

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

Name: _____

Class: _____

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

a) Answer **True** or **False**.

i)	Freeware is software that is available free of charge.	
ii)	Computer software is considered as intellectual property and it is protected by the Data Protection Act.	
iii)	Site licences permit organisations to make multiple copies of a software product for use on different computers within the organisation. You can make as many copies as you wish.	
iv)	Shareware is copyrighted software that is distributed free of charge but requires users to make a contribution in order to receive technical help, documentation or upgrades.	
v)	Backing up data is the copying of data files to a secondary storage medium as a precaution in case the first medium fails.	
vi)	Open Source is a method of software distribution where a programmer creates a program and makes it available for others to use without cost, as well as modify the source code and redistribute the modifications to the software user/developer community.	
vii)	A Backup copy should be kept near the computer so that if something goes wrong, it is immediately available.	
viii)	A user ID and password are needed to logon to a networked computer.	
ix)	Passwords should be easy to remember such as your name or surname.	
x)	Freeware allows users to sell it to whoever they want.	

[10 marks]

b) List 5 provisions of the Data Protection Act.

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____

[5 marks]

2. This question is about Microsoft Word.

a) The picture below shows a section of the **Mail Merge** toolbar. Some items are numbered. Write the appropriate number, next to its matching description in the table below.



i)	Choose this button to switch between views of the document with the field names displayed, or with the actual data.	
ii)	Use this button to check the mail merge main document against the data file. This function identifies any field names in the main document that do not appear in the data file.	
iii)	This button moves you to the beginning of the data file.	
iv)	This button controls the mail merge process and is used to perform a mail merge to a printer.	
v)	Click the name of the field you want to use, and MS Word inserts it in the main document. When you perform the mail merge later on, Word reads this field from the data file, and inserts it in this place in the main document.	

[5 marks]

b) Use the following words to fill in the blanks:

attached	main	Word	data	source
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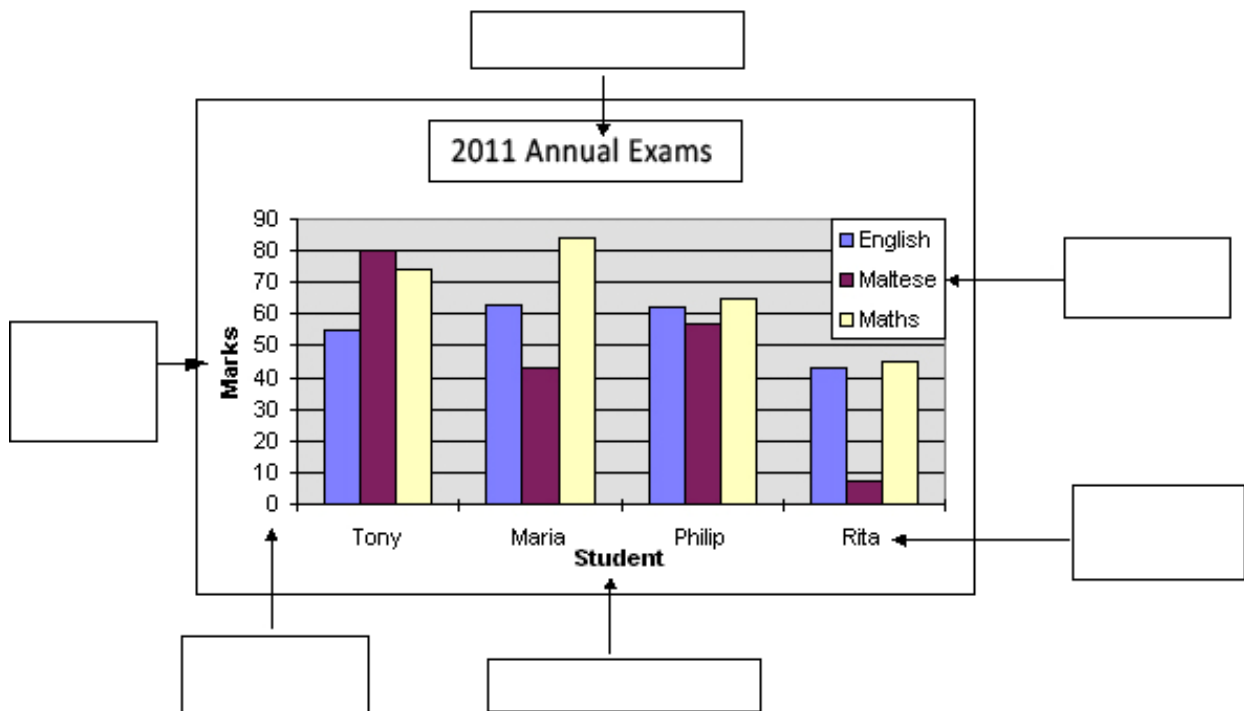
Once you have created the _____ document and attached to it a data _____ file, it is very easy to perform the merge process. To tell MS _____ where you want variable information printed, you insert the merge field names defined in the _____ file. When you merge the main document with the _____ file, Word replaces the merge field names with the corresponding field information from each record in the data file.

[5 marks]

3. This question is about Microsoft Excel.

a) Use the following words to label the diagram:

Value of Y-axis	Chart title	Legends
Category of X-axis	X-axis title	Y-axis Title








[6 marks]

- b) Put in order the following steps for **changing the Chart type**. The first step is done.

	Click Chart Type... The Chart Type dialog box will be displayed.
1	Click anywhere in the chart. If the chart is embedded on the sheet where the data is located, the chart border will display sizing handles (small black squares).
	Select a chart from the Chart type: list, and then select a subtype from the Chart sub-type: group.
	Click OK button.
	Click Chart menu.

[4 marks]

- c) Match the following types of charts with their appropriate name:

A	Column chart		
B	Line chart		
C	Bar chart		
D	Pie chart		
E	Area chart		

[5 marks]

4. **This question is about Databases.**

- a) Define the following terms:

i) Database

ii) Primary key

iii) Field data type

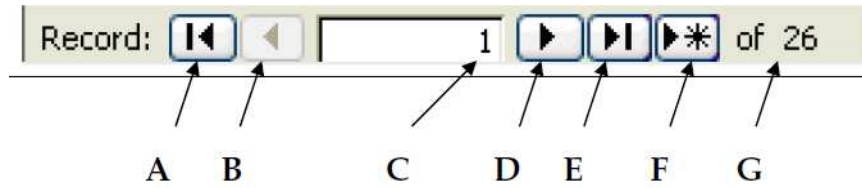
iv) Query

v) Index

vi) Report

[18 marks]

- b) Consider the following diagram and insert the correct letter in the table below.

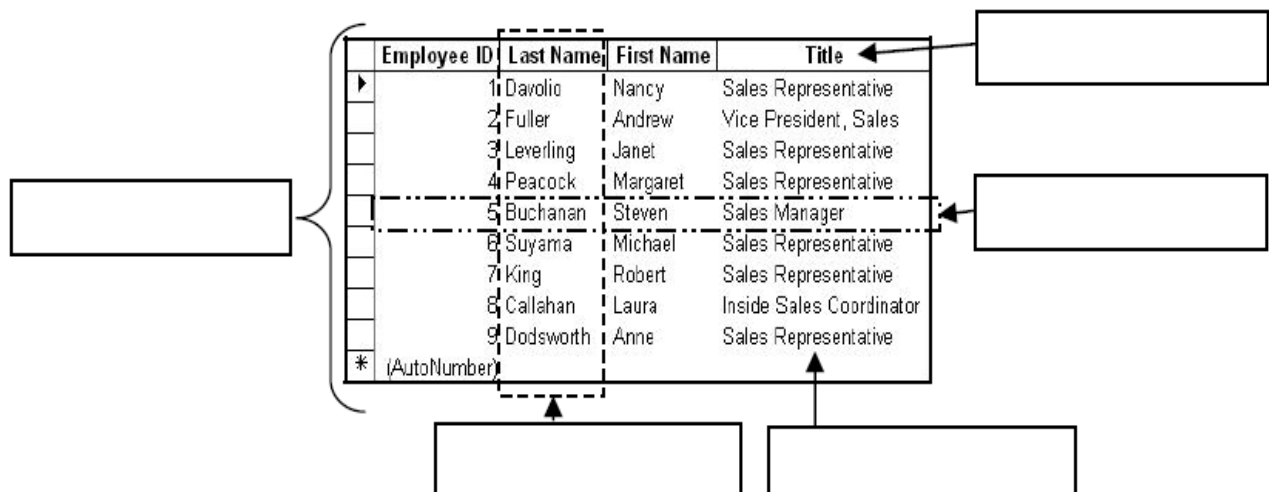


	Label	Description
i)		Number of Records
ii)		First Record
iii)		Last Record
iv)		Next Record
v)		Previous Record
vi)		New Record
vii)		Current Record

[7 marks]

- c) Use the following FIVE words to **label** the parts of the database picture shown below:

table	record	field	fieldname	data value
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[5 marks]

- d) i) The two pictures below show different views of the same table – **Datasheet View** and **Design View**. Write down the appropriate view beneath each picture.

	Name	Diameter (km)	Moons	Length of day (hours)
	Mercury	4500	0	1320
	Venus	12160	0	5760
	Earth	12680	1	24
	Mars	6720	2	25
	Jupiter	140800	12	10
	Saturn	120000	9	10
	Uranus	46400	5	11
	Neptune	43200	2	15
	Pluto	6400	0	144

Field Name	Data Type	Description
Name	Text	
Diameter (km)	Number	
Moons	Number	
Length of day (hours)	Number	

_____ [2 marks]

- ii) Which view is used to add a **new field**? [1 mark]

- iii) Which view is used to add a **new record**? [1 mark]

- e) Fill in the table below with the appropriate Field Names to create a table which will contain your friend's details. You need to create at least another **five** different Field Names with their Data Type. The first one is set as an example.

Field Name	Data Type	Description
ID Card Number	AutoNumber	

Field Properties

[5 marks]

- f) Look carefully at the query design view below and answer the following questions.

Field:	Stock code	Stock Description	Quantity	Selling Price	Supplier
Table:	Stock	Stock	Stock	Stock	Stock
Sort:					
Show:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					
or:					

- i) Write the condition that you would use to display all the items with a quantity less than 100. Write your answer in the appropriate position in the picture above. [2 marks]
- ii) Write down the headings of the fields that will be displayed when the query is run.

[2 marks]

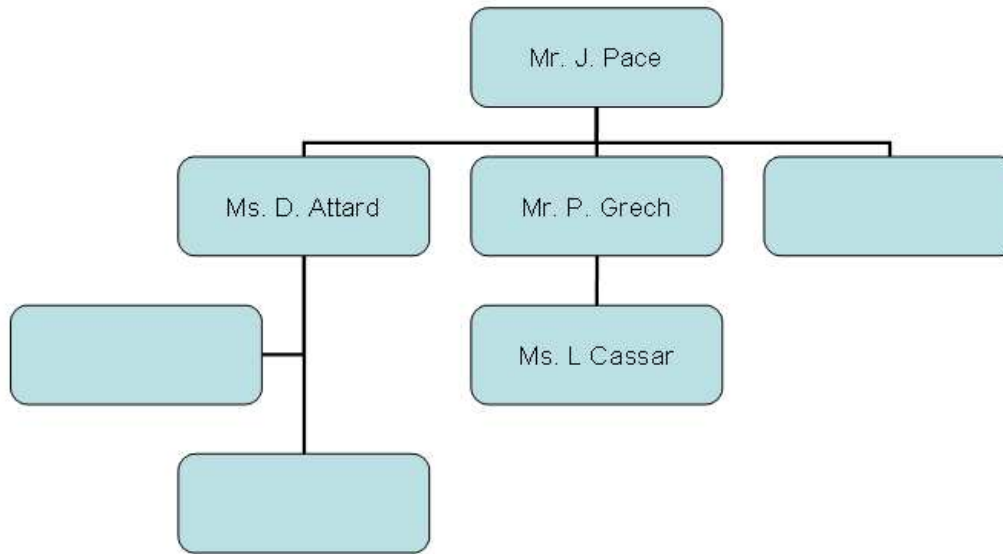
5. **This question is about PowerPoint presentation.**

- a) Answer **True** or **False**.

i)	The Slide Master is the slide that holds the format for all slides in the presentation.	
ii)	The Slide Master enables you to add background items that you want to appear on every slide in a presentation.	
iii)	If you make a change to the Slide Master, the change affects all slides in your presentation.	
iv)	Pictures cannot be added to the Slide Master.	
v)	When printing slides, you can only print one slide on each page.	
vi)	You can print many copies of the same slide or page.	
vii)	When Printing a number of slides, you must always start from the first slide.	
viii)	You can add a footer to a slide.	
ix)	You can set the date and time to be updated automatically in the Header and Footer dialogue box.	

[9 marks]

b) Look at the chart below:



i) What is this type of Diagram called? _____ [2 marks]

ii) Ms. M. Xuereb is an **Assistant** to Ms. D. Attard
 Mr. X. Xerri is a **Subordinate** of Ms. D. Attard
 and Ms. C. Spiteri is a **Co-worker** of Ms. D. Attard.

Fill in these three names in the chart above in their appropriate place. [6 marks]

End of Examination Paper