

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

Name: _____

Class: _____

Answer ALL questions.

1. Use the picture to the right to answer the following questions:

i. How many drives appear in the diagram?

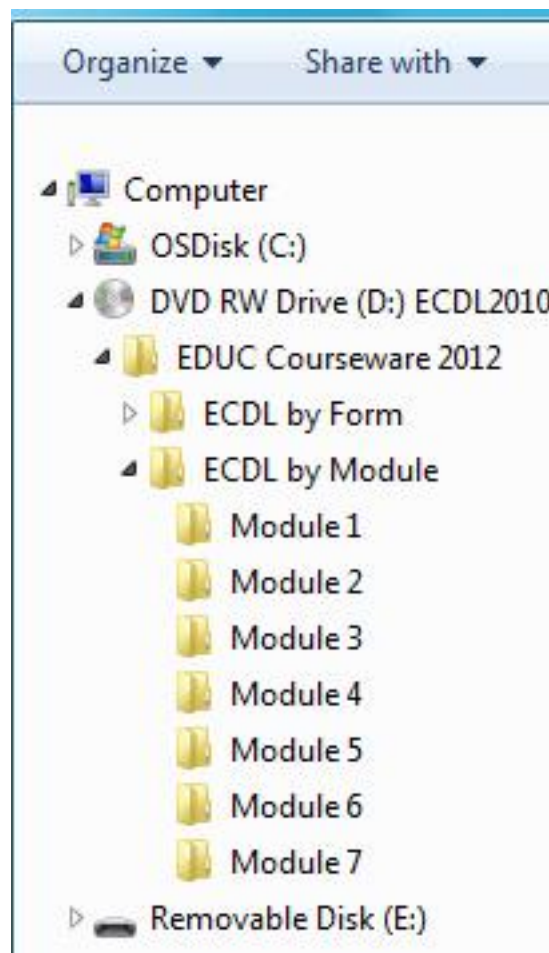
ii. Write the name of 2 drives.

iii. What is the name of the Hard Disk?

iv. Which storage device is open?

v. How many folders can you count?

vi. Which folder can be opened further?



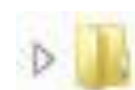
vii. Tick (✓) to show if the following statement is **True** or **False**.

The folder **Module 7** has other sub folders.

True ☐

False ☐

viii. Draw a circle around the image which shows that a folder contains other sub-folders that are not appearing in the picture:



[9 marks]

2. Fill in the blanks with the words provided:


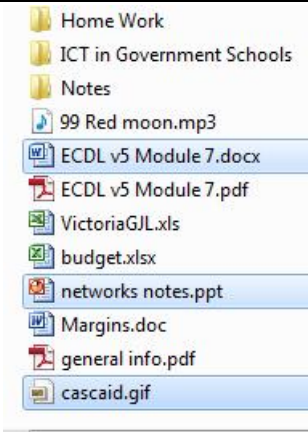
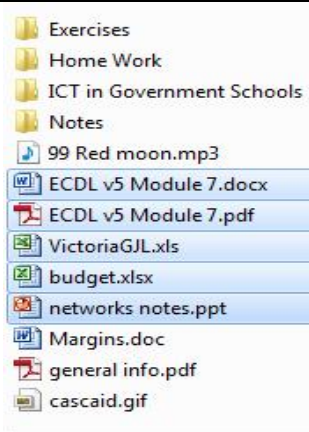

Phrase	Windows	list
Help and Support	Search Help	Start

Following are the steps for **Using Help**:

- MS _____ provides on-line help to assist you as you use the program:
- Click the _____ button.
- Click _____ to get help on MS Windows itself. The Windows Help and Support window will be displayed.
- In the Search Help field type a word or _____ (e.g. shut down computer) to search help for.
- Click the _____ button to the right of the Search Help field.
- Click the help topic from the _____.
- Close Windows Help and Support.

[6 marks]

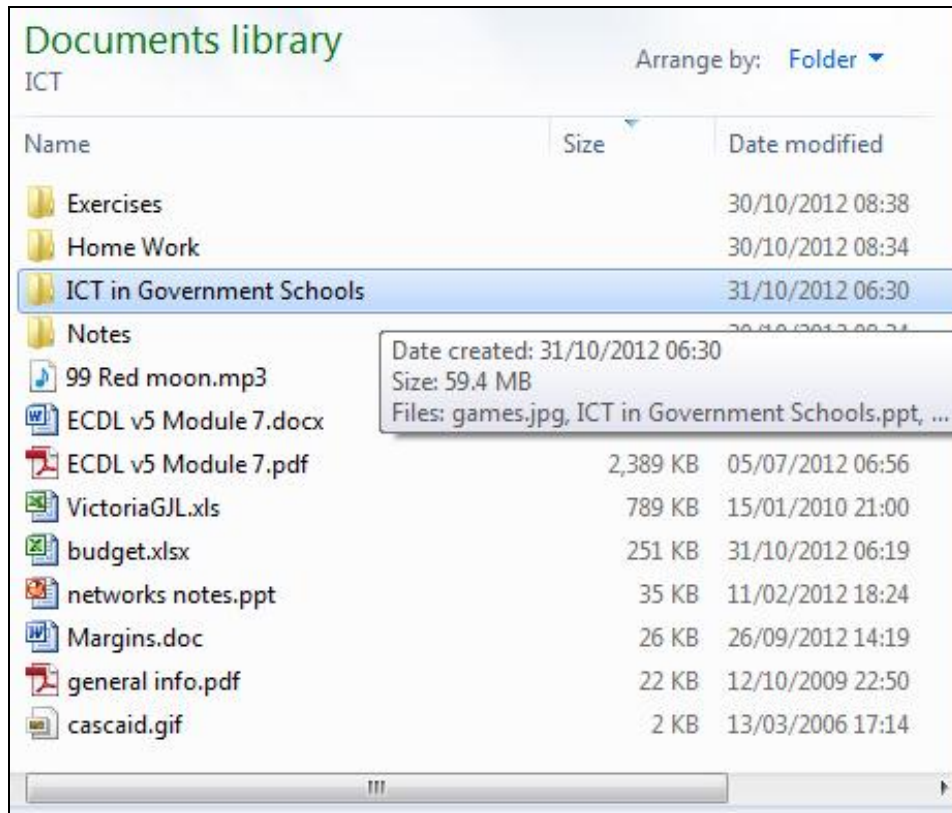
3. Match the following images with the statements below by writing the image number next to the correct statement:

			
1	2	3	4

i.	Kevin selects these files by using the mouse and the Ctrl key.	
ii.	When Kevin deletes a file it ends up in here.	
iii.	Kevin selects these files by using the mouse and the Shift key.	
iv.	Shows a shortcut icon.	

[4 marks]

4. The picture below shows the items in a particular folder.



- What is the name of the opened folder? _____
- How many files are there in this folder? _____
- What is the name of the smallest file? _____
- This folder is sorted by _____
- Write the following files & folders in order by size in ascending order:

ECDL v5 Module7.pdf budget.xlsx ICT in government Schools

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[7 marks]

5. Put the following instructions in the correct order by numbering them.

You can modify the author's name attached to every document generated in MS Word as follows:

	Click Options . The Word Options dialog box is displayed.
	Click OK button.
	In the User name: field type your name and surname.
	Click General .
	Click File tab.

[5 marks]

6. Match the following **non-printing characters** to their equivalent **type**, by writing the correct letter in the corresponding space.

	Non-Printing Characters		Type
A	→		Paragraph mark
B	¶		Manual line breaks
C	· dot between words		Soft line break
D	↵		Tab characters
EPage Break.....		A space

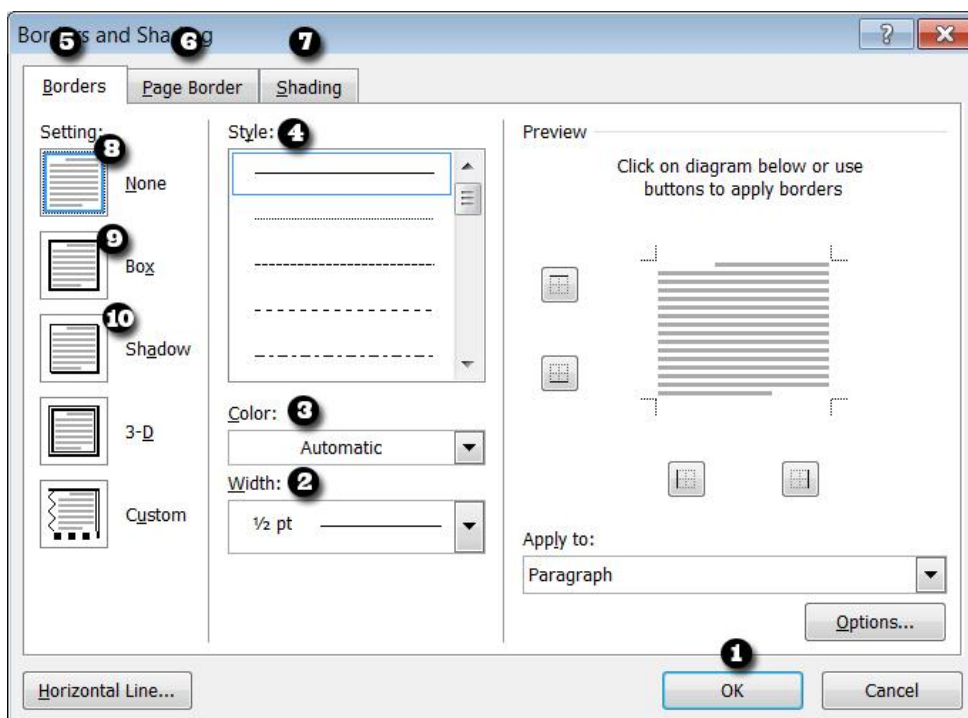
[5 marks]

7. Mark would like to format the table as follows:

Name	Surname	Grade
Paul	Borg	B
Mary	Grech	A

- a) The outer border has a double RED line.
- b) The titles have a blue background at the back.
- c) The other lines are size 1pt.

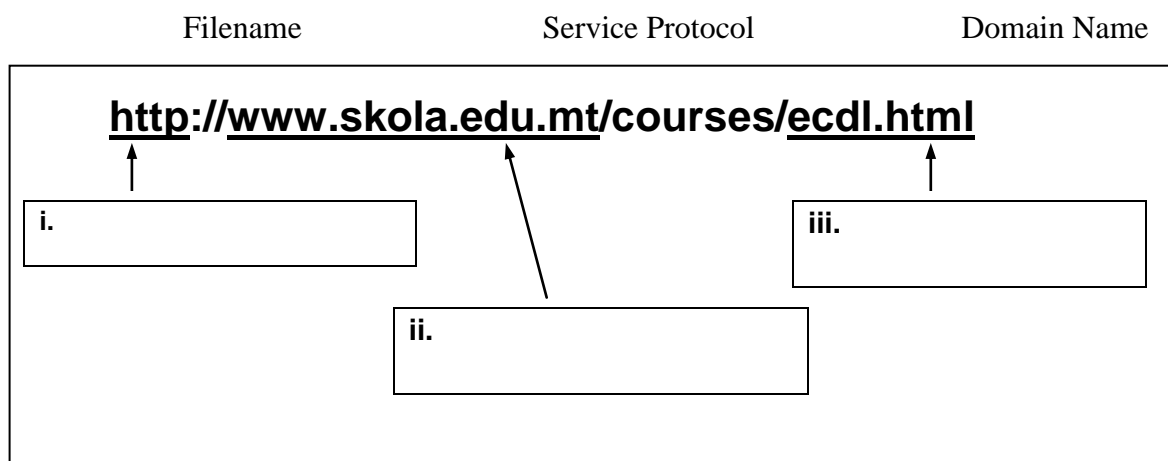
Use the **Borders and Shadings** diagram to answer the following questions.



i.	To change the background colour of the title to blue, Mark must press on:	
ii.	To change the outer border to double line, Mark must press on:	
iii.	To change the colour of the line to RED, Mark must press on:	
iv.	To remove all the borders, Mark must press on:	
v.	To change the size of the grid lines to 1pt, Mark must press on:	

[5 marks]

8. The **URL** of a Web page is made up of 3 distinct components. Label the diagram below with the given words:



[3 marks]

9. Look at the diagram below and underline the correct answer:

	A	B	C	D	E	F	G
1							
2	Date	Invoice No	Supplier	Gross	VAT	Net	
3							
4	07/02/2013	12544	abc ltd	43.65	6.658475	36.99153	
5	09/02/2013	6657	Borg Shipping	890.54	135.8451	754.6949	
6	12/02/2013	7575755	abc ltd	345.65	52.72627	292.9237	
7	12/02/2013	3348965	tomming Co ltd	12.5	1.90678	10.59322	
8	12/02/2013	4435	Benjii	49.56	7.56	42	
9	12/02/2013	3346	Borg Shipping	343	52.32203	290.678	
10	17/02/2013	3344556	abc ltd	21.5	3.279661	18.22034	
11							
12				1706.4	260.2983	1446.102	
13							
14	Equal						
15	Not Equal						
16							

- To select all the invoices of the 12/02/2013 I should click on cell A6 and
 - SHIFT + Cell F9
 - CTRL + Cell F9
 - ALT + Cell F9
- There are:
 - 3 worksheets
 - 4 worksheets
 - 5 worksheets
- The active worksheet is:
 - Jan
 - Mar
 - Jul
- To select all occurrences of Borg Shipping, I should click on cell C5 and
 - SHIFT + Cell C9
 - CTRL + Cell C9
 - ALT + Cell C9
- To verify that the **Gross** = **VAT** + **Net**, I can use an **IF** function. Use the following to complete the correct function.

A14	=	A15	D12
-----	---	-----	-----

IF(= (E12+F12) , ,)

[8 marks]

10. The temporary Internet files are never deleted unless the cache is full. Match the steps on the right to the right to complete the steps on the left which are used to **delete temporary Internet files**.

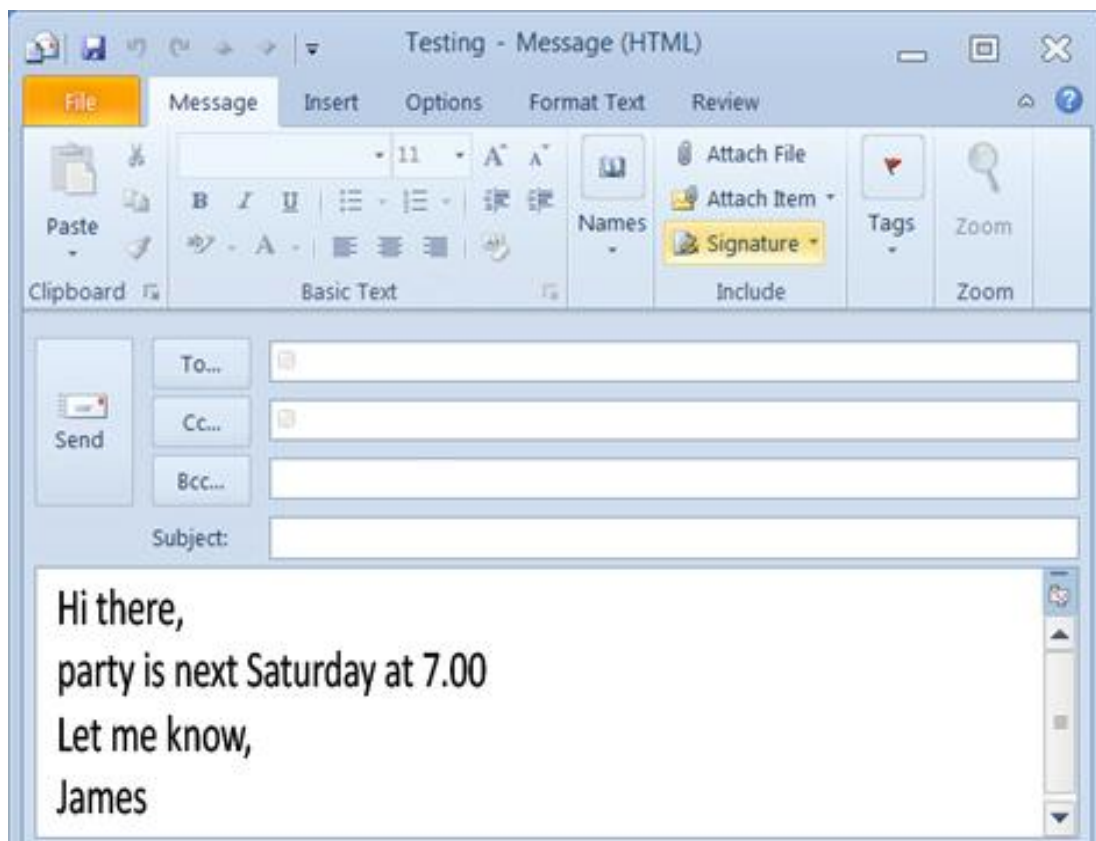
1	Click _____ button.
2	Point to _____.
3	Click Delete _____. The Delete Browsing History dialog box is displayed.
4	Tick the _____ files check box.
5	Click _____ button.

	Safety
	Delete
	Temporary Internet files
	Tools
	Browsing History...

[5 marks]

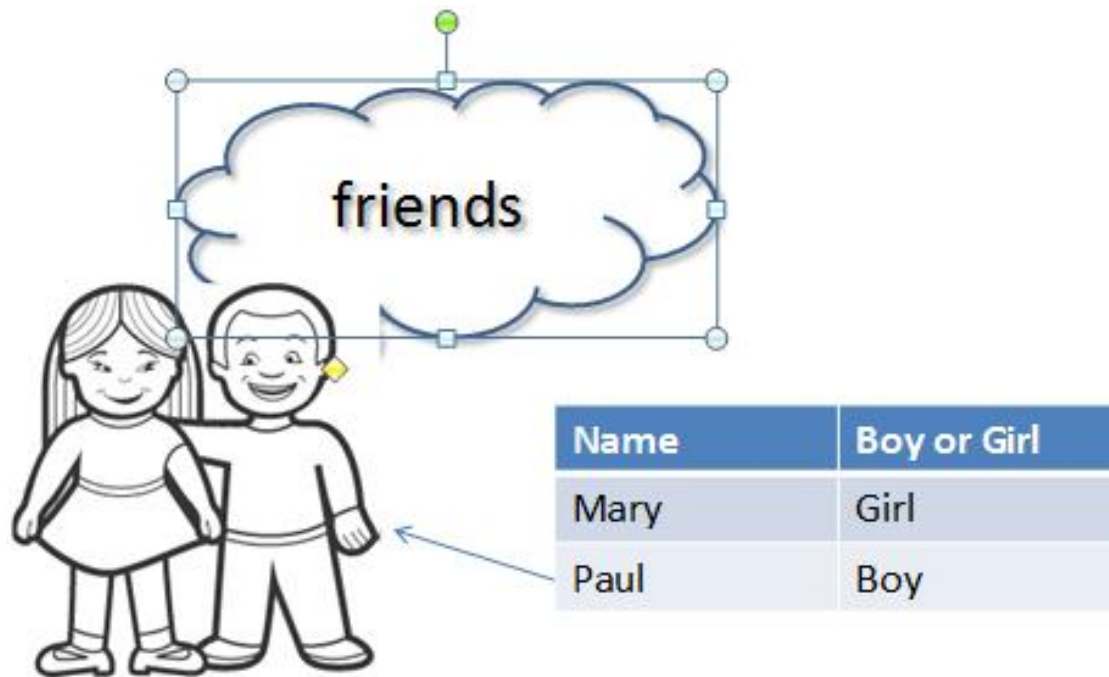
11. James would like to send the following e-mail to Paul at (paul@skola.go.mt). He decides to let Jane at (jane@skola.gov.mt) know about this e-mail. Because they are preparing a surprise for Mark at (mark@abc.com), James wants Mark to receive a copy of the e-mail, without knowing who else has received it. They are organising a party.

- i. Fill in the To..., Cc..., Bcc..., and Subject fields in the diagram below, with the appropriate data.

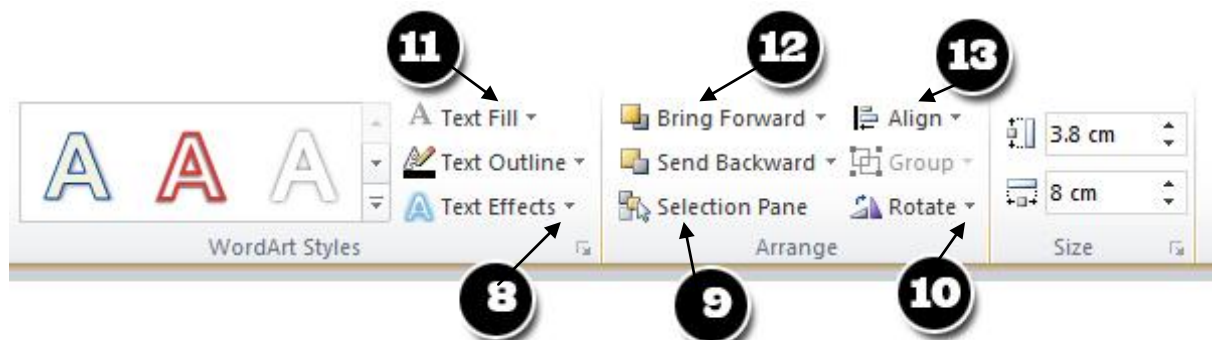
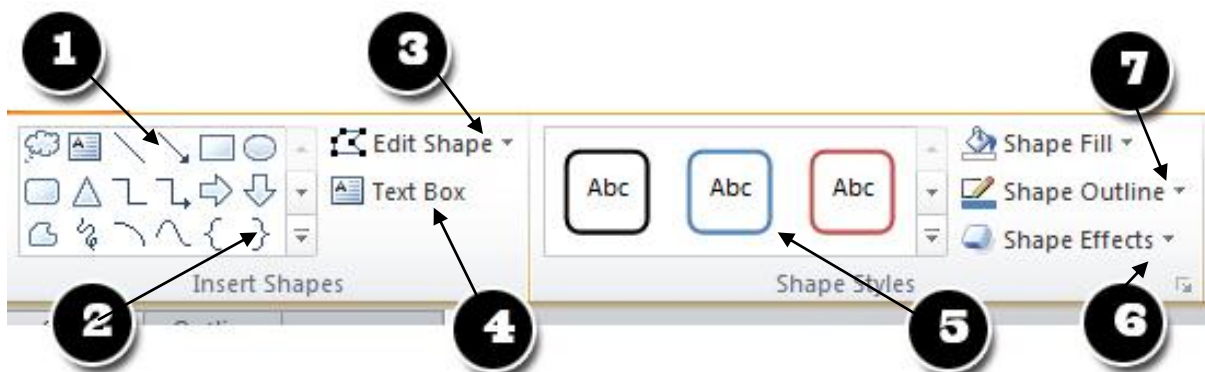


- ii. When James is ready he should click on a button for the e-mail to be sent. On the diagram, draw a circle around the button on which James should click. [5 marks]

12. Ms. Borg is preparing a Powerpoint presentation for her PSD lesson and she prepared the following slide.



Look carefully at the Format Ribbon and answer **True** or **False**.



		True
i.	To create the shadow effect, Ms. Borg used No.6.	
ii.	Ms. Borg would like to change the angle of the cloud to 15°. She should use No.10.	
iii.	After selecting both the picture and the cloud, Ms. Borg should use No. 9 to Group them together.	
iv.	Ms. Borg, can create an area where to add text by using No. 5.	
v.	To change the background of the cloud, Ms. Borg uses No. 7.	
vi.	The table has 3 columns and 2 rows.	
vii.	To change the outline colour of the cloud, Ms. Borg uses No. 11.	
viii.	To set the cloud in front of the picture, Ms. Borg uses No. 12.	
ix.	To draw the arrow from the table to the picture, Ms. Borg used No. 1.	
x.	To change the colour of the word “friends”, Ms. Borg should use No. 4.	

[10 marks]

13. a) Write three (3) advantages of using e-mail:

- i. _____
- ii. _____
- iii. _____

[3 marks]

b) Write two (2) possible problems you could encounter when sending attachments:

- i. _____
- ii. _____

[2 marks]

14. Fill in the blanks with the given words:

Contact Group	Home	More Items
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You can create a contact group:

1. Click _____ tab.
2. In New group, click **New Items**.
3. Point to _____.
4. Click _____.



[3 marks]

15. Match the following terms and definitions by writing the correct number in the appropriate term:

1.	Identifies the name of the organisation where the information is stored.
2.	_____ or distribution list is a group of e-mail addresses collected under one name.
3.	The meaning of Cc, when sending e-mails.
4.	A program designed and written to make additional copies of itself and spread from location to location.
5.	A set of guidelines intended to promote effective, efficient and responsible communication between all e-mail users.
6.	Messages which often direct you to enter details in a fake website whose look and feel are almost identical to the legitimate one.
7.	File that is sent along with e-mail messages.
8.	A way to ensure that an electronic document (e-mail, spreadsheet, text file, etc.) is authentic.
9.	From time to time you may receive messages with promotional material about a product or service. You may not be interested in such messages which are often referred to as unsolicited mail or _____ mail.
10.	Referred to as favourites in MS Internet Explorer, these enable you to store the URLs of Web pages that you frequently visit.

	Phishing
	SPAM
	Domain Name
	Mailing List
	Digital Signature
	Carbon Copy
	Bookmarks
	Virus
	Netiquette
	Attachment

[10 marks]

16. The following are some rules related to Netiquette. Answer **True** or **False**.

		True / False
i.	Messages should be concise and to the point. Use short paragraphs with breaks in between. White space makes long text easier to read.	
ii.	You can forward a message without asking permission of the person who wrote the message.	
iii.	You can send messages without subject lines. They can be helpful to the persons who receive these particularly if they receive a lot of mail.	
iv.	Never type your messages in uppercase letters. Capitalizing whole words that are not titles is the equivalent of shouting.	
v.	You don't need to check for spelling and grammar errors before pressing the 'send' button.	
vi.	Acronyms (e.g. ASAP – as soon as possible) are often used in email messages. Avoid overuse of acronyms in your messages. Such messages can confuse and annoy readers that are not familiar with acronyms.	
vii.	It is good practice to initiate or forward chain letters and other email, known as 'spam', to your friends.	
viii.	Use short meaningful descriptions in the subject field of all your messages.	
ix.	Make changes to someone else's message and pass it on without making it clear where you have made the changes.	
x.	Send as many attachments as you want, even large files, because the mailbox can hold all types of files no matter what their type or size is.	

[10 marks]