

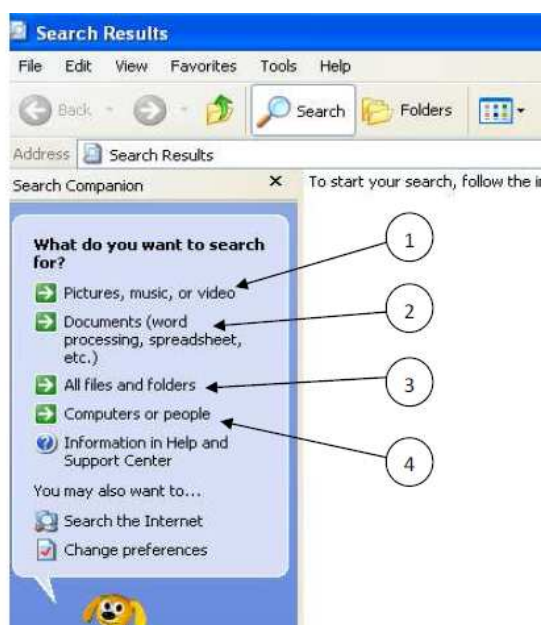
FORM 4                      Information & Communication Technology                      TIME: 1h 30min

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

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

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

- a) Look carefully at the picture below. Then write down whether the statements in the following table are **True** or **False**.



		True or False
i)	To open the window “Search Results”, first I must click START and then RUN.	
ii)	Button 2 may be used to find the folder which you have created one month ago.	
iii)	Button 1 may be used to find an image that you have put in your computer last week.	
iv)	Button 3 is used to find the folder of which you have forgotten part of the name.	
v)	Besides the hard disk, you can also look for a particular file on your pen drive.	
vi)	You cannot search the internet from this window.	

[6 marks]

- b) Complete the following paragraph by choosing the correct word or symbol from the list below.
- The two symbols \* and \_\_\_\_\_ (\$, @, ?) may be used when you are looking for particular files or folders in your computer. These two symbols are called \_\_\_\_\_ (symbol, wildcard, replacing) characters. They are usually typed in as part of the \_\_\_\_\_ (filename, document, computer) which you have forgotten. For example, typing f\*all finds \_\_\_\_\_ (field, football, friends). Typing \_\_\_\_\_ (\*.\*, \*.xp, \*.doc) will look for all MS Word document files in your computer.

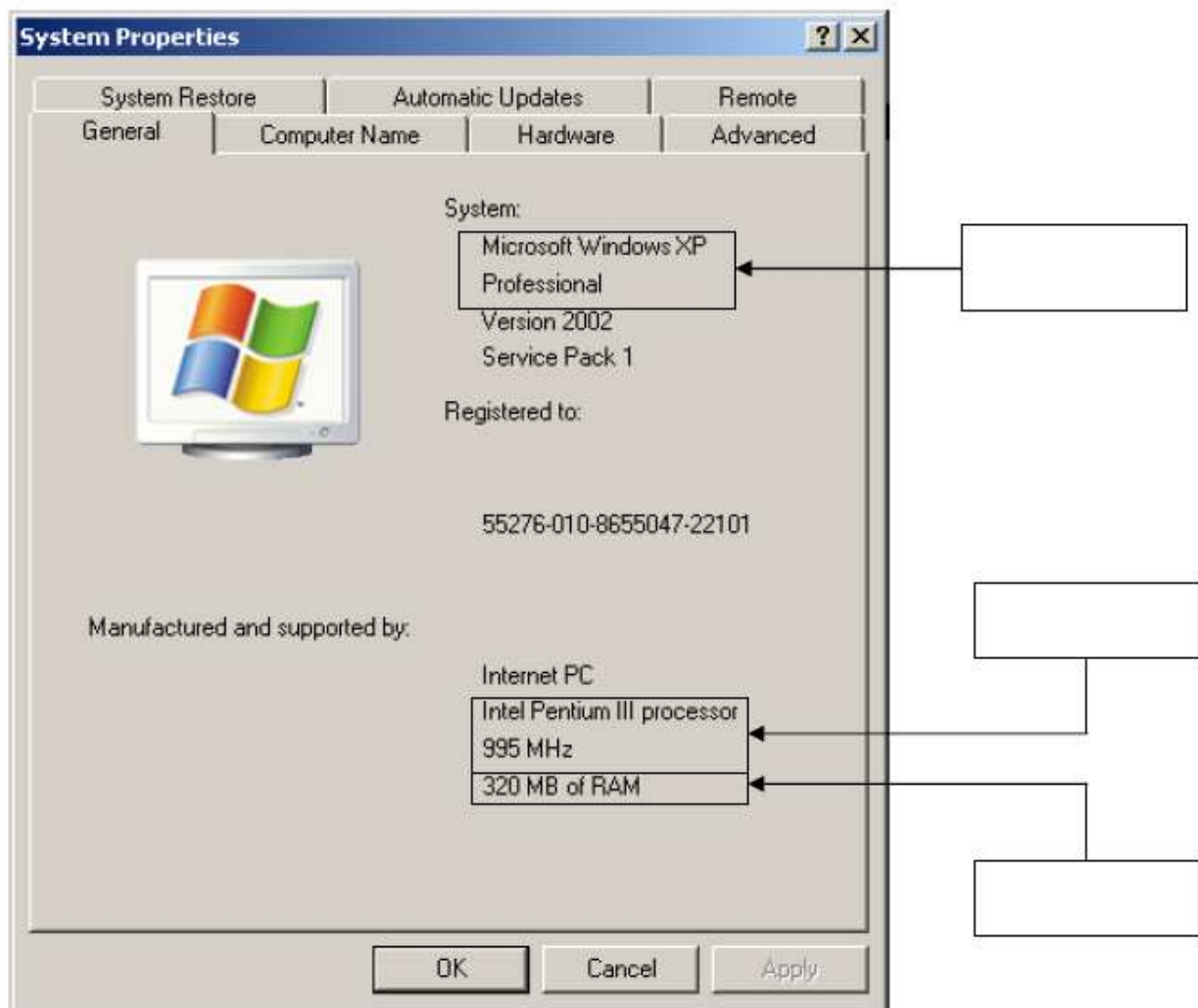
[10 marks]

- c) The picture below shows the basic information of a computer system. Fill in the empty boxes with the words provided to correctly explain the different sections.

**Processor Type**

**Random Access Memory**

**Operating System**



[6 marks]

2. This question is about Microsoft Word.

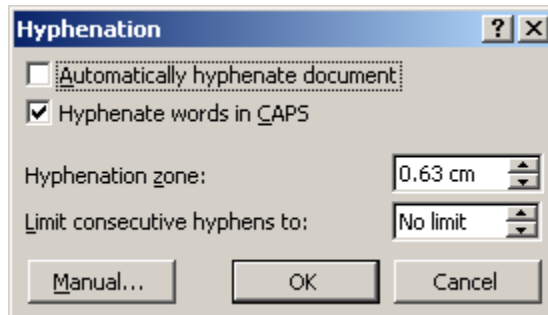
- a) Using the following words **fill in the blanks** to correctly complete the following steps:

Automatically	Language	Tools
Hyphenation...	OK	

If a word is too long to fit at the end of a line, MS Word moves the word to the beginning of the next line instead of hyphenating it. However, you can switch on the option to have automatic hyphens in your documents. To do this, you should:

- Click on the \_\_\_\_\_ menu.
- Point to \_\_\_\_\_ .
- Click \_\_\_\_\_ .

The following Hyphenation dialog box will be displayed.



- Tick the \_\_\_\_\_ hyphenate document check box.
- Click the \_\_\_\_\_ button.

[10 marks]

- b) The buttons displayed in the table below are used in *Tabulation*. Match the **Buttons** with the **To Do This** list by writing the corresponding letter.

	Button
A	
B	
C	
D	

	To Do This
	Aligns text to the left of the tab stop.
	Aligns text to the right of the tab stop.
	Centres text along the tab stop.
	Aligns the decimal point along the tab stop.

[4 marks]

- c) Fay just finished typing part of her Maltese project and would like to format her text as follows:
- i) apply a 1.5 line spacing between each line
  - ii) indent the first line of each paragraph by 1.25cm
  - iii) insert a 10 point spacing before each paragraph
  - iv) insert a 6 point spacing after each paragraph
  - v) make her text justified

Fill in the diagram below to show Fay how she should set her Paragraph settings, as mentioned in the points above.

[10 marks]

- d) The pictures below show tools used to **mail merge**. Match the letters with the correct description. *One is done as an example.*

A		C	Opens a data source file.
B			Use this button to check the mail merge main document against the data file.
C			This button controls the mail merge process and is used to perform a mail merge.
D			Click the name of the field you want to use, and MS Word inserts it in the main document.
E			These buttons move you to either the beginning of the data file or to the previous record in the data file.

[4 marks]

- e) Put the following steps of mail merge in order. The first step is done for you.

	Complete and merge the document
	Select a file source
1	Start or load a document
	Insert merge fields
	Preview document
	Save new merged document

[5 marks]

3. This question is about Microsoft Powerpoint.

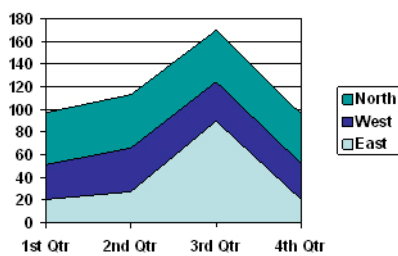
- a) Use the following words to fill in the type of chart next to each diagram:

Pie chart

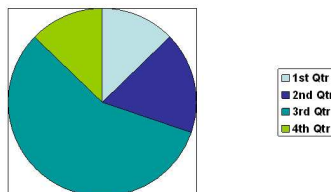
Column chart

Area chart

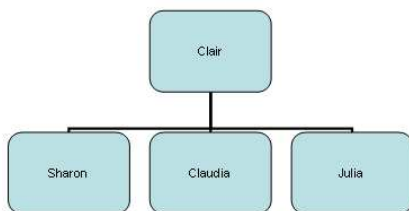
Organisational chart



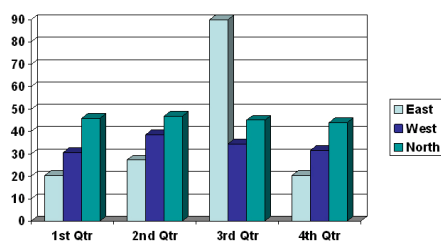

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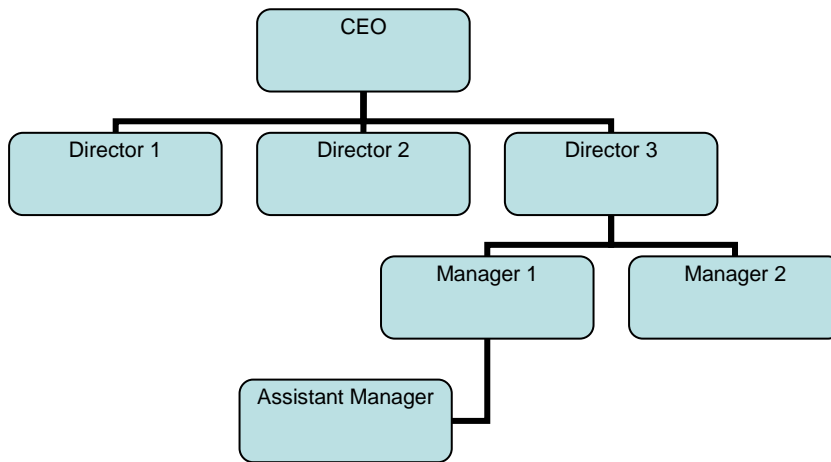

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[4 marks]

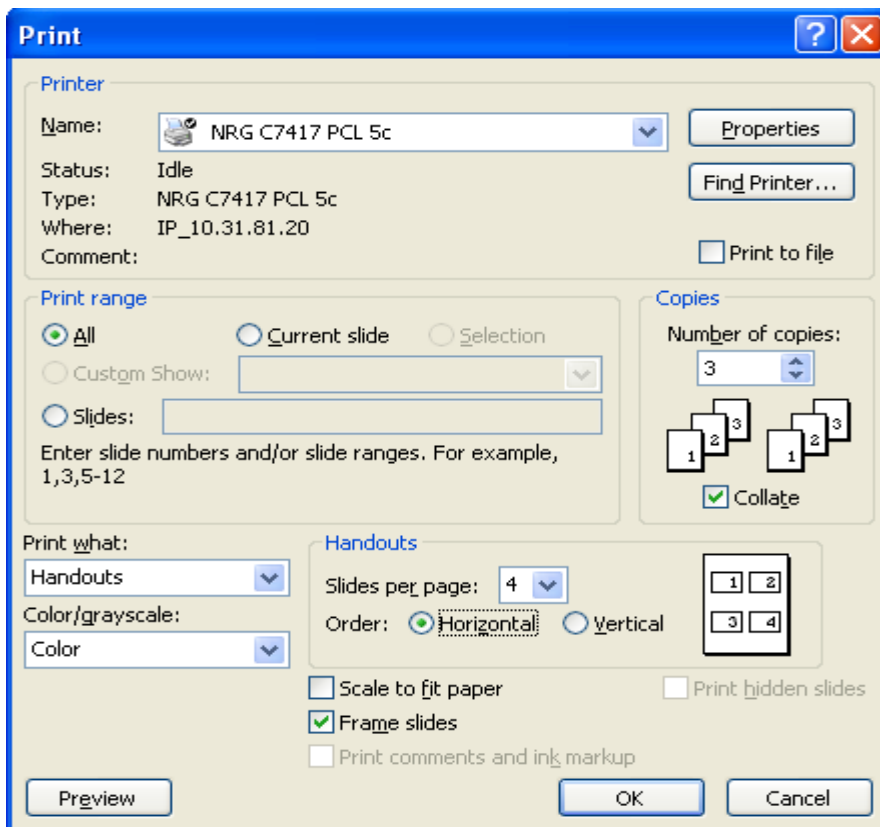
b) Look carefully at the chart below:



Underline the correct word:

- Director 3 is a (Co-Worker, Subordinate, Assistant) of Director 2.
- Assistant Manager is a (Co-Worker, Subordinate, Assistant) of Manager 1.
- Director 2 is a (Co-Worker, Subordinate, Assistant) of CEO. [3 marks]

c) Ann would like to print her presentation and after pressing the Print button, the following window appeared:



- What type of printout will Ann print?  
\_\_\_\_\_
- How many copies will Ann print?  
\_\_\_\_\_
- How many slides will be printed on each page?  
\_\_\_\_\_
- If Ann wants to print from slide 4 to slide 10, where would she tick? Mark with a circle on the picture to the left.
- What is the name of the printer?  
\_\_\_\_\_

[5 marks]

4. This question is about Information and Communication.

a) Use the words provided to label the diagram below:

Button	Text Field	Check Boxes	Menu Field
	First Name: <input type="text"/> Last Name: <input type="text"/>		
	Language & Content: <input type="text" value="English - United States"/>		
	ZIP/Postal Code: <input type="text"/> Gender: <input type="text" value="—"/>		
	Industry: <input type="text" value="[Select Industry]"/>		
	Title: <input type="text" value="[Select Industry]"/>		
	Specialization: <input type="text" value="Advertising/Marketing/PR"/>		
	People Search Listing: <input type="text" value="Aerospace"/>		
	<input type="checkbox"/> Entertainment <input type="checkbox"/> Business <input type="checkbox"/> Shopping		
	<input type="checkbox"/> Home & Family <input type="checkbox"/> Computers & Technology <input type="checkbox"/> Sports & Outdoors		
	<input type="checkbox"/> Health <input type="checkbox"/> Personal Finance <input type="checkbox"/> Travel		
	<input type="checkbox"/> Music <input type="checkbox"/> Small Business <input type="checkbox"/> Sweepstakes & Free Stuff		
	<input type="button" value="Submit This Form"/>		

[4 marks]

b) Indicate whether the following statements regarding Search Engines are **True** or **False**:

i)	When searching for a particular phrase, use specific words instead of general ones.	
ii)	If I want to find websites related to Henry Ford, writing Henry Ford and 'Henry Ford' in Google will produce the same result.	
iii)	Use the '+' (plus) for words that the search must contain. For example: if you are looking for <b>Italian cars</b> , you should search for <b>Italian+cars</b> , which, means that the documents retrieved will all have both the word 'Italian' and the word 'cars' in them.	
iv)	Using the phrase <b>italian AND cars</b> in Google, will produce a list of pages about Italy or about cars.	
v)	Google, yahoo and Windows are all examples of Search Engines.	
vi)	Read the 'hints' and 'help' for each search engine – these will explain how the search tool works, and which commands can be used to attain more accurate results.	
vii)	A search engine such as Google is used to locate Web sites via searches for keywords and phrases.	



viii)	When the Boolean OR is used, documents found must contain at least one of the words joined by OR, for example <b>butterfly OR caterpillar</b> would list all Web pages containing either butterfly or caterpillar.	
ix)	Use the '-' (minus) for words that the search must not contain. For example: if you are looking for information about cars but these must not be Italian cars, you should search for <b>cars-Italian</b> . The results of this search would include a list of documents about cars with no mention of Italian cars.	
x)	The <b>Boolean operators AND, OR, and NOT</b> must <b>not</b> appear in capital letters and must not have a space on each side.	

[10 marks]

c) Write the meaning and a brief description for each of the following abbreviations.

- i) **SMS** *Meaning:* \_\_\_\_\_  
*Description:* \_\_\_\_\_
- ii) **VoIP** *Meaning:* \_\_\_\_\_  
*Description:* \_\_\_\_\_
- iii) **IM** *Meaning:* \_\_\_\_\_  
*Description:* \_\_\_\_\_

[9 marks]

d) Setting message priority:

- i) Which of the following buttons is used to set the priority of a message?  
*(Draw a circle around the correct button)* [2 marks]



- ii) What is the advantage of sending a message with a High Priority? [2 marks]

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- iii) A message sent with a high priority setting will be delivered faster than a message having a low priority setting. **True** or **False**. *(Underline the correct answer)*

[2 marks]



- e) The Window below is used to search an e-mail from your inbox.

Advanced Find

File Edit View Tools

Look for: Messages In: Inbox Browse...

Messages More Choices Advanced

Search for the word(s): In:

From... Sent To...

☐ Where I am: the only person on the To line

Time: none anytime

Find Now Stop New Search

Paul is searching a particular e-mail he received. Fill in the window above according to the following:

- Paul wants to find an e-mail sent by [info@ecdmlmalta.com.mt](mailto:info@ecdmlmalta.com.mt)
- This e-mail is about “ECDL Tests”.

[4 marks]

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End of Examination Paper