



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

Answer **ALL** questions.

Name: _____

Class: _____

1. The following is a list of **units of storage**. Write them in ascending order of size (smallest first).

megabyte	900 Kb	bit	gigabyte	kilobyte	900 Gb	terabyte	Byte
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[8 marks]

2. Because RAM is temporary, information has to be stored on permanent media referred to as secondary or backing storage.

				
1	2	3	4	5

Write the number which best matches the following descriptions:

i)	This is also known as flash memory card.	
ii)	This is constructed of rigid magnetic disks sealed in a protective case.	
iii)	An optical disk containing data, which has been written and can be read through the use of a laser beam.	
iv)	This consists of a small printed circuit board protected inside a plastic, metal or rubber case.	

[4 marks]

3. **Software** consists of step-by-step instructions that tell the computer how to perform a task. All software can be divided into two categories - **system software** and **application software**.

Write down the following software terms in their appropriate column:

Linux	Internet Browser	Photo editing programs	Web browser	Database programs	Windows 7
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System software	Application software

[6 marks]

4. Fill in the blanks with the appropriate software type:

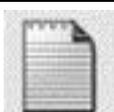
- i) _____ are used to organise and manage large quantities of data. They enable efficient manipulation of data.
- ii) _____ are used to prepare high quality printed material e.g. flyers, invitations, posters, reports, magazines, and books.
- iii) _____ is used for the transmission of electronic messages or documents between different computers.
- iv) _____ are used to analyse and summarise numerical data.
- v) _____ are used to organise text and numeric data in an appropriate format to be displayed to a group of people.

[5 marks]

5. Underline the correct word to complete these sentences.
- (Internet, Broadband, Dial up) is a connection that enables fast data transfer rates between computers connected to Internet.
 - (Login, Username, Password) is a secret word used to gain access to a network.
 - (Virus, Backup, Copy) is the copying of data files to a secondary storage medium as a precaution in case the first medium fails.
 - (Dial up, Connection, Internet) is a form of Internet access that uses telephone lines.
 - The transmission speed of data is known as (speed, transfer rate, connection).
 - ADSL stands for (Asynchronous Digital Subscriber Line, Advanced Data Signal Line, Asynchronous Data Signal Line).
 - Backup copies are kept in a different location. This is known as (offsite, illegal, impossible).
 - (BPS, MBPS, GBPS) indicates approximately 1,000,000 bits per second.
 - Software designed to allow the computer system to manage its own resources is known as (application software, apps, operating system).
 - (Online, Offsite, Legal) file storage – is a service that one can use to store personal files on the Internet.

[10 marks]

6. Match each icon with the respective **file type** by writing the corresponding letter.

	icon
A	
B	
C	
D	
E	

	file type
	Sound file
	Folder
	Spreadsheet
	Text file
	Database

[5 marks]

7. A folder within my hard disk has the following files and folders.

Name	Size	Type
Sports Folder		File folder
My picture.bmp	3,001 KB	Windows Bitmap I...
Letter 1.docx	126 KB	Microsoft Word D...
October newsletter.pub	59 KB	Microsoft Publish...
Lesson ICT 1.pptx	27 KB	Microsoft PowerP...
Temperature research.xlsx	9 KB	Microsoft Excel W...
iohdkfj234Qpon.txt	0 KB	Text Document

i) Tick (✓) the correct answer. The files and folders are sorted according to the following:

Name

Type

Size

[1 mark]

ii) In the picture the last file in the list, is strangely named. The steps to rename the file are listed below, but they are not in order.

Put them in the correct order by numbering them.

	Delete the old name.
	Right click on the file.
	Write down the new name of the file.
	Select Rename from the drop down menu.

[4 marks]

8. The following paragraph shows non-printing formatting marks.

You can display formatting marks in your document to check where you have paragraph marks, space, manual line breaks and tab characters. By default, these formatting marks do not print even though these are displayed on the screen. ¶

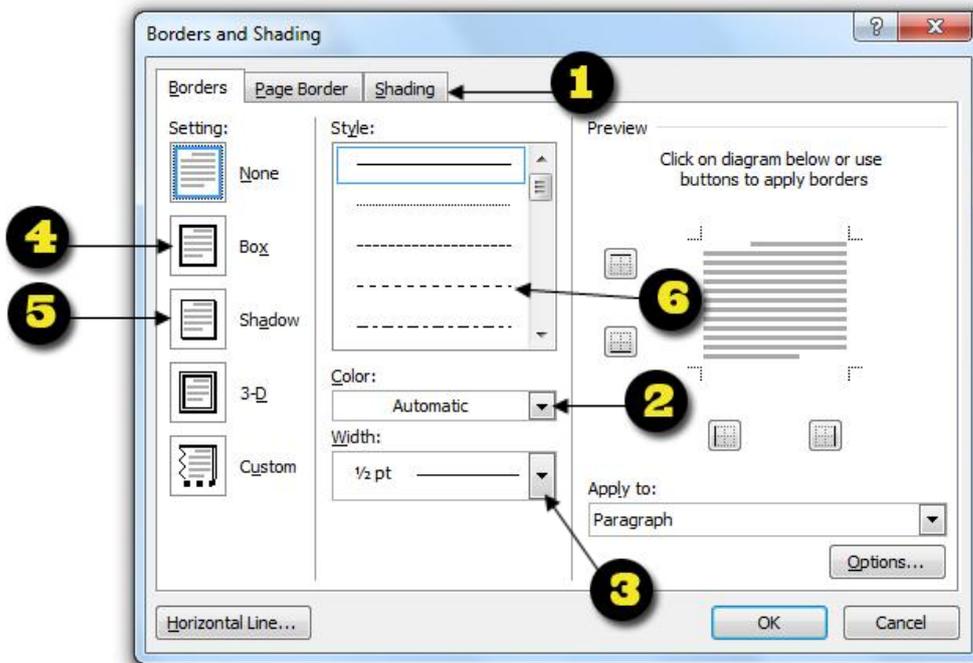
Write **True** or **False** next to the following statements:

True or False

i)	The · dot between words means <i>Space</i>	
ii)	The ¶ is a <i>Tab characters</i>	
iii)	The symbol → means <i>Manual line breaks</i>	
iv)	The soft line break is identified by ↵	

[4 marks]

9. Jack is preparing a table for his history project and he needs to format it. Look at the picture below and write the label number in the appropriate box.



i)	To set the line width to 2 pt .	
ii)	To change the shading of the cell background .	
iii)	To set a shadowed border for the table.	
iv)	To set the border of the cell to red.	
v)	To change the border of the cell to dotted .	

[5 marks]

10. Mr. Borg prepared the following table using MS Excel.

Write down the formula Mr. Borg should use to:

	A	B	C	D
1				
2		Test 1	Test 2	
3	Mark	76	89	
4	Paul	89	56	
5	Mary	93	68	
6	Jane		76	
7	Fay		92	
8	Chris	60		
9	Karla	87	56	
10	Ron		34	
11	Ann	96	59	
12				
13				
14				

i) Count the number of students in class.

ii) Count the number of students who sat for Test 1.

iii) Count the number of students who did not sit for Test 2.

[3 marks]

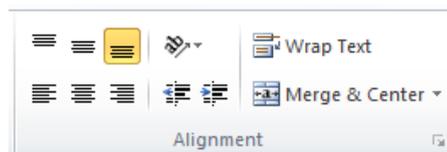
11. Mike received the following quotation for some fishing equipment in MS Excel format:

	A	B	C	D	E	F
1	Tom's Fish Shop					
2						
3	code	description	Quantity	price in \$	Total	Total in €
4						
5	7787	Fishing Lures	5	8.97		
6	4532	hooks size 16	2	2.65		
7	4567	finshing line	1	23.87		
8	9874	Fishing Reel in	1	88.35		
9	1539	Fish finder	1	120.76		
10	4092	Fishing Rod	2	75.45		
11						
12						
13	Exchange Rate			0.89		

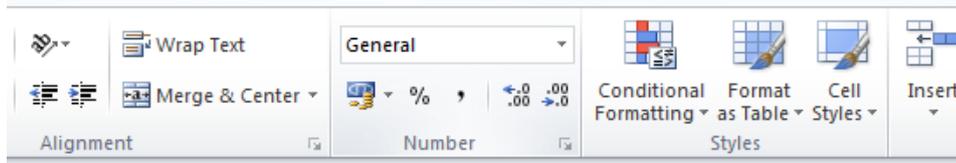
i) Mike would like to find the total cost in \$ by multiplying the *Quantity* by the *price in \$*. Using **relative cell referencing** write the formula which Mike should use in cell E5.

ii) Mike would like to find the price of each item in Euro by multiplying the *price in \$* by the *Exchange Rate* in cell D13. Using **absolute cell referencing**, write the formula Mike should use in cell F5.

iii) Mike would like to centre the Title between cell A1 and cell F1. Draw a circle around the icon Mike should use.



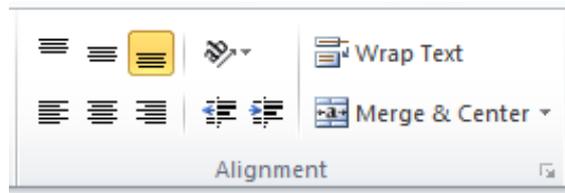
- iv) Mike noticed that cell B8 has some missing text. He would like to print all the text, changing the width of the column. Draw a circle around the icon Mike should use.



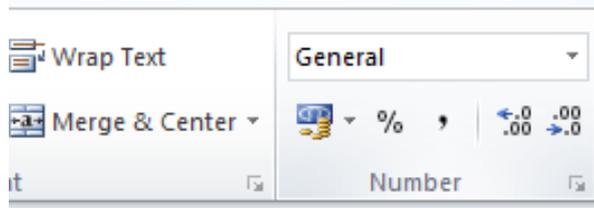
- v) Mike would like to change the orientation of the heading to look as follows:

code description Quantity price in \$ Total Total in €

Draw a circle around the icon Mike should use to do this.



- vi) Mike would like to show the currency symbol \$. Draw a circle around the icon Mike should use to do this.



[7 marks]

12. Charlene is working in a shop and she is keeping a record of the income and the expenses:

	A	B	C	D
1				
2	Date	Income	Expenditu	Profit or loss
3				
4	17/03/2013	156.87	209.17	Loss
5	18/03/2013	232.12	160.65	Profit
6				
7				

She used a logical function in cell D4 to obtain **Profit** or **Loss**. Write down the formula she used in cell D4.

[3 marks]

13. Kim is preparing the following Powerpoint Presentation for her Geography lesson.

Malta Weather

Date	Wind speed	UV index
14/2/2013	3 -4	7
15/2/2013	4	6
16/2/2013	5	5
17/2/2013	3-5	6

0-2 Low danger from the sun's UV rays for the average person.
 3-5 Moderate risk of harm from unprotected sun exposure.
 6-7 High risk of harm from unprotected sun exposure.
 8-10 Very high risk of harm from unprotected sun exposure.

- a) When she clicked on **New Slide**, a new slide appeared with the following set of icons:

- i) Draw a circle around the icon she should click on to insert a table.



- ii) The following **Insert Table** dialog box is displayed. In the dialog box, write the number of Columns and Rows that Kim inserted.

Insert Table ? X

Number of columns:

Number of rows:

[3 marks]

- b) She would like to insert a **new column** for the *Temperature*, between *Date* and *Wind speed*. She was reading her school notes and found the following instructions. Choose the correct word from the words in brackets, to complete the sentence.

To insert a column:

1. Click in the _____ (row, table, column).
2. Under Table _____ (Tools, Format, Layout), click the _____ (Insert, Layout, Format) tab.
3. In the _____ (Rows, Tables, Borders) and Columns group, click Insert _____ (Left, Centre, Justify) or Insert Right.

[5 marks]

c) Write **True** or **False**:

		True or False
i.	To modify the column width, rest the pointer on the column boundary you want to move until it becomes $\frac{\updownarrow}{\leftarrow\rightarrow}$, and Drag the boundary to the left or right until the column is at the width you want.	
ii.	To modify the row height, rest the pointer on the row boundary you want to move until it becomes $\frac{\updownarrow}{\updownarrow}$, and Drag the boundary to the up or down until the row is at the height you want.	
iii.	To modify the column width and row height to specific measurements, you must click the Layout tab under Table Tools.	

[3 marks]

14. Match the following terms and definitions by writing the correct number next to the appropriate terms:

1.	A secure Web site has a _____ confirming that it is secure and genuine.
2.	A program that secretly installs itself on computers and collects information about users without their knowledge.
3.	A network should be secured by
4.	Is the use of the Internet and related technologies to harm other people.
5.	Is the translation of data into a secret code.
6.	A software which should be updated regularly to keep your computer protected against malware.
7.	The URL of a secure website starts with
8.	Worms, Trojan horses etc are known as
9.	A system designed to prevent unauthorised access to your computer system when connected to Internet.
10.	Is a piece of program designed and written to make additional copies of itself and spread from location to location.

	https
	digital certificate
	encryption
	Virus
	spyware
	firewall
	usernames and passwords
	anti virus
	malware
	cyber bullying

[10 marks]

15. Underline the correct answer.
- i. The phrase to use in a search engine to search for webpages about **Maltese Beaches** is:
 - a) Maltese Beaches
 - b) "Maltese Beaches"
 - c) Maltese – Beaches

 - ii. The phrase to use in a search engine to display a list of all Web pages containing the text **English language** and not **England** is:
 - a) "English language" AND NOT England
 - b) "English language" and not England
 - c) "English language" AND England

 - iii. The phrase to use in a search engine to display a list of documents about **cars** with no mention of **Italian cars**, is:
 - a) No Italian Cars
 - b) +cars-Italian
 - c) Italian Cars

[3 marks]

16. Write **True** or **False** next to the following statements:

		True or False
i.	SMS stands for Short Message System.	
ii.	VoIP is an Internet service that enables you to communicate using voice with another person.	
iii.	In Instant Messaging, the communication is in real time.	
iv.	I can use SMS to transfer files from one computer to another.	
v.	An online (virtual) community is a group of people that communicate with each other using the Internet.	
vi.	An Internet forum is also called a message board, discussion group, bulletin board or web forum.	
vii.	Chat rooms are virtual spaces on the Internet where individuals discuss topics in real time.	

[7 marks]

17. a) List 3 advantages of using e-mail.

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

[3 marks]

b) Mention one problem you may encounter when sending file attachments in an e-mail:

[1 mark]