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

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

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

**Underline** the correct statement for each of the following:

**1. This question is about Data Security.**

- a) Which is the **best** place to keep a backup copy of files?
  - i. In another folder in the same computer's hard disk.
  - ii. In an external hard disk, somewhere in the same building.
  - iii. In a different building.
  
- b) Which of these is a **primarily** measure to prevent data theft?
  - i. Username and password.
  - ii. Security cameras.
  - iii. Use of pen drives not allowed.
  
- c) Which of the following can help you recognise licenced software?
  - i. Checking the price of the software.
  - ii. Checking product ID and registering the software.
  - iii. Asking the author of the software.

[3 marks]

**2. This question is about Law.**

- a) Which law protects and covers the rights of software creators?
  - i. Computer Misuse Act.
  - ii. Copyright.
  - iii. Data Protection Act.
  
- b) What does the software **end user licence agreement** indicate?
  - i. The way to install/uninstall the software.
  - ii. The new features of the software.
  - iii. The usage terms of the software.

- c) Which software comes with a licence that can be used for a trial period only?
- Shareware.
  - Freeware.
  - Open Source.
- d) Which type of software can users use, improve and distribute for free?
- Shareware.
  - Freeware.
  - Open Source.

[4 marks]

**3. This question is about Data Protection.**

- a) Which law gives protection on stored sensitive data such as health and criminal records?
- Data Protection Act.
  - Consumer Act.
  - End User Licence Agreement (EULA).
- b) Who is responsible for protecting the collected data?
- Database Administrator.
  - Data Controller.
  - Data Input Clerk.

[2 marks]

**4. Write True or False next to the following questions:**

		<b>True or False</b>
i)	This is considered as a strong password: xfuHT432f.	
ii)	It is highly recommended to change the password very frequently.	
iii)	Freeware is a type of software which costs between 5 to 15 Euro.	
iv)	The Data Protection Act makes it clear that data can be kept longer than required.	
v)	A cheaper way for companies to install multiple copies of software on different computers is to buy a site licence.	
vi)	Copyrighted software can be altered, copied and distributed for free.	

[6 marks]

**5. This question is about Word Processing.**

The school administration would like to send a personalized letter to every parent, informing them about a school outing.

- a) Which word processing feature would you suggest using to combine a single document (letter) with a data file (containing names and addresses)?

\_\_\_\_\_.

[1 mark]

- b) How many files are needed to carry out the above mentioned task? \_\_\_\_\_ [1 mark]

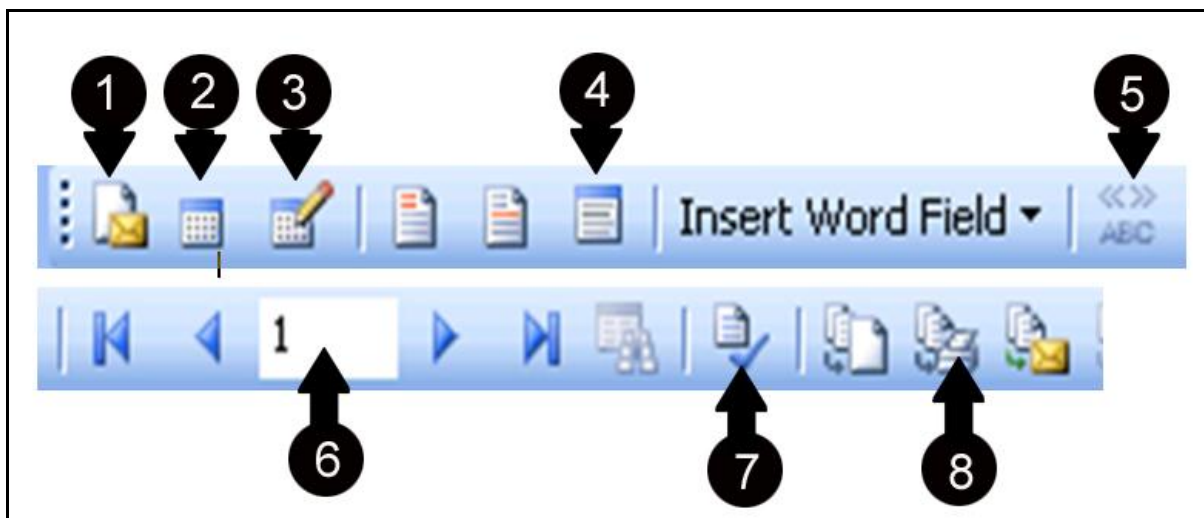
- c) Number the following Mail Merge steps in the correct order. The first one has been done for you.

i.	Save merged document.	
ii.	Select recipients (select data source).	
iii.	Preview results.	
iv.	Complete and merge the document.	
v.	Start or load a document – select between a letter, envelopes, labels or normal word document.	1
vi.	Insert merge fields.	

[10 marks]

- d) The image below (Figure A for Office 2003 and Figure B for Office 2010) shows the **Mail Merge** toolbar. Some items are numbered. Write the appropriate number, next to its matching description in the table below.

**FIGURE A – OFFICE 2003 Version**



**FIGURE B – OFFICE 2010 Version**



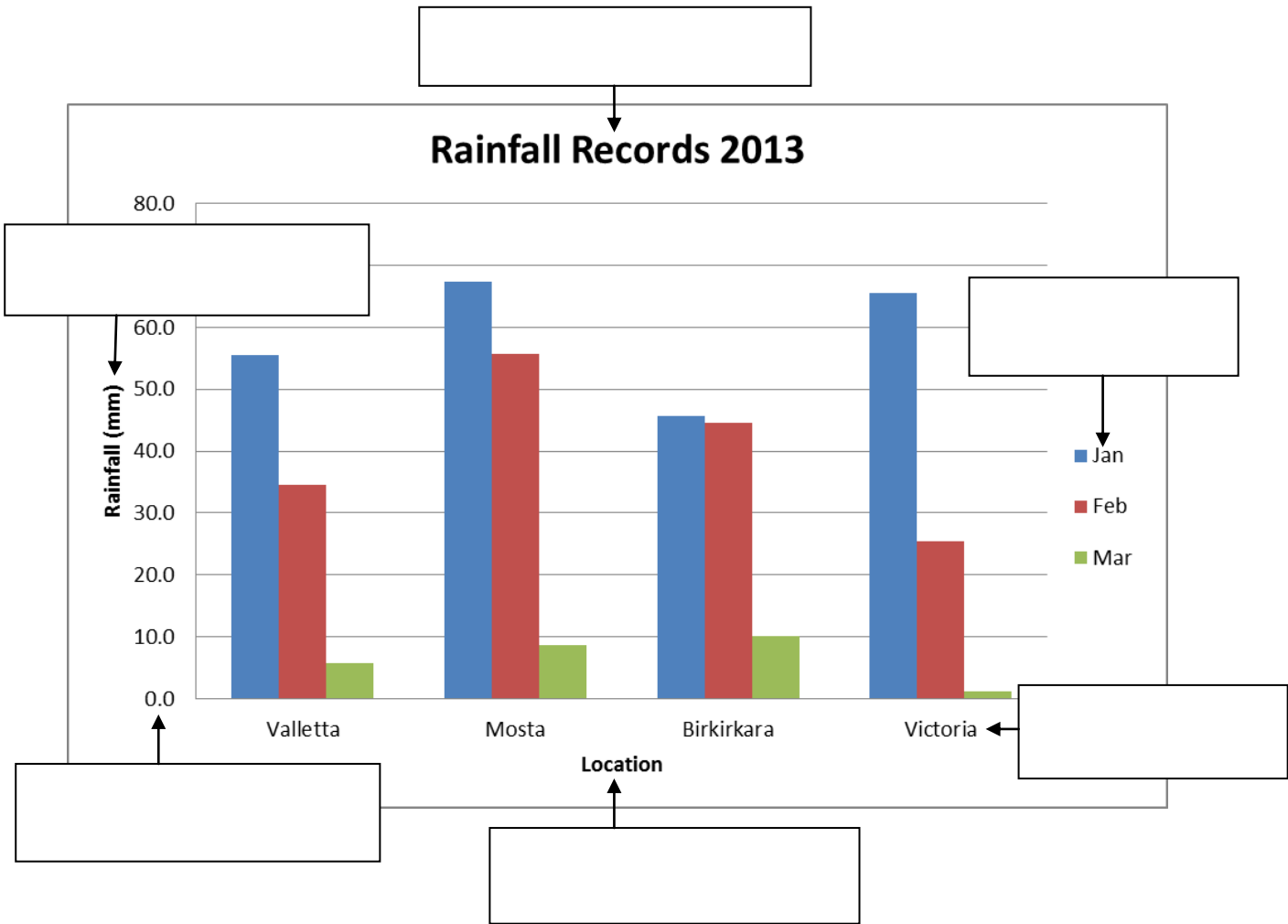
i.	Navigate through records in the recipient list – for example preview the last record.	
ii.	Select recipients (select data source).	
iii.	Start a mail merge to create a letter, envelopes, labels or a normal word document.	1
iv.	Make changes to the list of recipients and decide which of them should receive your letter.	
v.	Complete the mail merge to a separate document, directly to printer or via e-mail.	
vi.	Replace the merge fields in your document with actual data from your recipient list so that you can see what it looks like.	
vii.	Add any field from your recipient list to your document such as 'Name', 'Surname', 'Address', 'Telephone'.	
viii.	Check for Errors – specify how to handle errors that occur when completing the mail merge.	

[14 marks]

6. This question is about Spreadsheets.

a) Use the following terms to label the diagram below:











X-axis title (horizontal axis)	Y-axis title (vertical axis)	Category of X-axis (horizontal axis)
Values of Y-axis (vertical axis)	Legend	Chart title



[6 marks]

b) Match the following types of charts with their corresponding diagrams below

Area Chart	Bar Chart	Pie Chart	Column Chart	Line Chart
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	2003 Version	2010 Version	Name of Chart:
i.			
ii.			
iii.			Area Chart
iv.			
v.			

[4 marks]

## 7. This question is about Databases.

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

record	query	form	database
faster	Microsoft Access	tables	currency
reports	fields	sorted	primary keys

- \_\_\_\_\_ is a database application.
- A \_\_\_\_\_ is an organized collection of data.
- A \_\_\_\_\_ is a set of fields in a database belonging to one entity.

- iv. 'Name', 'Surname', 'Address', 'Telephone' are examples of \_\_\_\_\_.
- v. 'Patient\_ID', 'Member\_ID' are good examples of \_\_\_\_\_ fields, they can be used to uniquely identify a record.
- vi. In Microsoft Access data is stored in \_\_\_\_\_.
- vii. 'Text', 'Number', \_\_\_\_\_ and 'Yes/No' are examples of data types.
- viii. A \_\_\_\_\_ is used to extract particular information from a database; example 'list all students who are in Form1'.
- ix. A \_\_\_\_\_ is a good way to view or enter data directly in a table.
- x. Information can be printed using \_\_\_\_\_.
- xi. Information stored in the database can be \_\_\_\_\_ in ascending or descending order.
- xii. Indexing allows \_\_\_\_\_ data access.

[12 marks]

b. Look at the diagram below, and answer the following questions:

Stock Taking : Database (Access 2007 - 2010) M.

Product_ID	Product_Name	Expiry Date	Local Product	Price
4	Sunshine Snacks	09/08/2013	<input checked="" type="checkbox"/>	€0.33
2	Smile Ice Tea	12/12/2014	<input checked="" type="checkbox"/>	€0.34
1	Lipton Ice Tea	12/12/2014	<input type="checkbox"/>	€0.45
5	M&M's	03/09/2013	<input type="checkbox"/>	€0.50
3	Nutella	01/07/2014	<input type="checkbox"/>	€0.65
*	(New)		<input type="checkbox"/>	

Record: 14 of 3 of 5

i. Give the name of the database displayed above:

ii. Give the name of the table used in this database:

iii. How many reports does this database have?

[3 marks]

iv. Write the names of the fields used in this table:

1.

4.

2.

5.

3.

[5 marks]

v. How many records does the table have?

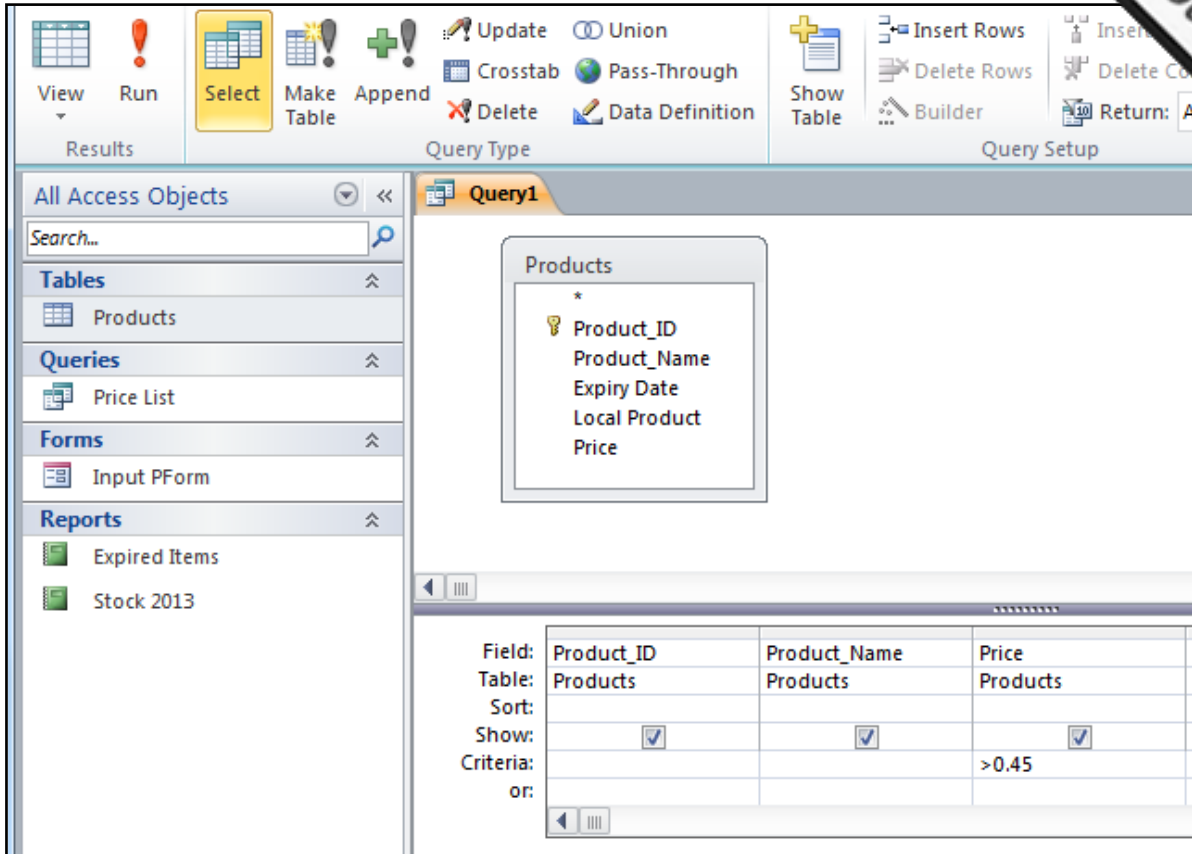
vi. Which record is being edited?

vii. The records in the table are sorted in ascending order by:

[3 marks]



c) Look carefully at the **query** shown below and answer the following questions.



i. What is the name of the query being created?

ii. Which table is being used for the query?

iii. How many fields are used for this query?

iv. On which field was the criteria >0.45 applied?

[4 marks]

v. On the image shown **above**, mark with a circle the icon which must be clicked to run the query.

[2 marks]

vi. Apply the required criteria on the image shown below to list '**local products only**' and to **show** all the 3 fields.

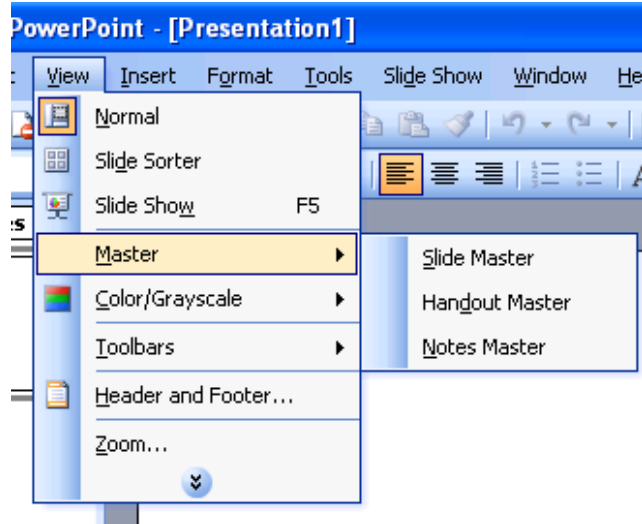
Field:	Product_ID	Product_Name	Local Product	
Table:	Products	Products	Products	
Sort:				
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				
or:				

[4 marks]

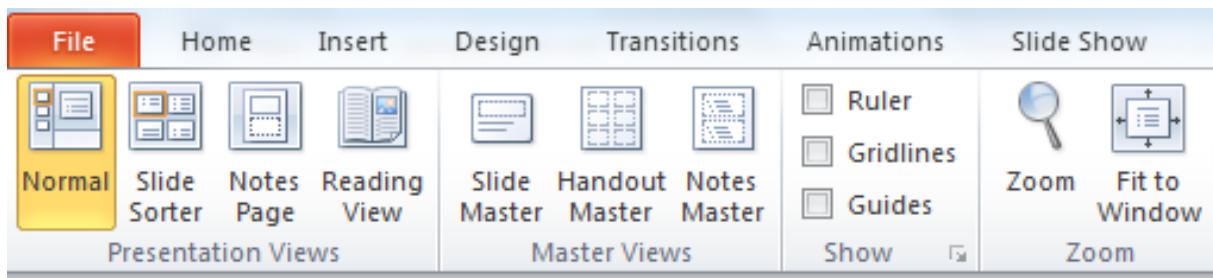
8. This question is about Presentation.

- a) Circle the icon required to insert an image in every slide of the presentation.  
(Use either Fig.1 or Fig.2)

(Fig.1 – 2003 Version)

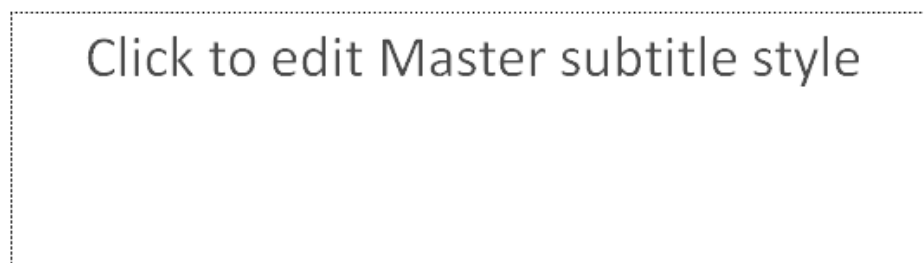


(Fig.2 – 2010 Version)



[1 mark]

- b) In the image shown below write the text '**Nature 2013**' as a footer to be visible in every slide.



31/10/2012

Footer

<#>

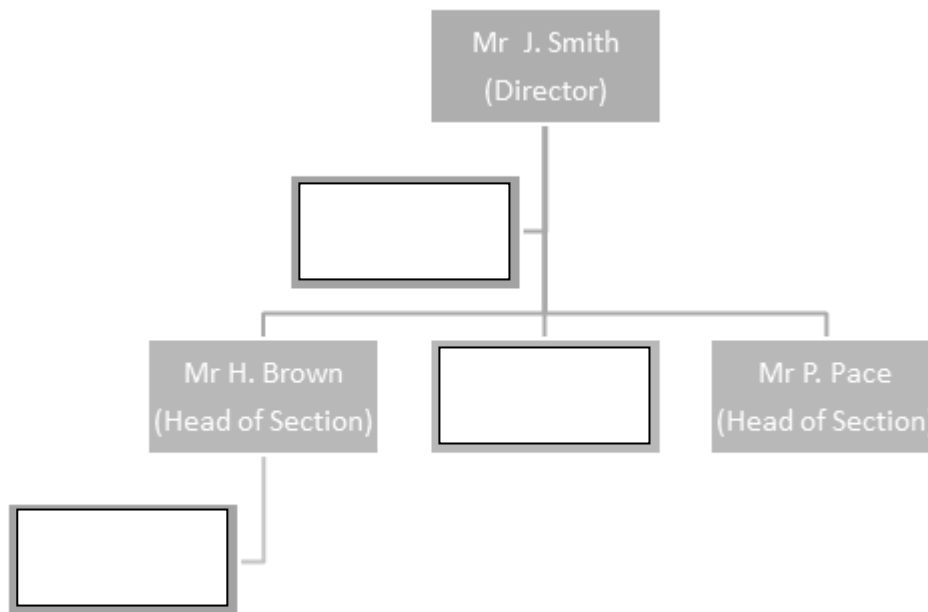
[1 mark]

c) Write **True** or **False** next to the following statements.

		True or False
i.	Once a graphical object (an image) is inserted in the master slide it cannot be removed.	
ii.	Footers can be inserted in specific slides.	
iii.	Built-in charts can be created and edited directly in PowerPoint.	
iv.	If a column chart is created, it cannot be changed into a bar chart.	
v.	The spell checking feature to correct spelling mistakes is not available in PowerPoint.	
vi.	Slide orientation can be changed from landscape to portrait.	
vii.	When printing, you have to print the entire presentation.	
viii.	You can print more than one copy of the same presentation.	

[8 marks]

d) Complete the Organisational Chart shown below:



Fill in the chart above by writing down the three names (in bold below) in their correct place.

- Ms A. Bugeja** is an Assistant of Mr J. Smith.
- Ms. J. Vella** is a Subordinate of Mr H. Brown.
- Mr. E. Galea** is a Co-worker of Mr H. Brown and Mr P. Pace.

[6 marks]

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End of Examination Paper