

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

Name: \_\_\_\_\_

Class: \_\_\_\_\_

1. Fill in the blanks with the following:

**Memory card, Hard Disk, Online Storage, DVD, USB Flash Drive, RAM**

- Its storage capacity is between 4.7GB and 17GB.  
It uses Digital Optical Recording to store data.
- This is a portable storage device.  
It is often used instead of a CD-RW or floppy disk.
- This is the main memory of a computer system.  
It is of type volatile.
- This is used inside mobile phones, MP3 players and  
digital cameras to store digital data.
- This is considered as the main backing storage of a  
computer.
- A service that provides users with a system  
for the backup and storage of computer files.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[6 marks]

2. Fill in the blanks with the following units of storage:

bit	byte	kilobytes	megabytes	gigabytes	terabytes
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- A small text file takes up a few \_\_\_\_\_. One unit is equivalent to 1024 bytes.
- An image file takes up a few \_\_\_\_\_. It is typically stored in a USB Pen Drive.
- A video file can take up a few \_\_\_\_\_. Usually it is stored on DVDs.
- It all started by referring to a binary digit as 1 \_\_\_\_\_.
- A group of 8 binary digits takes up 1 \_\_\_\_\_ of memory space.
- The internal hard disk capacity of a computer system is typically 1 or 2 \_\_\_\_\_.

[6 marks]

3. Fill in the blanks using the following:

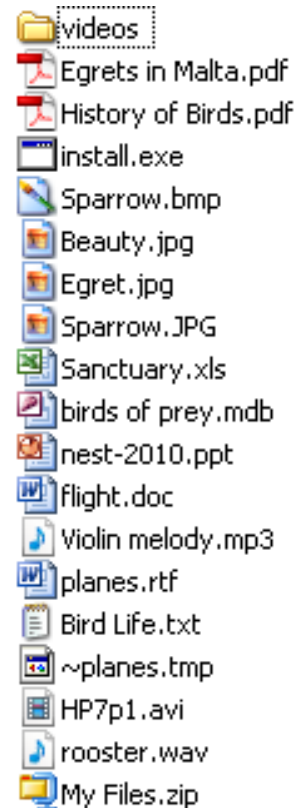
Winzip	file compression	application	photo editor	e-mail
spreadsheet	web browsing	Linux	operating systems	system

- Software that controls and manages the computer system is called \_\_\_\_\_ software.
- Windows 7 and \_\_\_\_\_ are two types of \_\_\_\_\_.
- One example of a \_\_\_\_\_ utility is \_\_\_\_\_.
- To create a letter one can use a word processor and to perform automatic calculations one can use a \_\_\_\_\_.
- Several internet services require the use of \_\_\_\_\_ and \_\_\_\_\_.
- Software used by the user for specific tasks is called \_\_\_\_\_ software and one example is \_\_\_\_\_.

[10 marks]

- The picture below shows the contents of a folder.  
Write the **file extension** next to its **file type** description.

	File Type	File Extension
i.	Executable file	
ii.	MS Word document	
iii.	MS PowerPoint file	
iv.	MS Notepad	
v.	Video file	
vi.	Windows temporary file	
vii.	MS Access Database file	
viii.	Compressed file	
ix.	A music file	
x.	Rich Text Format file	
xi.	MS Paint	
xii.	MS Excel spreadsheet file	



[12 marks]

b) Underline the correct answer:

- i. Data transmission speed is measured in Mbps which stands for
  - A. Mega bits per second.
  - B. Mega bytes per second.
  - C. Mega baud per second.
- ii. A Dialup connection is
  - A. a form of chatting using an online telephone.
  - B. an Internet access over telephone lines.
  - C. a way of calling a friend over the internet.
- iii. To be identified during logging into a network, a user must
  - A. enter a username and a password.
  - B. type carefully a debit card number.
  - C. enter a bank account number and a key number.
- iv. A good password
  - A. should include your name or surname.
  - B. should only be made up of lowercase letters.
  - C. must include letters in uppercase and lowercase, numbers and characters.

[4 marks]

c) Describe **two** methods of connecting to the Internet apart from using a wireless connection.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

[2 marks]

5. a) One advantage of **online file storage** is the ability to share files. Write another benefit.

\_\_\_\_\_ [1 mark]

- b) When sharing files, you may want others to read and print by converting your files to PDF files. What does the letter **P** in PDF stands for? \_\_\_\_\_

[1 mark]

- c) You may have various printers installed on your computer. What do you understand by the term **default** printer?

\_\_\_\_\_ [1 mark]

- d) Look at the picture and complete the following:



- i. The name of the **network** printer is \_\_\_\_\_.
- ii. The name of the printer that is **not online** is \_\_\_\_\_.
- iii. The name of the **default** printer is \_\_\_\_\_.

[3 marks]

6. Amanda is preparing an article about the Great Siege of Malta. She uses a word processor to do so.

- a) To align text, Amanda prefers to use tables and not tabs. Write two advantages of using tables instead of tabs:

i. \_\_\_\_\_

ii. \_\_\_\_\_

[4 marks]

7. Look carefully at the picture of the document Amanda is preparing and then answer the questions that follow:

→ The Turkish armada, which set sail from Istanbul at the end of March, was by all accounts one of the largest assembled since antiquity. According to one of the earliest and most complete histories of the siege, that of the Order's official historian Giacomo Bosio, the fleet consisted of 193 vessels.

¶

.....Page Break.....




→ The Italian-Spanish mercenary Francisco Balbi di Correggio in his famous siege diary gave the forces as:

¶

The Knights Hospitaller	The Ottomans
500 Knights Hospitaller	6,000 Spahis (cavalry)
400 Spanish soldiers	500 Spahis from Karamania
800 Italian soldiers	6,000 Janissaries
500 soldiers from the galleys	400 adventurers from Mytheleine
200 Greek and Sicilian soldiers	2,500 Spahis from Rouania
100 soldiers of the garrison of Fort St. Elmo	3,500 adventurers from Rouania
100 servants of the knights	4,000 "religious fanatics"
500 galley slaves	6,000 other volunteers
3,000 soldiers drawn from the Maltese population	Various corsairs from Tripoli and Algiers
Total: 6,100	Total: 28,500 from the East, 48,000 in all

¶

- a) Underline the best answer:
- The table has ( 2, 10, 11 ) rows and ( 2, 10, 11 ) columns.
  - The table can be created by using the button:
 

A. 
B. 
C. 
  - The table can be created by using the menu:
 

A. Table > Insert > Table

B. Tools > Table > Options

C. Insert > Columns > Table
  - To change the width of the columns of a table, select the table and then:
 

A. Click in the menu Table > Options > Columns.

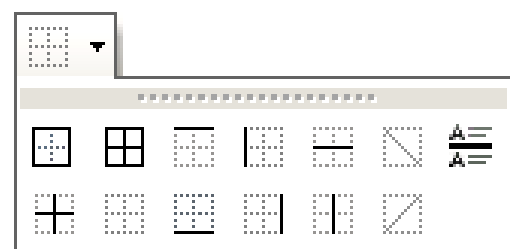
B. Click in the menu Table > Table properties > Columns.

C. Click in the menu Format > Table > Columns.

[5 marks]

- b) Amanda uses the Formatting toolbar to apply **borders**.

Draw a circle around the button to be used to apply borders as shown in row 1 in the table created by Amanda.



[1 mark]

- c) Name the non-printable characters using the following list:

Tab character                  Space character                  Paragraph mark  
Manual page break          Manual line break

	Non-Printable Character		Name
i.	↵		
ii.	→		
iii.	.....Page Break.....		
iv.	•		
v.	¶		

[5 marks]

8. a) Describe how special symbols like ® and © can be inserted in a document:

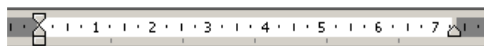
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[2 marks]

- b) Look carefully at the following picture. Line 3 and line 4 end with a hyphen.



- i. The two words that are automatically hyphenated are \_\_\_\_\_ and \_\_\_\_\_.
- ii. Automatic hyphenation can be enabled by clicking in the \_\_\_\_\_ menu, then select \_\_\_\_\_ from the drop down list, and finally select **Hyphenation**.

[4 marks]

9. This question is about working with **spreadsheets**.

Mark is conducting a survey among five shops and he uses a spreadsheet to analyse the

D4		=C4/C10		
	A	B	C	D
1		Weekly Sales		
2				
3			Sales	Percentage Sales
4		Shop A	20	0.16
5		Shop B	30	#DIV/0!
6		Shop C		#DIV/0!
7		Shop D	50	#DIV/0!
8		Shop E	25	#DIV/0!
9				
10		Total	125	
11				
12				
13		Sales are below €200:		
14				
15		Number of shops		
16		Sales known	4	
17		Sales missing	1	
18				

a) The title Weekly Sales is centred across three merged cells.

i. Which are these cells? \_\_\_\_\_

[1 mark]

ii. Draw a circle around the button used to **centre** the text horizontally.



[1 mark]

iii. Draw a circle around the button used to **merge** the three cells.



[1 mark]

iv. Underline the type of **vertical text alignment** of the title Weekly Sales.

Center      Bottom      Distributed

[1 mark]

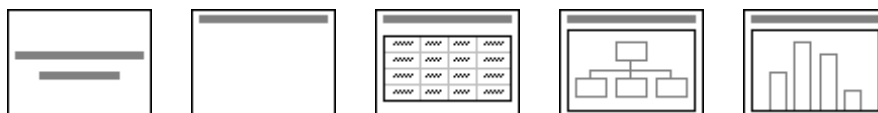
b) State whether the formula in cell D4 is using absolute cell reference or relative cell reference: \_\_\_\_\_

[1 mark]

- c) Mark tries to autocomplete the formulas in the cells from D5 to D8 to calculate percentage sales of every shop. The error #DIV0! occurs. What formula should be in cell D4 before using the autofill feature? \_\_\_\_\_  
[2 marks]
- d) Mark wants the word **YES** to automatically appear in cell C13 if the value in cell C10 is less than 200, else the word **NO** should appear. Write the formula that can be used to complete this task: \_\_\_\_\_  
[3 marks]
- e) In cell C16 there is a formula which counts how many values are there in the cells from C4 to C8. Write this formula: \_\_\_\_\_  
[2 marks]
- f) In cell C15, Mark wants to use a formula to count how many shops are taking part in the survey. Write this formula: \_\_\_\_\_  
[2 marks]

**10. This question is about working with slide show presentations.**

- a) Martha is creating a slide show presentation about her favourite sport. She chooses **three** slide layouts from the following:



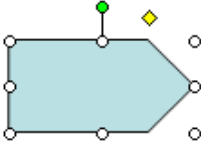
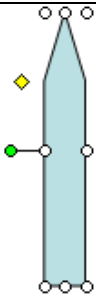
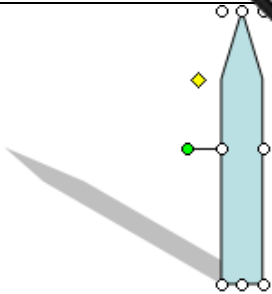
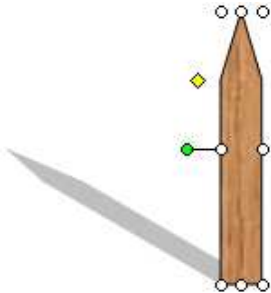
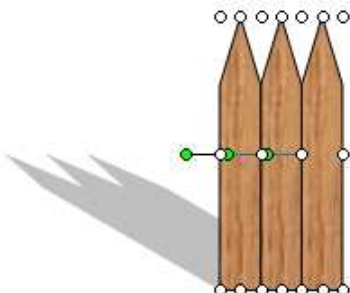
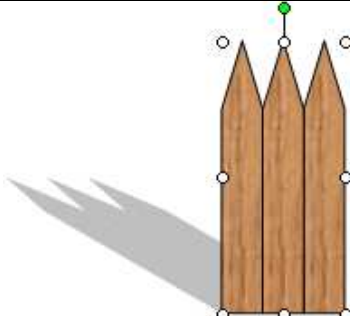
Draw clearly, in the space provided, the most appropriate slide layout.

- i. She wants her **first** slide to be a **Title slide**.
- ii. Martha wants the **second** slide to have a **Title and a Table**.
- iii. She wants the **third** slide to be **blank with a title**.


[3 marks]



b) Martha uses the blank slide to draw a wooden fence. She performs the following actions:

		
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
		
<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>

Fill in the blanks with the following words:

left	fill	copies	groups	shadow	AutoShapes
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Step 1: Martha draws a pentagon using the Block Arrows after clicking on the \_\_\_\_\_ button.

Step 2: She resizes the pentagon and rotates it to the \_\_\_\_\_.

Step 3: She applies a \_\_\_\_\_ style.

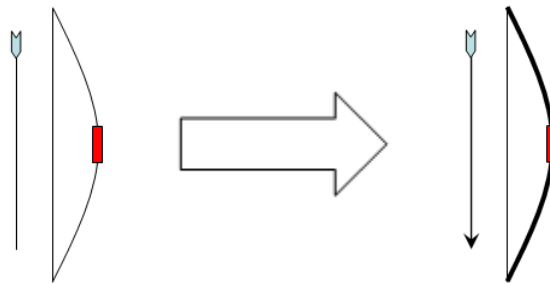
Step 4: Martha changes the \_\_\_\_\_ colour of the pentagon from blue to brown.

Step 5: She makes two \_\_\_\_\_ of the shape and aligns them side by side.

Step 6: Martha \_\_\_\_\_ the three pentagons into one shape that looks like a fence.

[6 marks]

- c) Martha draws a bow and an arrow. She changes the line weight of the bow and style of the line representing the arrow.



Describe the terms **line weight** and **end style**:

- i. line weight: \_\_\_\_\_
- ii. end style: \_\_\_\_\_

[2 marks]

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

Fill in with the following terms:

caching	VoIP	Pop-up	Firewall
https	encryption	cookie	Digital certificate

- a) This refers to the translation of data into a secret code.
- b) A message given to a Web browser by a Web server. It is stored in a text file and may contain your name and your preferences.
- c) This is an Internet service that enables you to communicate with someone else using your voice.
- d) This is frequently used to prevent unauthorized Internet users from accessing private networks connected to the Internet.
- e) A small window that suddenly appears on top of the browsers' window.
- f) A website uses this protocol to obtain confidential user information, such as credit card numbers.
- g) It is used to verify that a user sending a message is who he or she claims to be, and to provide the receiver with the means to encode a reply.
- h) With this method, the page quickly displays in the browser instead of having to wait for response from the Web site's server all over again.


[8 marks]

End of Examination Paper