

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

Name: _____

Class: _____

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



- a) Complete the following sentences by choosing the correct word from the ones in brackets.
- Sometimes, you may need to search for a file or _____ (paper, pocket file, folder) stored in a computer's disk, but you can only remember part of its name.
 - To carry out this search, type the part of the name you remember and then type characters like _____ (\$, !, ?) and _____ (*, %, \$) for the parts you do not remember.
 - These are known as _____ (substitute, wildcard, symbolic) characters.
 - For example, when you type _____ (wor*, wor?, wor\$), you will be searching for files with titles like "words", "worrying" and _____ ("work", "war", "wire").
 - When typing _____ (*.txt, *.ppt, *.doc) to search for a filename, you will be searching for MS Word document files.
 - When searching for files with names like "menu1.doc", "menu2.jpg" and "menu3.zip", you must type _____ (menu?.???, filename?, menu?).
 - You can also search for files using their _____ (size, colour, shape) and _____ (date modified, web address, hyperlink) properties.

(10 marks)

- b) John wants to know the properties of the computer he is using. Describe how he can find out.

(4 marks)

- c) The picture below shows the basic information of **two** computer systems.
Fill in the empty boxes with the words provided to correctly label the different sections.

Processor Type

Random Access Memory

Operating System

i. _____

ii. _____

iii. _____

(6 marks)

d) **Tick ✓** to show whether the following statements are **true** or **false**:

Statement	True	False
i. Microsoft PowerPoint is an application program.		
ii. Folders and sub-folders should be given a meaningful name.		
iii. Files created in a folder are called sub-folders.		
iv. The Recycle Bin folder contains archived files.		
v. One way of deleting a program is by deleting its shortcut icon.		
vi. Hard disks and USB Flash drives are storage devices.		
vii. A computer virus can be removed by using the Control Panel.		
viii. Files deleted from a Pen drive are found in the Recycle Bin.		
ix. One advantage of online storage is the sharing of files.		
x. Files ending with “.jpg”, “.gif”, “.png” are sound files.		

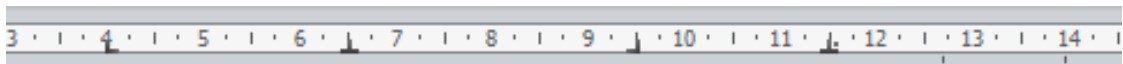
(10 marks)

2. This question is about Microsoft Word.

a) The buttons shown in the table below are used in **Tabulation**.

Choose the description of each button from the list below and write it in the **Action** column.

- **To centre** text along the tab stop.
- To align text to the **left** of the tab stop.
- To align the **decimal point** along the tab stop.
- To align text to the **right** of the tab stop.



	Button in Word 2003	Button in Word 2010	Action
A			
B			
C			
D			

(4 marks)

- b) Jude finished typing a paragraph of her History report and would like to format it as follows:
- the text **justified**
 - a **10 pt** spacing **after** each paragraph
 - a **6 pt** spacing **before** each paragraph
 - a **1.5 lines** spacing between each line
 - the **first line** of each paragraph indented by **1.27 cm**
 - no** indentation from the **left** or **right** margins.

Fill in **only ONE** of the two pictures **BELOW** to show how the above formatting is done.

Paragraph **MS Word 2003**

Indents and Spacing Line and Page Breaks

General

Alignment: v Outline level: Body text v

Indentation

Left: v v Special: v By: v

Right: v v

Spacing

Before: v v Line spacing: v At: v

After: v v

☐ Don't add space between paragraphs of the same style

OR

Paragraph **MS Word 2010**

Indents and Spacing Line and Page Breaks

General

Alignment: v Outline level: Body Text v

Indentation

Left: v v Special: v By: v

Right: v v

☐ Mirror indents

Spacing

Before: v v Line spacing: v At: v

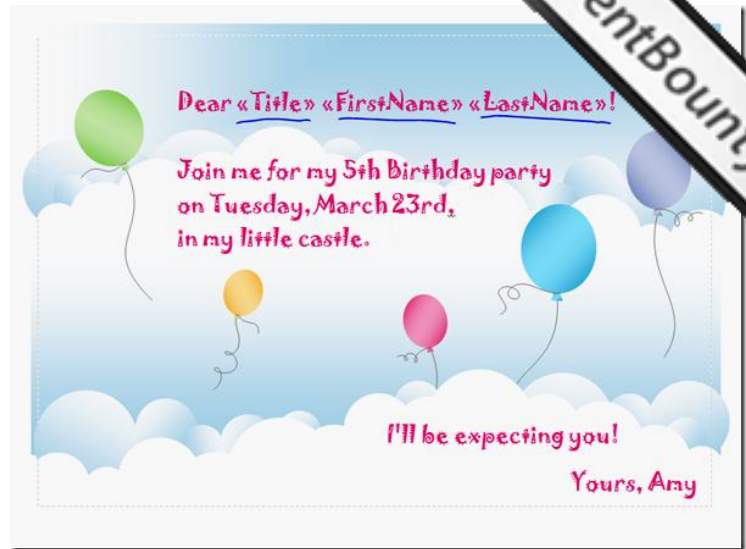
After: v v

(8 marks)

- c) Shanice invites her daughter's friends to a party.

She uses a word-processor to create a personalised invitation.

She types the list of names and their addresses in a table and saves them in a separate file.



Complete the following sentences by choosing the correct word from the ones in brackets.

- i. Shanice types the _____ (name, address, invitation) and saves it as the main document.
- ii. She starts the _____ (Labels, Mail-merge, Letters) wizard.
- iii. She browses for the _____ (template, data source, merged document) containing the list of names and addresses.
- iv. She inserts the fields like FirstName and _____ (DataOfBirth, LastName, Telephone) in their place.
- v. Shanice prints the invitations by merging to _____ (printer, merged document, merged letters).

(5 marks)

- d) List two benefits of using mail-merge.

1. _____
2. _____

(4 marks)

- e) Describe two examples how mail-merge can be used in a school.

1. _____

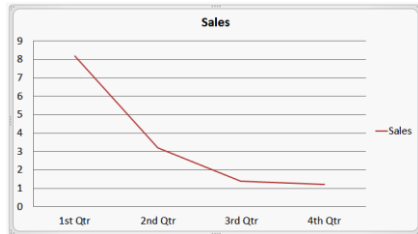
2. _____

(4 marks)

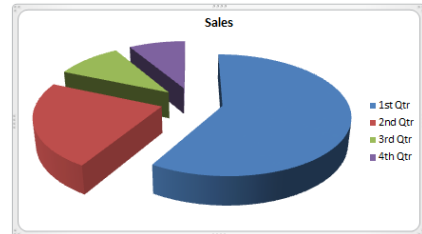
3. This question is about using Microsoft PowerPoint.

a) Use the following words to label correctly the charts below:

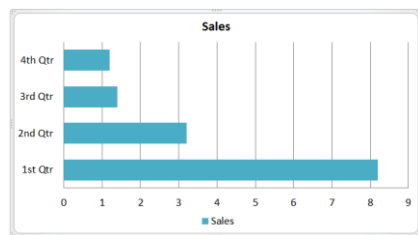
Pie chart	Column chart	Bar chart	Line chart
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i. _____



ii. _____



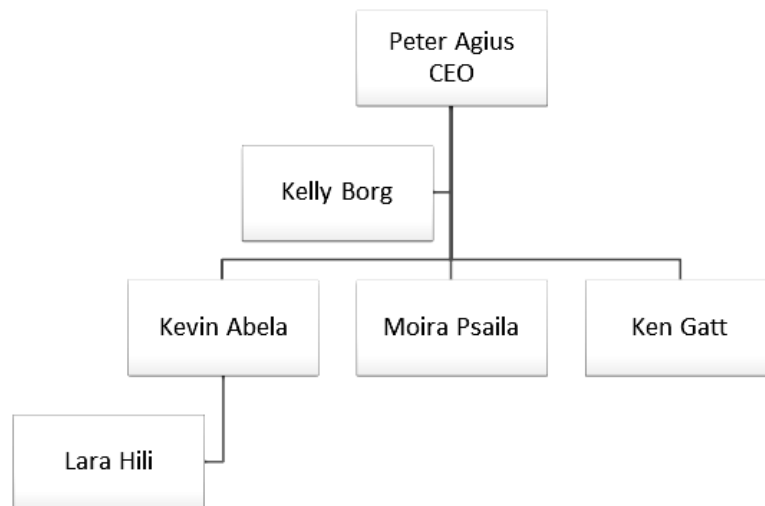
iii. _____



iv. _____

(4 marks)

b) Look carefully at the picture below:



Choose the correct answer from the brackets and underline it.

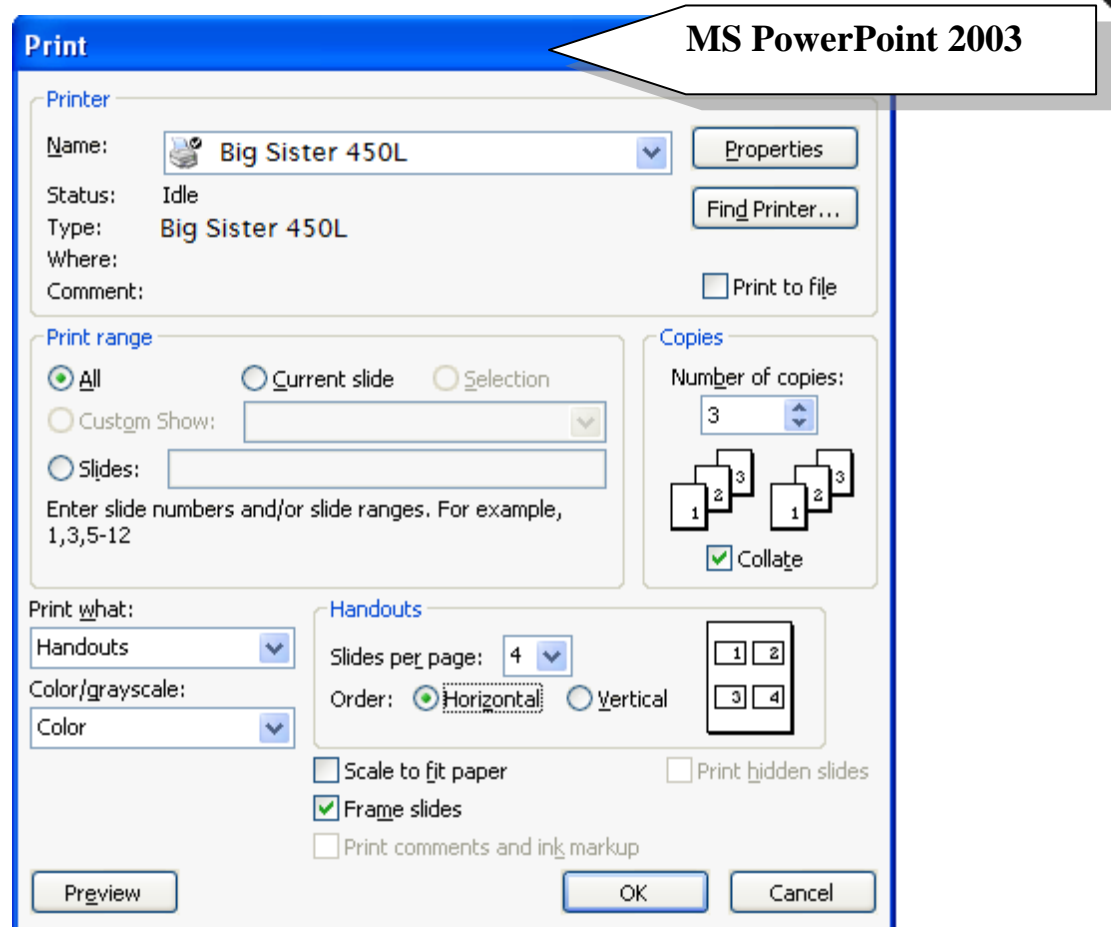
- The picture** is showing (a data, an organisational, an office) chart.
- Kevin Abela** is (a Co-Worker, a Subordinate, the Assistant) of **Ken Gatt**.
- Moira Psaila** is (a Co-Worker, a Subordinate, the Assistant) of **Peter Agius**.
- Lara Hili** is (a Co-Worker, a Subordinate, the Assistant) of **Kevin Abela**.

(4 marks)

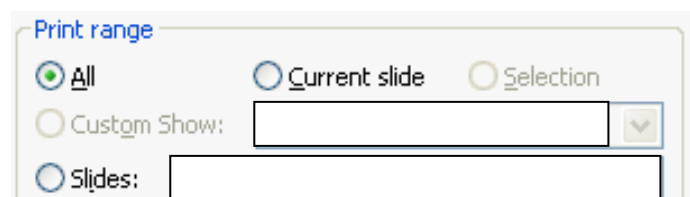
- c) Isabel would like to print her presentation. She can do it either from her PC using PowerPoint 2003 or from her laptop using MS PowerPoint 2010.

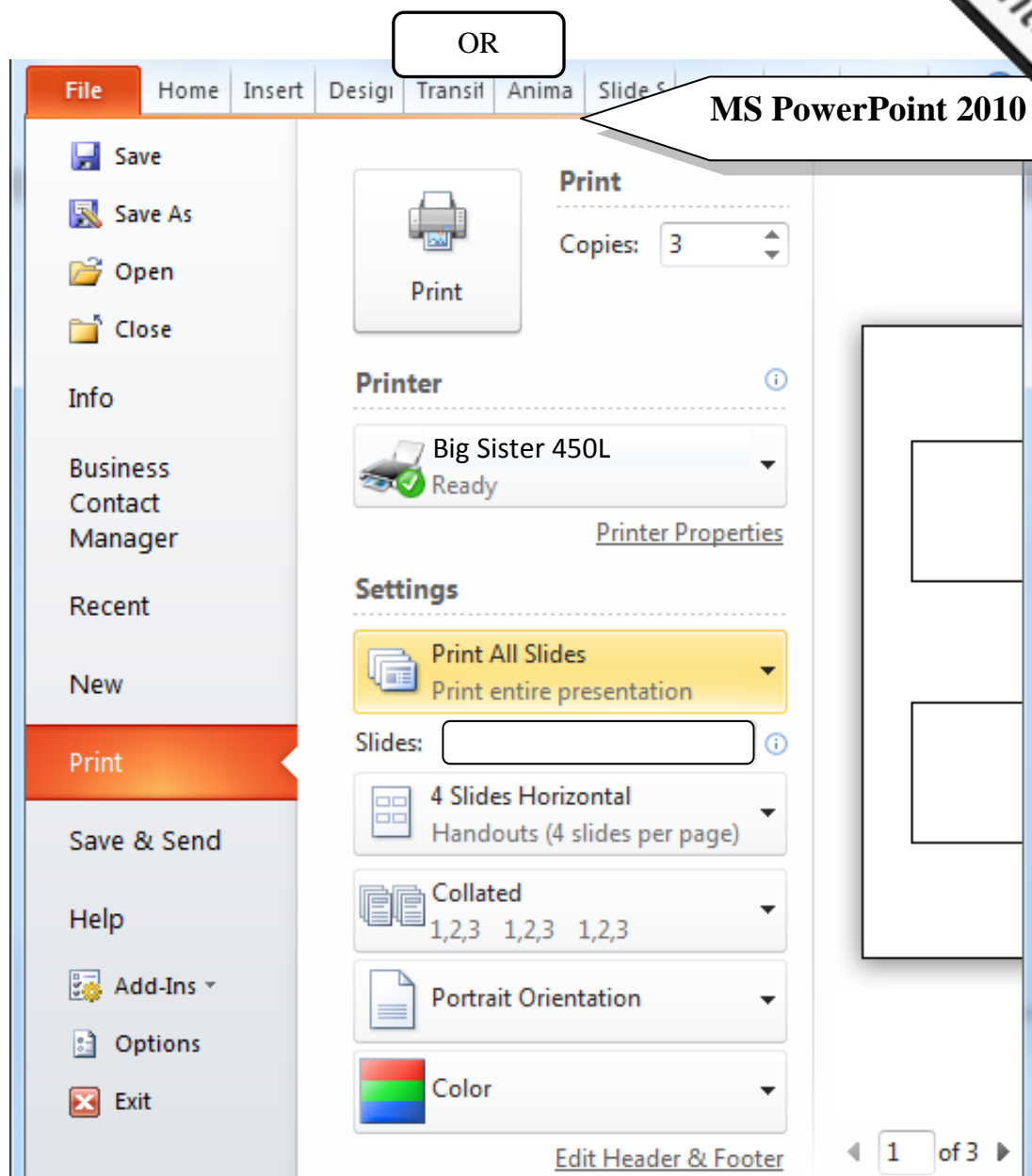
Choose only **ONE** method, using **either** the **2003** version or the **2010** version.

(7 marks)



- What is the name of the printer she is printing to? _____
- What type of printout will Isabel print? _____
- How many copies will Isabel print? _____
- How many slides will be printed on each page? _____
- Which slides will be printed? _____
- If Isabel wants to print slide 1 and the slides from 7 to 10, where must she click? Mark with a **cross (x)** on the picture below.
- Write on the picture on the right to show what should be typed to print **slide 1** and **slides from 7 to 10**.





- i. What is the name of the printer she is printing to? _____
- ii. What type of printout will Isabel print? _____
- iii. How many copies will Isabel print? _____
- iv. How many slides will be printed on each page? _____
- v. Which slides will be printed? _____
- vi. If Isabel wants to print slide 1 and the slides from 7 to 10, where must she click? Mark with a **cross (✕)** on the picture above.
- vii. **Write on the picture above** to show what should be typed **to print slide 1 and slides from 7 to 10.**

4. This question is about Information and Communication.

a) Label the following picture of an online form with the words provided below:

Button	Hyperlink	Check Box	Drop-Down Menu	Text Box
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i.

ii.

iii.

iv.

v.

Book Order Form

You can reserve your book here.

Name

Surname

Class

Form 1 ▼

Genre

☐ Comedy

☐ Romance

☐ Adventure

☐ Historical

Powered by [Google Docs](#)

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

(5 marks)

b) Write **two** examples of **search engines**:

- i. _____
- ii. _____



(2 marks)

c) Describe what a search engine is.

(2 marks)

d) Write **two** examples of **internet browsers**:

i. _____

ii. _____



(2 marks)

e) The term **URL** stands for _____



(2 marks)

f) Underline the correct example of a URL from the following:

A) kevin.borg@skola.mt

B) http://bp.com

C) brb://www.jig.org

(1 mark)

g) Underline the correct meaning of the following terms:

i. SMS: A) Short Message System

B) Short Message Service

C) Shopping Mall System

ii. IM: A) Instant Messaging

B) Internet Message

C) Intranet Meeting

iii. VoIP: A) Video over Internet Point

B) Voice over Internet Protocol

C) Voice on Internet Post

(3 marks)

h) Write an example of how SMS can be used:

(2 marks)

i) Write one benefit of VoIP:

(2 marks)

j) Write one benefit of IM:

(2 marks)




k) One example of an online community is an Internet forum where people help each other by posting text on a website. Write another example of an online community:

(1 mark)

5. This question is about using email.

a) Underline the correct answer.

i. The button used to send an email with high priority (high importance) is:

- A)  B)  C) 

ii. An advantage of sending an email with high priority is that:

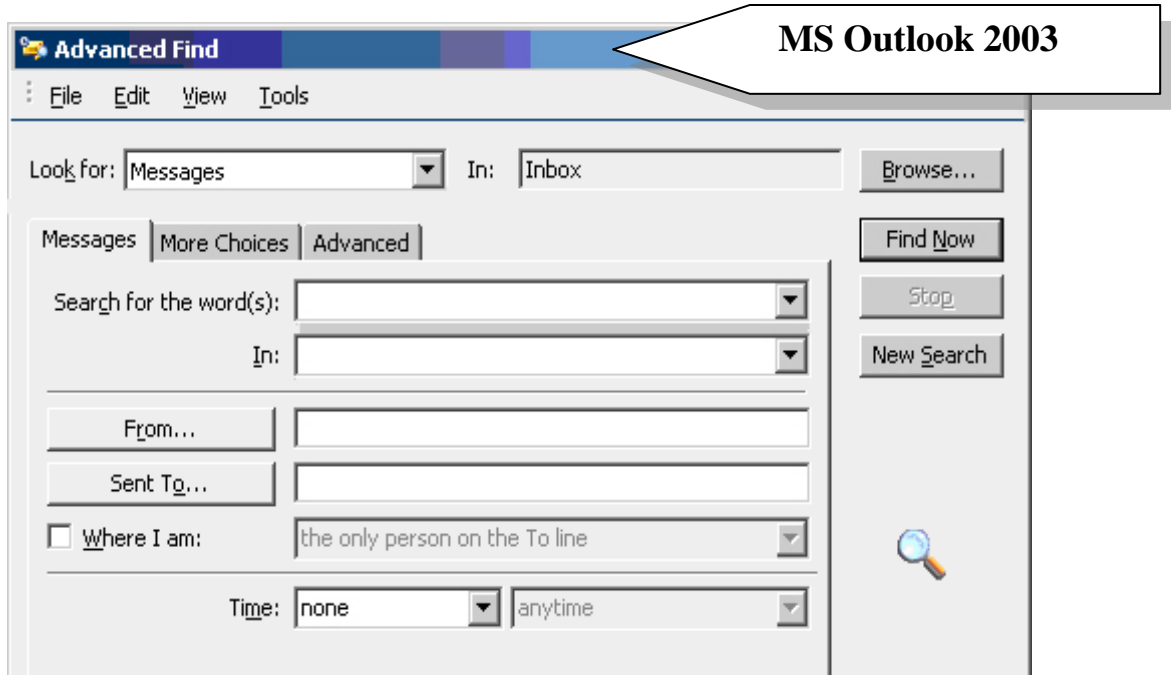
- A) The one receiving it will read it before other mail
B) It will be delivered faster than emails with normal priority
C) You will get a faster reply

(2 marks)

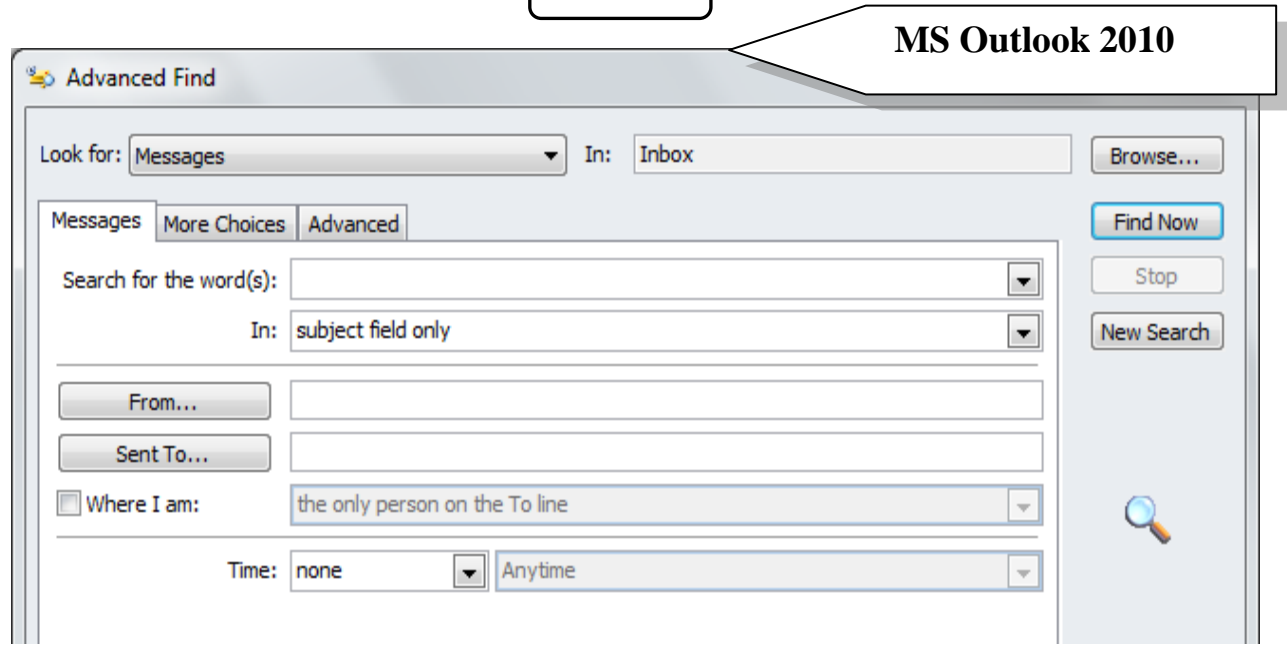
- b) Petra would like to search for an email in her inbox. She knows the following:
- the email is from **kevinborg@ilearn.edu.mt**,
 - the subject of the email contains the text “**shipping**”.

Fill in **ONE** of the pictures **BELOW** to indicate how Petra can do it.

(4 marks)



OR



End of Examination Paper