DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Department for Curriculum Management and eLearning
Educational Assessment Unit
Annual Examinations for Secondary Schools 2012

Track

FORM 3   Information & Communication Technology   TIME: 1h 30min

Name: _____   **Class:** _____

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

a)   John would like to create a desktop shortcut of the folder named **school** found in Local disk (C:). Put the following steps in order. The first step is done for you.

	Click **File** menu.
	Double-click the drive Local Disk (C:)
	Click **Create Shortcut**.
1	Open **My Computer** window.
	Drag the new shortcut to the desktop.
	Click on the folder **school**.

[5 marks]

b)   Look at the picture on the right and answer the following questions:

i)   Write the name of the selected Folder

_____

ii)   Write the names of the **two** (2) drives that appear in the picture.

_____   _____

iii) Draw the symbol which you need to click on in order

to see the sub-folders _____
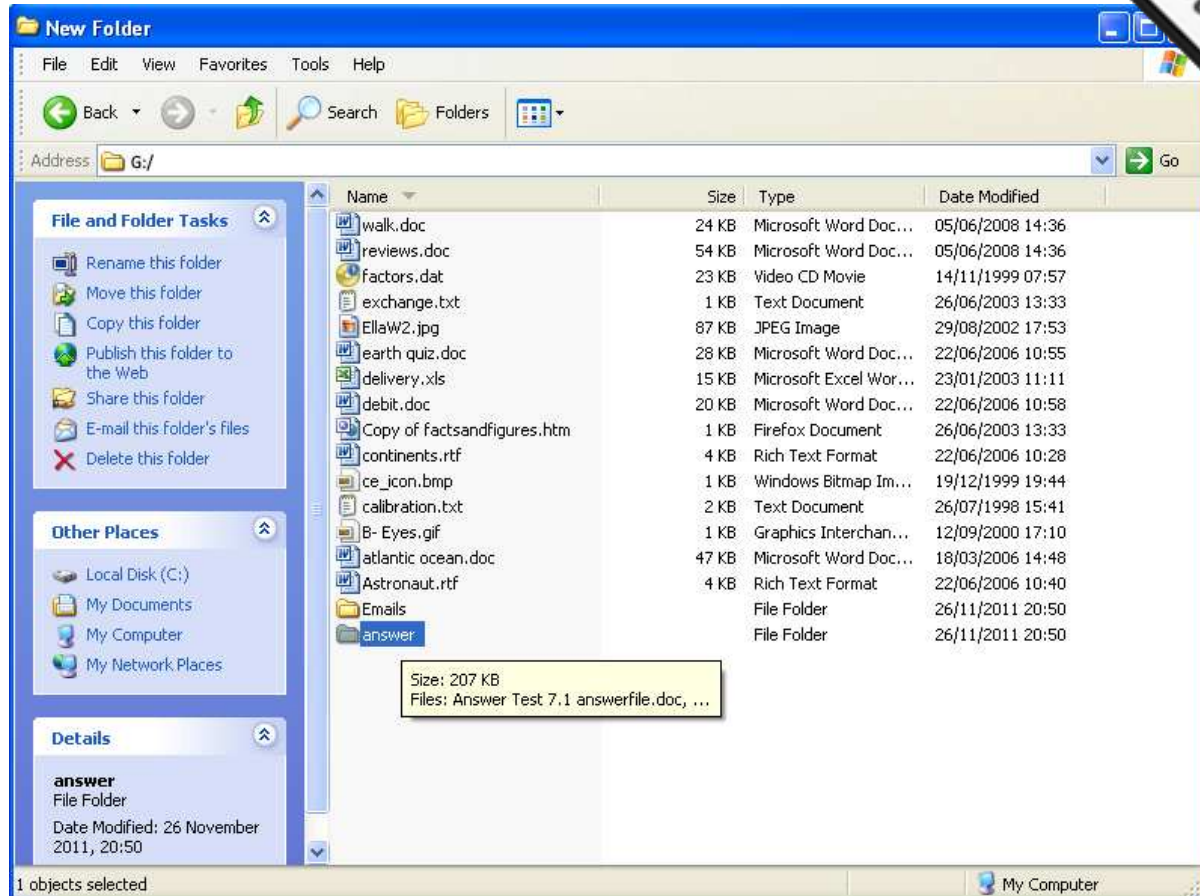
iv)   *Answer True or False*:

My Computer can be further expanded to show more drives. _____

[5 marks]

c) The picture below shows the items on a particular drive.

i) How many folders are there? _____

ii) How many files are there? _____

iii) What is the name of the **largest** file? _____

iv) What is the letter of this drive? _____

v) What is the size of the Folder named **answer**? _____

[10 marks]

d) Answer **True** or **False**:

i)	Use the SHIFT key to select several files adjacent to each other.	
ii)	When you want to **copy** a file, you can use the CUT to place it in a different folder.	
iii)	The Recycle bin cannot be emptied.	
iv)	Use the TAB key to select several non-adjacent files.	
v)	It is possible to Restore files from the Recycle bin.	

[5 marks]

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

a) Match each **description** to its corresponding **icon**, by writing the correct letter in the ____ provided in *Table 2*.

A	
B	¶
C	𝐴𝐴
D	▦
E	

(Table 1)

	Tables & Borders
	Insert Table
	Format Painter
	Styles and Formatting
	Show/Hide

(Table 2)   [5 marks]

b) Study the following 2 pictures and complete the steps needed to insert the €symbol.

i)   Click on _____ in the Menu Bar.

ii)   Select _____ from the drop down menu.

iii)   Click on _____.

iv)   Finally click on the _____ button.

v)   If there is a symbol that we use frequently, we can create a

       keyboard _____ for it.
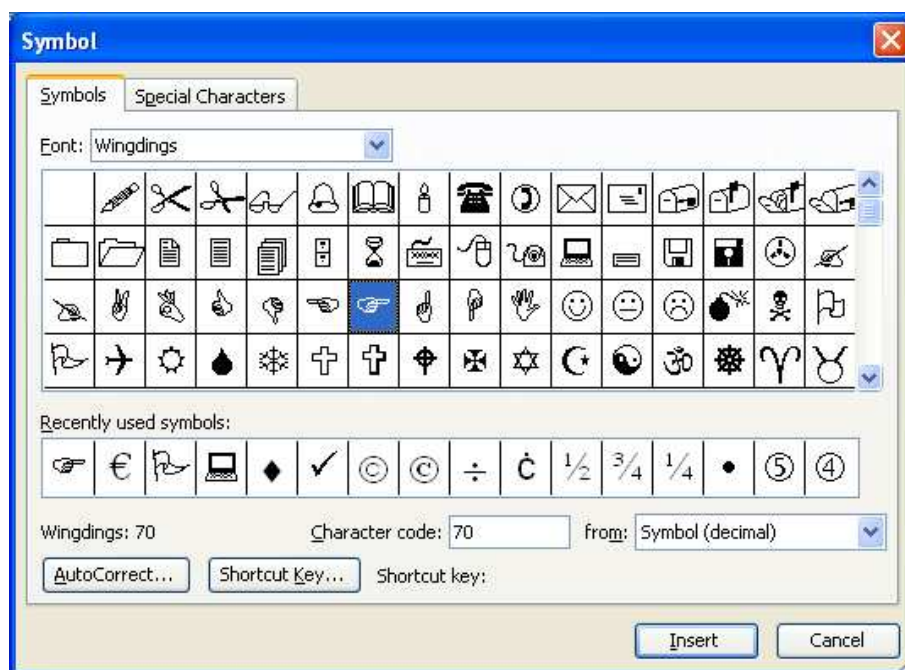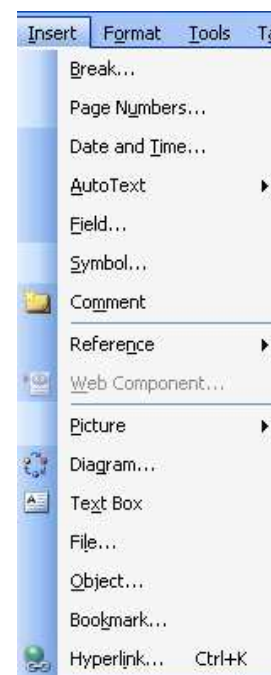
[5 marks]

c)   The Table below was created with **Microsoft Word**. Answer the following questions by underlining the correct answer:

Surname	Name	Tel. No
Cassar	John	65482512
Pace	Mark	44589632
Xerri	Mary	82617501
Grech	Jane	33256985
Abela	Tom	45012458

i)   To **create a table** which menu should I use?
1.   Format
2.   File
3.   Table

ii)   The second step is to **choose**:
1.   Insert Table
2.   Insert Row
3.   Insert Cell

iii)   The third step is to **insert**:
1.   the width and height required for the table
2.   the number of verticals and horizontals
3.   the number of columns and rows required for the table

iv)   The **above table** has:
1.   4 rows and 5 columns
2.   3 columns and 6 rows
3.   6 columns and 3 rows

v)   The **lines** of the **table** are called:
1.   Shading
2.   Borders
3.   Lines

vi)   To add a **shading** to the table, I have to choose **Format** from the menu bar and then:
1.   Borders and Shading
2.   Paragraph
3.   Bullets and Numbering

[6 marks]

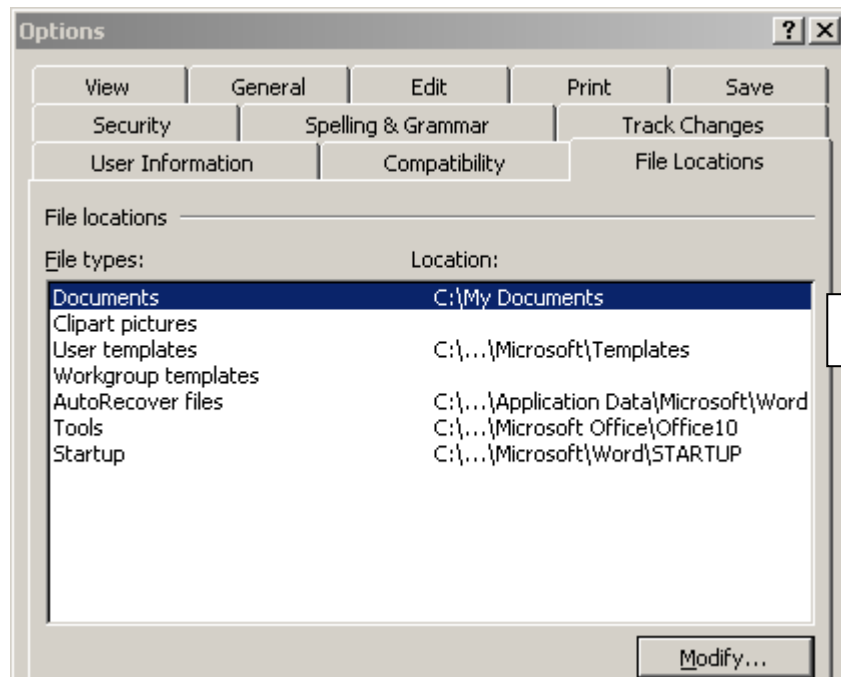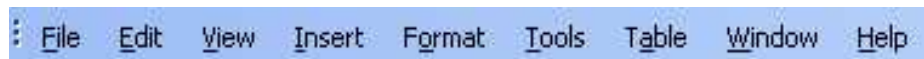d) Look carefully at the picture below which shows the **Tool-Option** dialogue.

Fig. 1

i) Look at the Menu Bar above. Which **Menu** was used to open the **Options Window** (*Fig. 1*)? _____ [2 marks]

ii) Jessica would like to change the *default name* of her Microsoft Word so that the *Name* shows **Jessica** and the *Initials show* **JM**. In Fig. 1 above, **draw a circle** around the **Tab** from where she can do these changes. [2 marks]

iii) Complete the path to show where **new documents** are saved by default.

C:_____ [1 mark]

e) Jessica copied the word **sports** from the *WeeklyEvents* document shown below. She wants to **paste** this word in the *SchoolProject* document.

Sport is all forms of physical activity which ...

A ▾ ≡ ≡ ⇄ ▢ ▯
EXT   OVR   English (U.K   ✍

📄 WeeklyEvents.do...   📄 SchoolProject.doc ...   📄 Document3 - Micro...
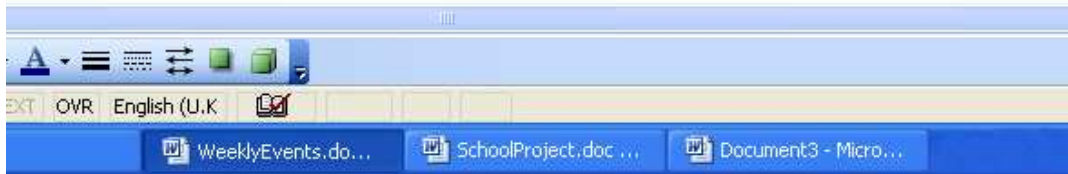
Fill in the blanks using **THREE** (3) of the following words.

paste	taskbar	school project	copy	weekly events

Jessica looks at the _____ and clicks on the document named _____. This document appears on the screen. She then clicks on _____, from her toolbar, to insert the word "**sports**".   [6 marks]

3.   This question is about Spreadsheets.

a) Look at the following table and answer the questions below:

	A	B	C	D	E
1	Maths Test				
2	Name	Paper 1	Paper 2	Average	Pass/Fail
3	Paul	75	58	66.5	
4	Karl	21	97	59	
5	Mark	93	50	71.5	
6	Max	88	82	85	
7					

English   **Maths**   Maltese

i) How many **worksheets** are there in this **workbook**? _____ [1 mark]

ii) Write down the **name** of each **worksheet**. _____ [3 marks]

iii) What is the name of the **active** worksheet shown above? _____ [1 mark]

iv) Which keyboard key must be pressed when selecting multiple cells that are **not** next to each other?   [1 mark]
☐ **Ctrl**   ☐ **Shift**   ☐ **Spacebar**   ☐ **Alt**

v) Which keyboard key must be pressed when selecting multiple cells that **are** next to each other?   [1 mark]
☐ **Ctrl**   ☐ **Shift**   ☐ **Spacebar**   ☐ **Alt**

vi) After inputting this data, Mr. Cassar wants to write a *Logical function* to print [ ] next to each student depending on the *Average Mark* obtained. Which function Mr. Cassar use? (Underline the correct function) [2]

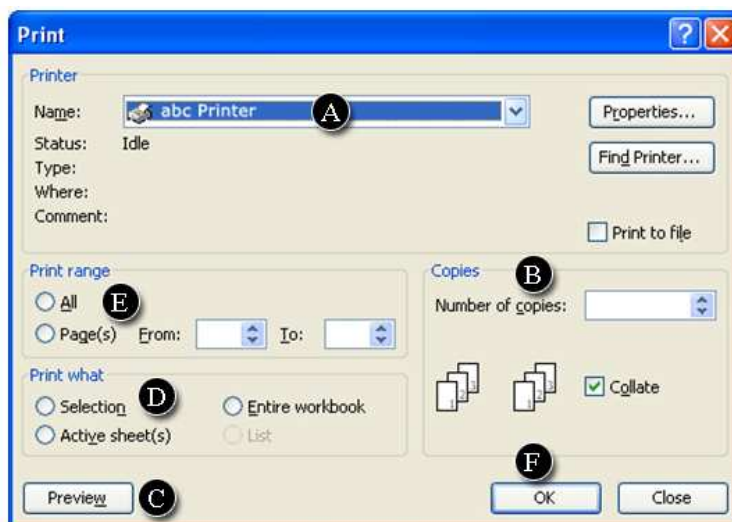| SUM	AVERAGE	MAX	IF	MIN	ADD

vii) Where should Mr. Cassar write the function if he wants to check if **Paul** *Passed* or *Failed* the Maths exam? (*Write the cell reference*)

_____   [2 marks]

viii) Write down the function that Mr. Cassar should use for Paul (*pass mark is 50*).

_____   [3 marks]

b) Mr. Cassar wants to print some data:

Use the lettered items in the **Print** dialogue box above, to answer the following questions.
(The first one is done for you)

i)	Before printing, Mr. Cassar would like to see how the printout will look:	**C**
ii)	Mr. Cassar wants to print all the worksheets, that is English, Maths and Maltese at one go. He uses section:	
iii)	In order to print 2 copies of the worksheet, Mr. Cassar uses section:	
iv)	Mr. Cassar wants to change the Printer. He uses section:	
v)	Mr Cassar highlighted part of the worksheet and he wants to print only that part. He uses section:	
vi)	When he is ready he clicks on:	

[5 marks]

4. **This question is about PowerPoint Presentations.**
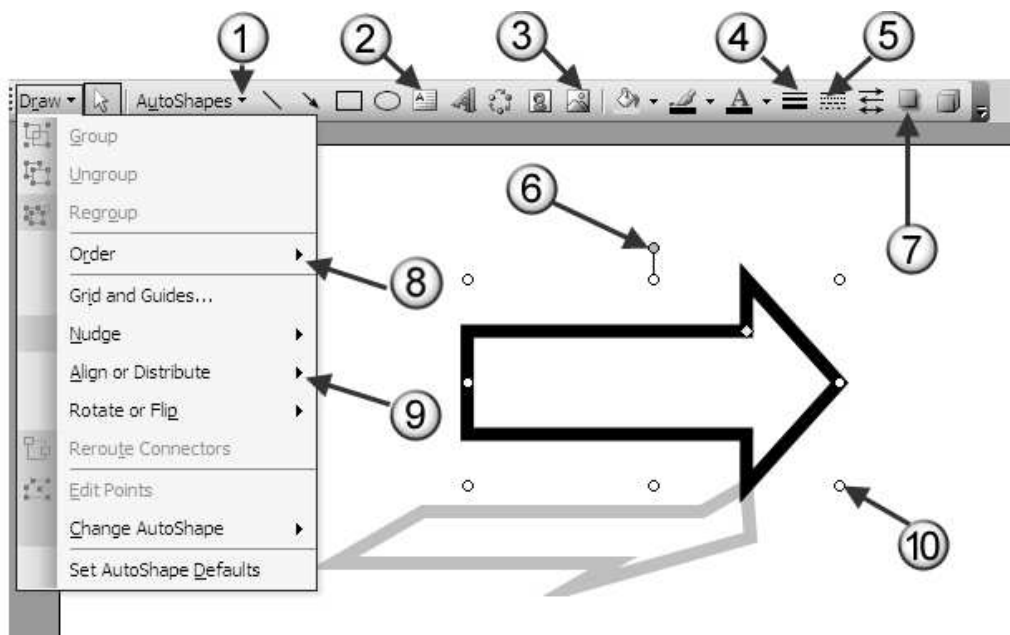
a) Write the label number shown on this slide from where:

i)	The **arrow** can be **resized** from this point	
ii)	The **shadow** of the **arrow** has been added	
iii)	The **arrow** can be brought to the **front**	
iv)	The **arrow** can be **rotated** from this point	
v)	The **line style of the arrow** can be changed to **dotted style**	
vi)	The **arrow** can be aligned **relative to the slide**	
vii)	The **thickness of the line** of the **arrow** can be modified	
viii)	A **picture** can be added to the slide	
ix)	A separate **text box** under the **arrow** can be added	
x)	The **block arrow** has been **added** from this drop down menu	

[10 marks]

5. **This question is about Information and Communication.**

a) Look carefully at the pictures below on which some items have been numbered. U... numbers to complete the statements.

i)	To work with Favorites, James clicks on	
ii)	To add a page to the **Favorites** folder, James clicks on button with number	
iii)	To organise his favorite links into **folders,** James clicks on the option with number	

[6 marks]

b) Answer **True** or **False**.

i)	Phishing is a good practice to use when sending an email.	
ii)	One advantage of email is that it is very fast.	
iii)	A digital signature and a digital certificate are the same.	
iv)	Viruses are small insects that are found in dirty computers.	
v)	Before sending an email, it is good practice to spell check the message.	
vi)	An important email should be sent in Capital Letters.	
vii)	File attachments can be of any size and any type.	
viii)	An email message can be sent to a number of people at the same time.	
ix)	Netiquette is a set of guidelines intended to promote effective, efficient and responsible communication between all email users.	

[9 marks]

c)   Look at the following window and answer the questions below:

In the window above insert the following text in Bold in the appropriate place:

i)   James wants to send this email to **john.borg@skola.gov.mt**.

ii)   He wants to send a *copy* to Mark at **mborg@gmail.com**.

iii)   John is experimenting and wants to send a *Blind Carbon Copy* to Mary on **mvella@msn.com**

iv)   The title of this email is **Testing**.

[4 marks]

End of Examination Paper