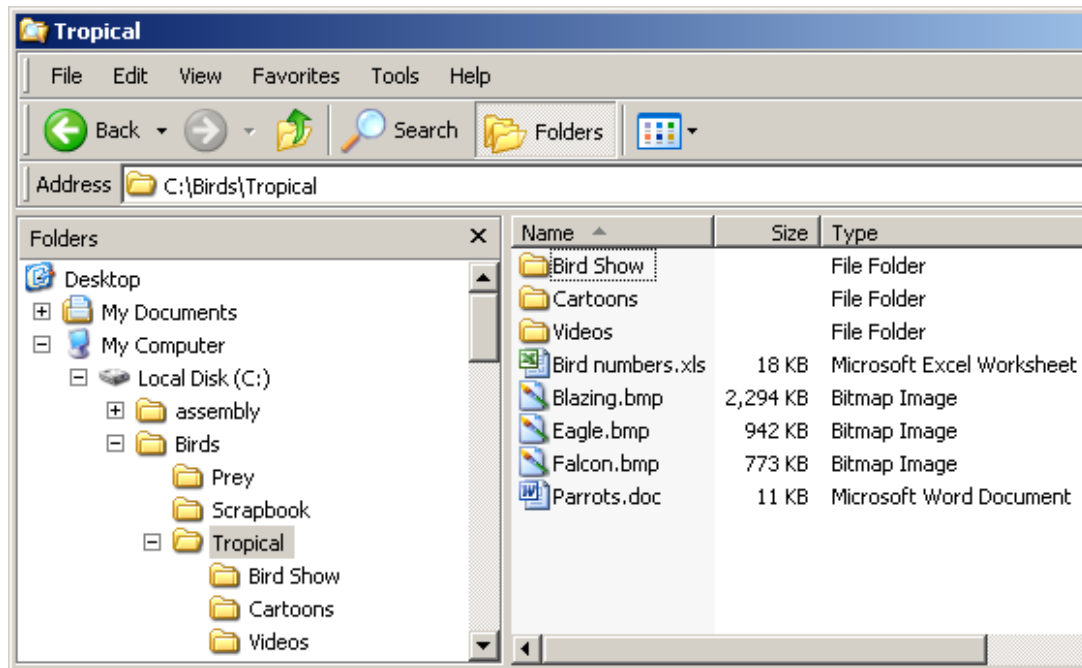
Question	1	2	3	4	5	6	7	8	9	10
Answer										

[10 marks]

Section B: Answer all questions.

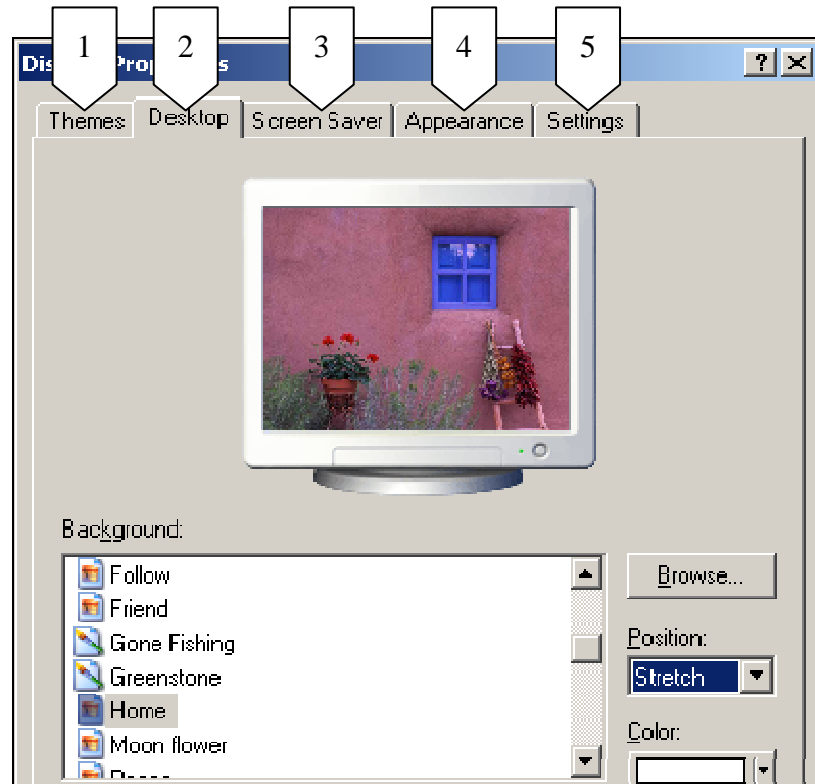
1. This question is about **managing files**.

Look at the following picture and answer the questions.



- a) In which **drive** are the above files and folders stored? _____ [1 mark]
- b) How many subfolders does the folder **Tropical** contain? _____ [1 mark]
- c) What does the [+] sign indicate? _____ [2 marks]
- d) Write down the name of any **TWO** folders that DO NOT contain subfolders.
 _____ and _____ [2 marks]
- e) Write down the name of the **selected folder**. _____
- f) How many files are stored in this folder? _____
- g) By which criteria are the **files sorted**? _____
- h) What is the **name** of the **smallest file**? _____ [4 marks]

2. Various display properties can be changed using the dialogue box shown below.



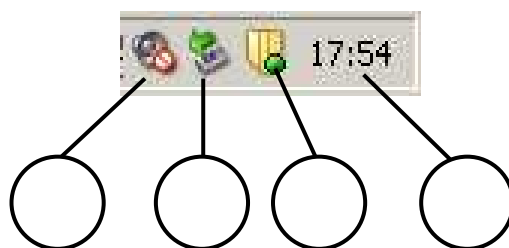
Write the number showing from where to do the following:

- You can change the screen resolution from here: _____.
- You can change the desktop background from here: _____.
- You can change the screen saver options from here: _____.
- You can change the colour quality settings from here: _____.

[4 marks]

3. On the picture below:

- write **1** in the circle showing the **sound volume control**.
- write **2** in the circle indicating from where to **change the date and time**.



[2 marks]

4. Tick [✓] to show which of the following is a storage device:

Hard-disk	Pen drive	Network drive	Scanner	Laser Printer	CD-RW drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[4 marks]

5. Marika and Paul are using a computer to produce a project about birds. The project must include **pictures**, **graphics** and short paragraphs of **text**. They are using a computer with the following programs:



spreadsheet



presentation



browser



email



word processor

a) Fill in the blanks using the above listed programs:

- Marika can use the _____ program to **type** information about birds.
- Paul can use the _____ program to **show** a picture of a bird's house.
- They can use the internet _____ to **find pictures** of birds.
- Paul can use the _____ to enter numbers and draw charts about birds visiting Malta.
- Marika can send pictures to her friends using the _____ program.

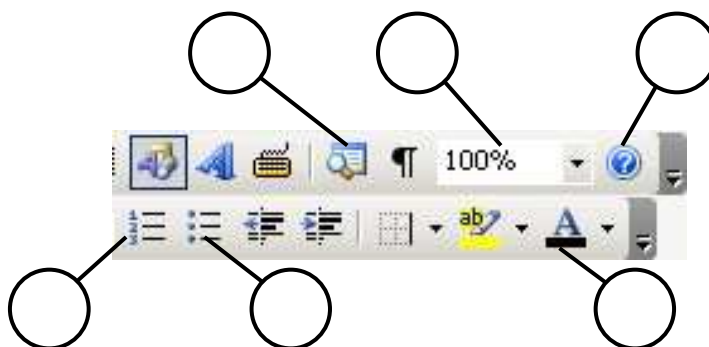
[5 marks]

b) Paul would like to **save** a copy of his project files on a **pen drive**. Give **one** reason why he wants to save his files on the **pen drive**.

[2 marks]

6. On the picture below:

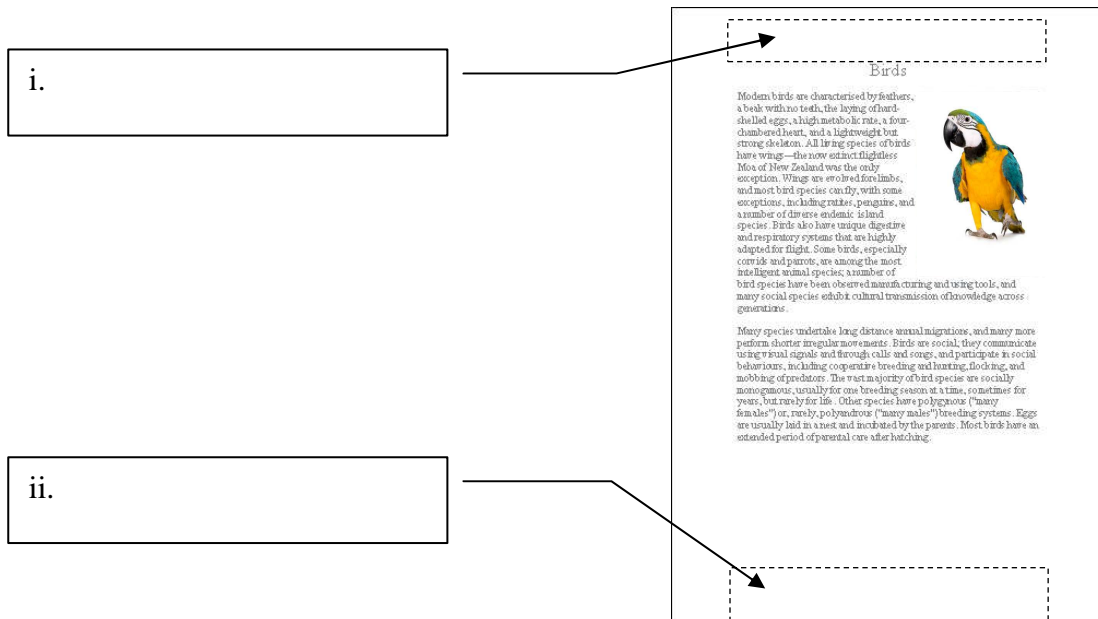
- write **1** in the circle showing the **zoom** control.
- write **2** in the circle showing from where to search for **help**.
- write **3** in the circle showing from where you can apply **bullets** to a list.



[3 marks]

7. a) Marika uses the Header and Footer sections to add page numbers to her document.

Label the following picture with the words **Header** or **Footer** to show which section is the page Header and which section is the page Footer:



[2 marks]

- b) The picture below shows the **Header and Footer** toolbar.



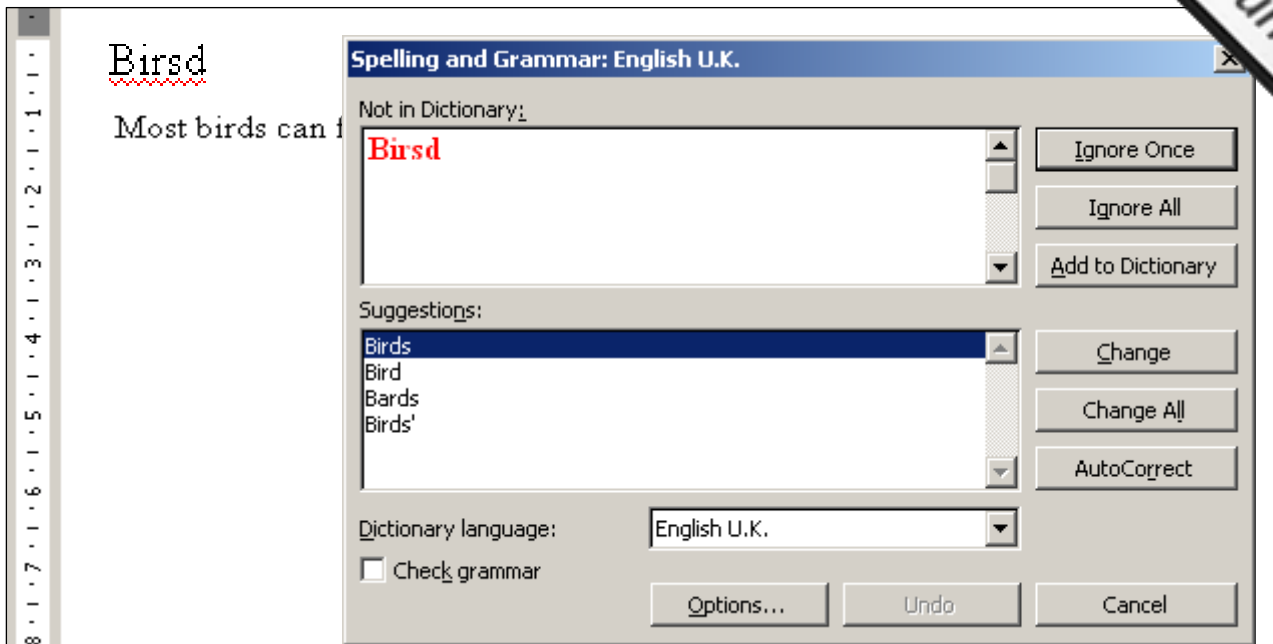
Insert Time	Insert Date	Author
Switch Between Header and Footer	Insert Page Number	Insert Number of Pages

Use the words from the table above to complete the following table:

	Tool Button	What do we use it for?
i.		
ii.	Insert AutoText ▼	Inserts auto text, such as
iii.		
iv.		
v.		
vi.		

[6 marks]

8. a) Paul was checking the spelling of the document he created about **birds**.



Look at the picture above to help you answer the following:

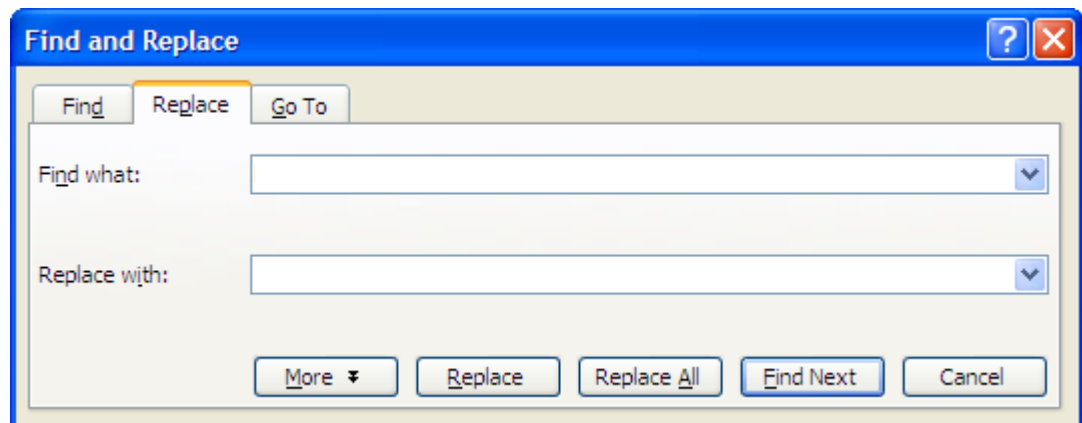
- Write the word that is not spelt correctly: _____. [1 mark]
- Write the word that should replace it: _____. [1 mark]
- How can Paul correct the mistake?

[2 marks]

- What happens if Paul clicks on the **Add to Dictionary** button?

[2 marks]

- b) i. Fill in the picture to show how Paul can replace the phrase **many birds** with the phrase **most birds**. [2 marks]

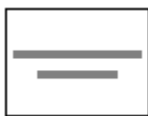


- Which button should Paul click to change only one occurrence? _____ [1 mark]

9. This question is about **slide presentations**.

a) Help Paul prepare a slide show presentation.

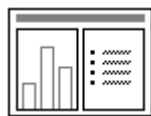
Write the slide layout number in the space provided to indicate which one should be used:



1



2



3



4



5

- i. Paul wants to insert a Title Slide. He should click on layout number _____.
- ii. The next slide consists of a title and text. He should click on layout number _____.
- iii. The third slide is going to show a table. He should choose layout number _____.
- iv. The fourth slide has a title, a column graph and some text. He picks layout _____.

[4 marks]

b) Paul draws a bird's wooden box. Use the following commands to describe what he is doing to the picture:

Rotate Left 90°, Rotate Right 90°, Flip Horizontal, Flip Vertical, Resize

i.				_____
ii.				_____
iii.				_____
iv.				_____
v.				_____

[5 marks]

c) Label the following presentation view modes using the following words:

normal view, slide sorter view, slide show view

[3 marks]



i.	ii.	iii.
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10. This question is about the use of spreadsheets.

	A	B	C	D	E	F	G	H
1	Northern Chicken Coop							
2								
3		2007	2008	2009	2010	2011		
4	Hill Farm	45	70	88		143		
5	Valley Farm	65	80	95		136		
6	Sunset Farm	78	93	120		166		
7								
8	Total	188	#NAME?	303	0	445		
9	Average	63	81	101	#DIV/0!	148		
10	Maximum	78		120	0	166		
11	Minimum	45	70		0	136		
12								

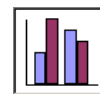
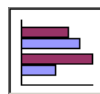
- a) Look at the above picture to complete the following:
- Write the **name** of the **workbook**: _____ [1 mark]
 - Write a **meaningful name** for Sheet1: _____ [1 mark]
 - Write the **value** that should appear in cell **D11**: _____ [1 mark]
 - Write the **range of cells** created using the **autofill tool**: _____ [2 marks]
- b) Marika uses the functions SUM, MAX, MIN and AVERAGE. Look carefully at the picture and complete the following:
- The formula in cell **F8** is _____ [2 marks]
 - The formula in cell **C9** is _____ [2 marks]
 - The formula in cell **B10** is _____ [2 marks]
 - The formula in cell **B11** is _____ [2 marks]
- c) Marika wants to delete the content of cells C8 and E9. Explain how she can do it at one go.
- _____
- _____
- [4 marks]
- d) Paul wants to add the numbers in the cells from B4 to B6. He uses the formula =45+65+78. Marika uses the formula =B4+B5+B6 instead.
- Who is using the best formula? _____ [1 mark]
 - Why is this so?

_____ [2 marks]

11. Label the following charts using the words:

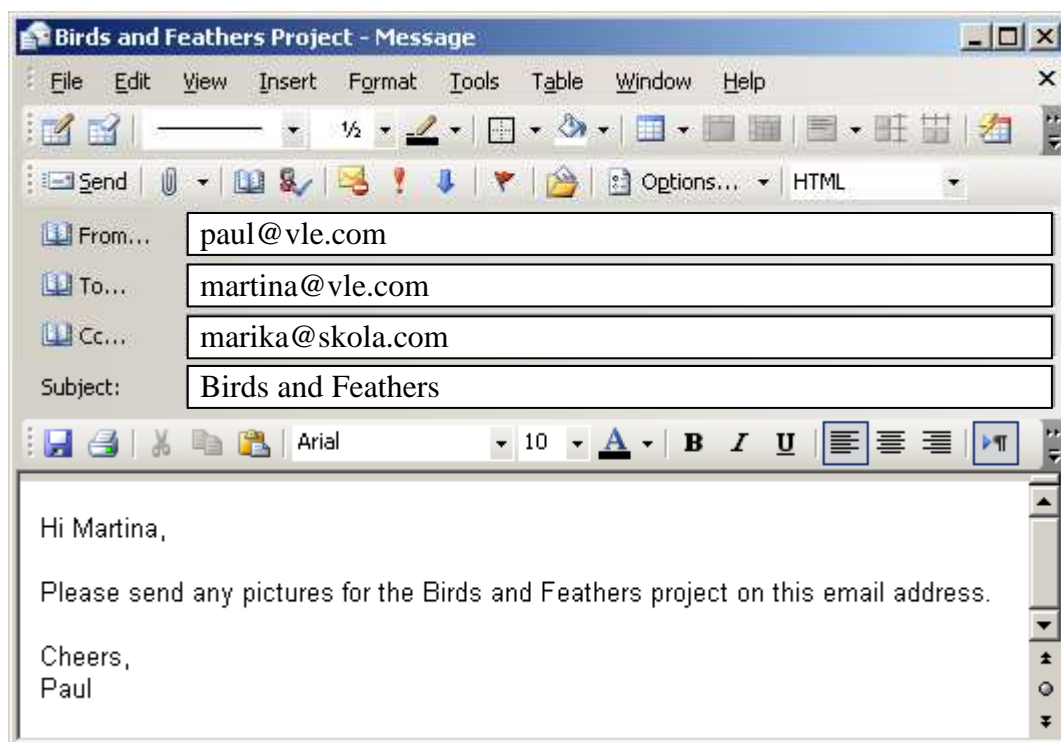
Line chart, Bar chart, Pie chart, Column chart

[4 marks]



i.	ii.	iii.	iv.
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12. This question is about **emails**.



a) Write the subject of this email message: _____ [1 mark]

b) Write the email address Martina should use to send the pictures: _____

[2 marks]

c) Paul is sending the email to Martina and Marika.

i) Describe what happens when Martina uses the **Reply** command when sending her email with pictures.

ii) Describe what happens when Martina uses the **Reply to All** command when sending her email with pictures.

[4 marks]

End of Examination Paper