

**JUNIOR LYCEUM ANNUAL EXAMINATIONS 2009**  
 DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION  
 Educational Assessment Unit

**FORM 1**

**INFORMATION AND COMMUNICATION  
TECHNOLOGY**

**TIME: 1h 30min**

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

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

**Answer ALL questions. This paper carries 100 marks.**

**1. Tick ☒ one correct answer.**

a. Microsoft Windows XP is a:

- GUI ☐
- Operating System ☐
- Word Processor ☐
- CPU ☐

b. Before using a new diskette this has to be:

- Write protected ☐
- Compressed ☐
- Backed-up ☐
- Formatted ☐

2

c. To prevent loss of data during power cuts:

- Install back-up software ☐
- Save work at regular intervals ☐
- Install anti-virus software ☐
- Ensure of a formatted diskette ☐

d. The term GUI stands for:

- Good Unit Interface ☐
- Graphics User Instruction ☐
- Graphical User Interface ☐
- Games User Interface ☐

2

e. Which of the following peripheral devices is an output device?

- Speakers ☐
- Keyboard ☐
- Scanner ☐
- Mouse ☐

f. Which type of software would you use to prepare a letter?

- Graphics Package ☐
- Spreadsheets ☐
- Word Processor ☐
- Web Browser ☐

2

g. The file extension of a file saved in Notepad is:

- .txt ☐
- .bmp ☐
- .doc ☐
- .xls ☐

h. The storage capacity of a standard (3½ inch) PC diskette is:

- 1.44 Kilobytes ☐
- 1.44 Megabytes ☐
- 1.44 Terabytes ☐
- 1.44 Gigabytes ☐

2

i. The abbreviation PC stands for:

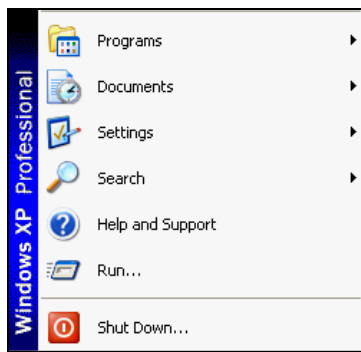
- Practical computer ☐
- Portable computer ☐
- Personal calculator ☐
- Personal computer ☐

j. The internet is an example of:

- LAN ☐
- WAN ☐
- CAN ☐
- WLAN ☐

2

2. a. Look carefully at the following three pictures and answer the questions that follow.



Write the correct shut down procedure in the spaces provided below.

- i. \_\_\_\_\_ 1
- ii. \_\_\_\_\_ 1
- iii. \_\_\_\_\_ 1

b. Which one is the correct key combination used when shutting down non-responding applications?

Ctrl + Alt + Enter

☐

Ctrl + Alt + Delete

☐

Ctrl + Shift + Delete

☐

Ctrl + Alt + Shift

☐

1

3. a. Look carefully at the following five icons which are usually available on the desktop. Note that each icon has been numbered.

i. Write the correct name in the space provided next to each one of the icons below from the following list:

**My Computer, Internet Explorer, My Network Places, My Documents, Recycle Bin**



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

2

2

1

ii. Describe what can be done with the program whose icon is:

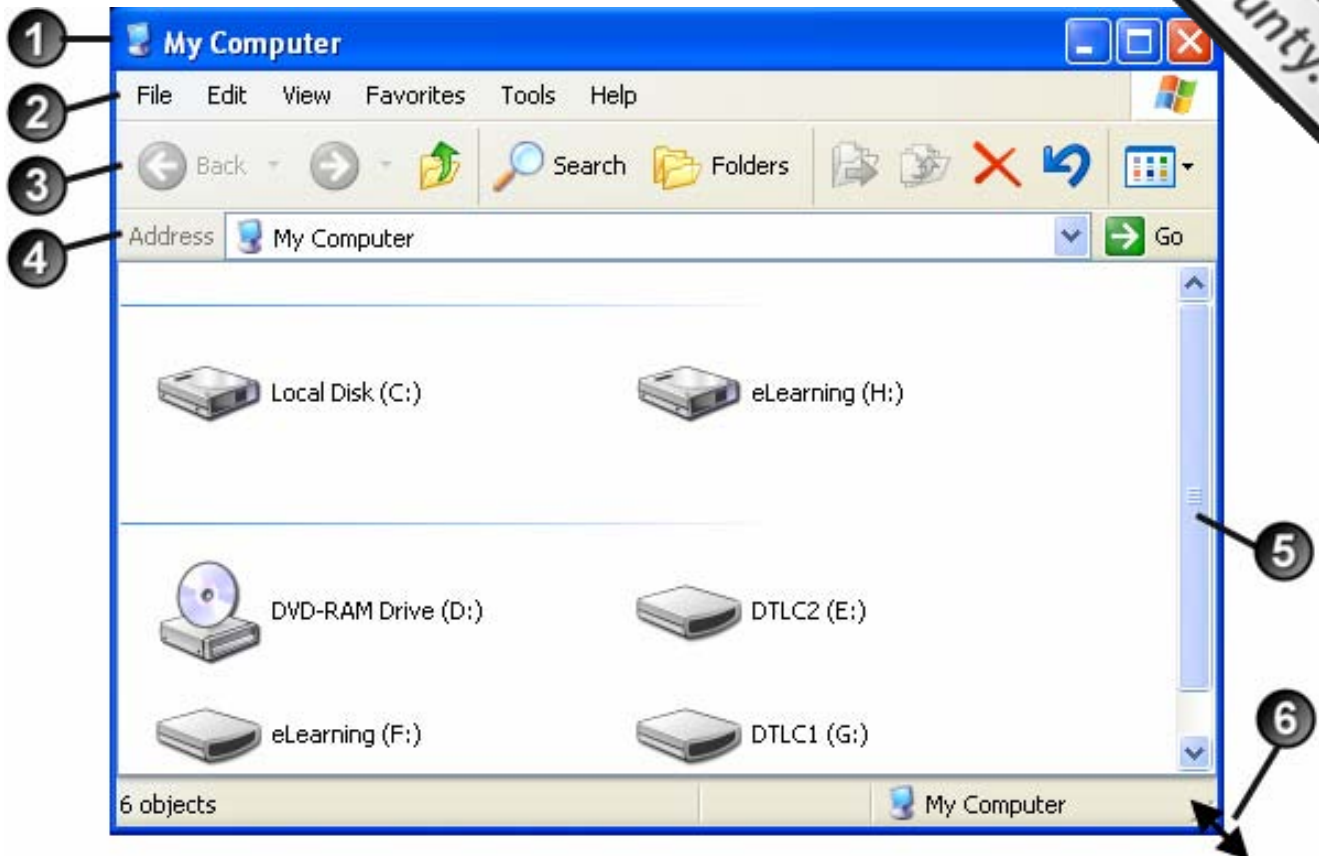


\_\_\_\_\_

\_\_\_\_\_

1

b. Look carefully at the picture below and answer the questions that follow.



i. From the following list, underline the name of the bar that shows the title.

**Scroll bar, Menu bar, Status bar, Title bar**

1

ii. From the following list, underline the name of the bar marked number 2

**Title bar, Scroll bar, Menu, bar, Address bar**

1

iii. The **number of objects** contained in this window is:

\_\_\_\_\_

1

iv. The icon number indicating the **Standard Buttons toolbar** is:

\_\_\_\_\_

1

v. The icon number indicating the **Address bar** is:

\_\_\_\_\_

1

vi. The number on the scroll bar that allows **scrolling down** is:

\_\_\_\_\_

1

vii. Number 6 shows how the mouse changes when it gets to this area on the window. Write a brief description about what happens when you press the mouse button and drag it.

\_\_\_\_\_

1

viii. Write the letter assigned by the system to any one of the **hard disks**? \_\_\_\_\_

1

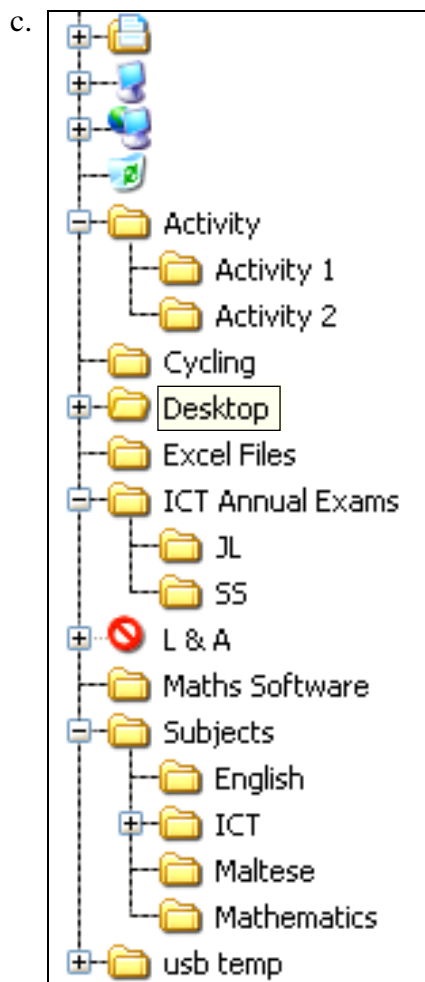
ix. How many **removable backing storage** devices appear in the picture? \_\_\_\_\_

1

x. Write down the **name of a removable backing storage device** which appears in the window:

\_\_\_\_\_

1



Look carefully at the picture on the left and answer the following questions:

i. What is the difference between a folder and a sub-folder?

---



---

1

ii. Write the name of the selected folder.

---

1

iii. How can you tell that a folder contains sub-folders?

---

1

iv. How can you view the names of the sub-folders?

---

1

v. Write the name of the folder with the largest number of subfolders shown:

---

1

vi. Write the names of the folders with the least number of subfolders shown.

---



---

2

4. This question is about formatting a 3½ inch Floppy diskette, creating a folder and saving a file.

a. Put the following steps in order from 1 (first step) to 5 (last step) in the spaces provided. The fifth step is done for you.

- A. Place a 3½ Floppy disk in the drive.
- B. Click on the Start button to display the Format 3½ Floppy (A:) dialog box.
- C. Double click 'My Computer' to see the 3½ Floppy (A:) drive.
- D. Click OK on the Format 3½ Floppy (A:) dialog box.
- E. Right click on the 3½ Floppy (A:) icon and from the drop down menu select Format.

5

1

1

1

1

b. A 3½ floppy diskette is said to be *Write Enabled* which means:

---

1

c. A 3½ floppy diskette is said to be *Write Protected*. This means:

---

1

- d. The picture below shows the icon of the formatted 3½ floppy diskette.



Write down the two required steps to create a new folder on Drive A:

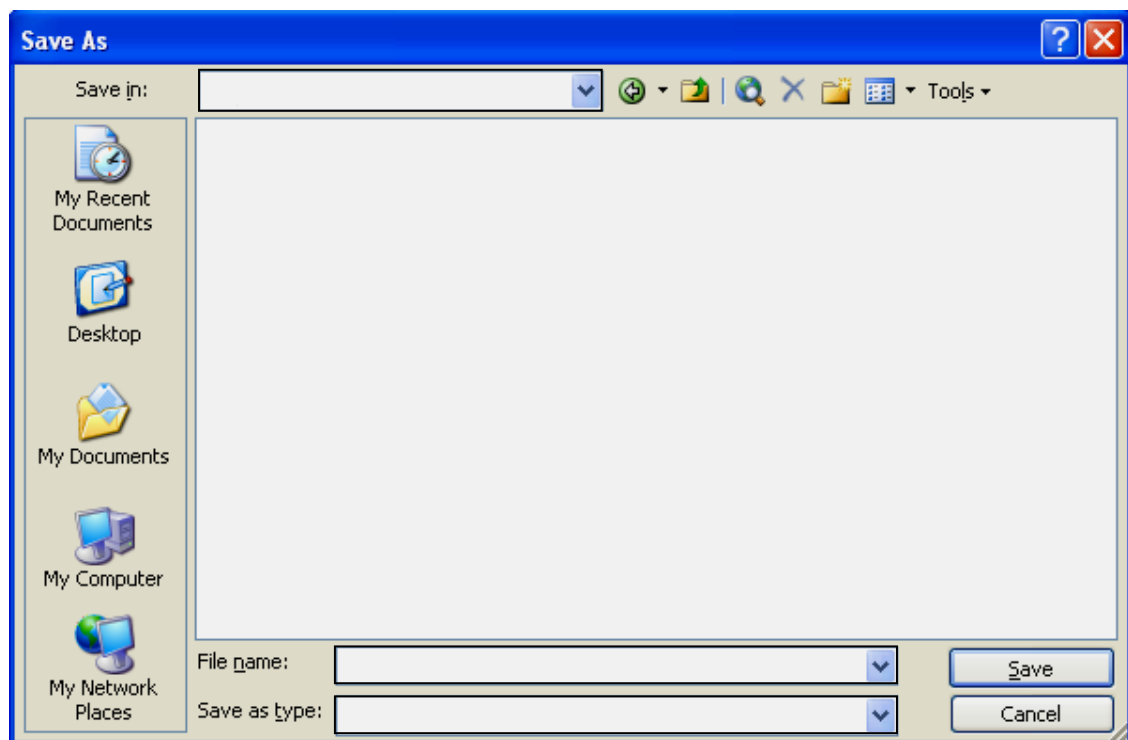
i. \_\_\_\_\_

ii. \_\_\_\_\_

- e. When does the Save As dialogue box appear?

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| i. The first time a file is saved using either the Save or Save As commands | <input type="checkbox"/> | ii. Every time a file is saved by clicking the Save button on the Standard toolbar | <input type="checkbox"/> |
| iii. Both (i) and (ii)  | <input type="checkbox"/> | iv. When you close the application.  | <input type="checkbox"/> |

- f. A Word document is to be saved using the dialogue box below:



On the picture above, write the details in the correct spaces to do the following:

- |   |   |
|---|---|
| i. The name of the document is 'My Pet'   | 1 |
| ii. The document is to be saved on a 3½ Floppy (A:)   | 1 |
| iii. The file type is a Word Processor document. Copy one of the following in the correct space on the above picture: | 1 |
| • Word Document (*.doc)   |   |
| • Word Template (*.dot)   |   |
| • Rich Text Format (*.rtf)  |   |
| iv. Circle the correct button to be clicked to save the document.   | 1 |



5. a. This question is about using word processing. Look carefully at the following text and answer the questions that follow.

# Cooking Around the World

Over the centuries different countries have developed their own styles of cooking, shaped largely by their natural resources.<sup>1</sup>

Now famous worldwide, Chinese cuisine was virtually unknown in the West until relatively recently. It developed as a result of two powerful influences. First, the country has always been heavily populated and acutely short of fuel. Consequently, a method of fast cooking over scarce, quick-burning fuel was developed. Ingredients are **painstakingly** prepared by being diced, cut into matchstick strips, or thinly sliced, and are then usually stir-fried in a *wok*, a round-bottomed frying-pan that allows the cook to expose the food to the maximum amount of heat. The food is stirred constantly. The second major influence is the importance of harmony in Chinese philosophy. With food, this is achieved through contrast; sweet-and-sour dishes are probably the best-known example of this. For the same reason, a spicy dish will often be followed by a sweeter, creamy one.<sup>2</sup>



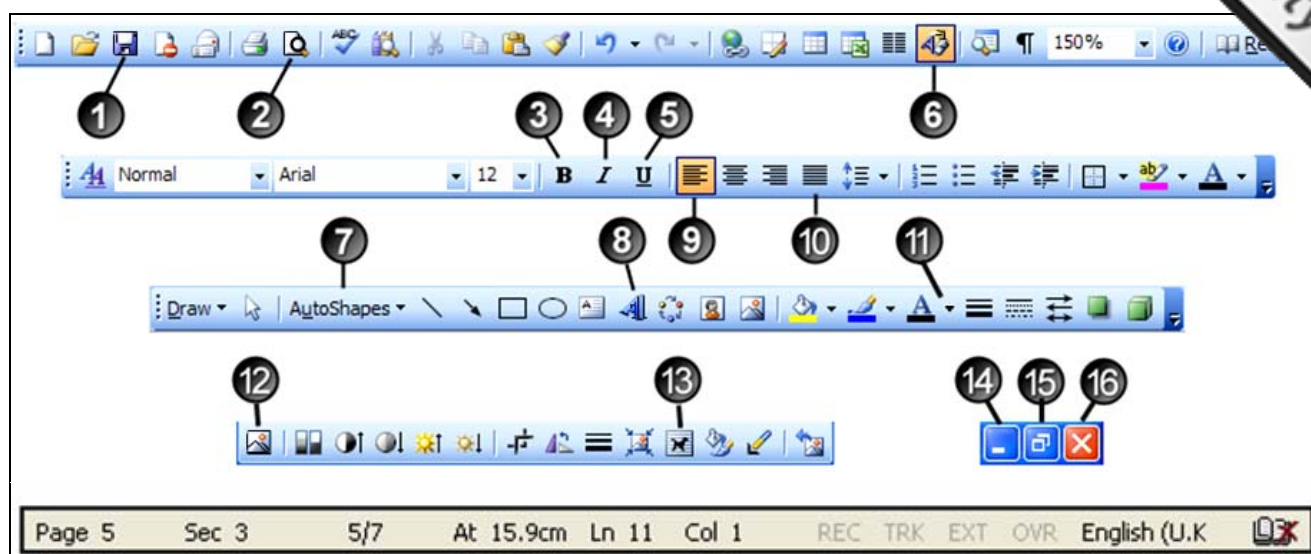
- i. The word processing feature used to produce the title **Cooking Around the World** is referred to as: \_\_\_\_\_ 1
  - ii. The selected picture on the document has 8 small round circles around it. These are called \_\_\_\_\_ from which the picture can be \_\_\_\_\_ 2
  - iii. The insertion cursor is currently seen between the two words \_\_\_\_\_ and \_\_\_\_\_ 2
- b. i. A new paragraph needs to be inserted after '...creamy one.'<sup>2</sup> (at the end of the second paragraph). To do this one has to click the mouse at the end of the paragraph and hit the \_\_\_\_\_ button on the keyboard. 1
- ii. This question is about the use of Effects in a word processor. Look carefully at the picture below and answer the question that follows by entering the Effect name in the space provided.

Effects \_\_\_\_\_

<input type="checkbox"/> Strikethrough	<input type="checkbox"/> Shadow	<input type="checkbox"/> Small caps
<input type="checkbox"/> Double strikethrough	<input type="checkbox"/> Outline	<input type="checkbox"/> All caps
<input type="checkbox"/> Superscript	<input type="checkbox"/> Emboss	<input type="checkbox"/> Hidden
<input type="checkbox"/> Subscript	<input type="checkbox"/> Engrave	

At the end of the first and second paragraphs both texts finish with raised numbers. The effect is obtained when \_\_\_\_\_ is check marked. 1

- c. Look carefully at the following toolbars where some buttons are numbered, and answer the questions that follow.



- |   |   |
|---|---|
| i. The font type is: _____  | 1 |
| ii. The font size is: _____   | 1 |
| iii. How many pages does this document have? _____  | 1 |
| iv. Write the page number of the current page of the document: _____  | 1 |
| v. For the following, write the button number of the tool used:   |   |
| A. to restore the window of the document: _____   | 1 |
| B. to turn the word ' <b>painstakingly</b> ' to bold: _____   | 1 |
| C. to switch on the drawing toolbar: _____  | 1 |
| D. to underline the text 'sweet-and-sour dishes': _____   | 1 |
| E. to make the text justified: _____  | 1 |
| F. to insert the picture in the document: _____   | 1 |
| G. to wrap text around the picture: _____   | 1 |
| H. to make a word italic like ' <i>wok</i> ': _____   | 1 |
| vi. The whole text is selected and it is required to change the font colour to dark green. Write the number of the button used to view the colour palette and select the required colour: _____ | 1 |
| vii. Which button is used to see a print preview of the document? _____   | 1 |
| viii. Which button is used to save the document? _____  | 1 |
| ix. Which button is used to close the document? _____   | 1 |

d. Look carefully at the Print dialogue box below and answer the questions that follow.

**Print**

Printer  
 Name: Xerox Phaser 3130 PCL 6 Properties  
 Status: Idle Find Printer...  
 Type: Xerox Phaser 3130 PCL 6  
 Where: USB003 ☐ Print to file  
 Comment: ☐ Manual duplex

Page range  
☐ All  
☐ Current page ☐ Selection  
☒ Pages: 3-5  
 Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

Copies  
 Number of copies: 3  
☒ Collate

Print what: Document  
 Print: All pages in range

Zoom  
 Pages per sheet: 1 page  
 Scale to paper size: No Scaling

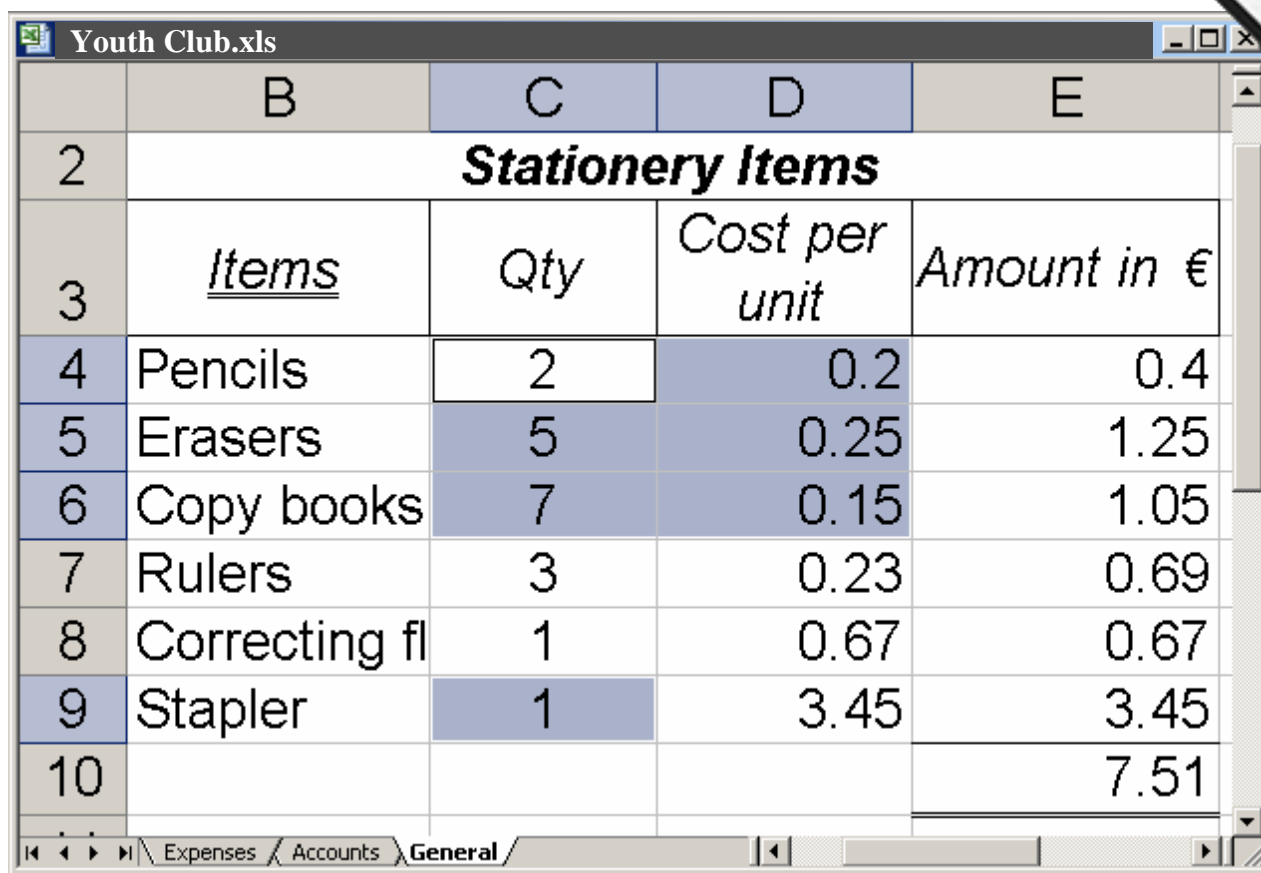
Options... OK Cancel

- i. The Print dialogue box can be opened from the \_\_\_\_\_ bar by selecting \_\_\_\_\_.
- ii. What is the name of the printer selected? \_\_\_\_\_
- iii. What range of pages will be printed? \_\_\_\_\_
- iv. How many of each page will be printed? \_\_\_\_\_
- v. Describe how you can print all the pages in the document.  
 \_\_\_\_\_  
 \_\_\_\_\_

2  
1  
1  
1  
1  
1



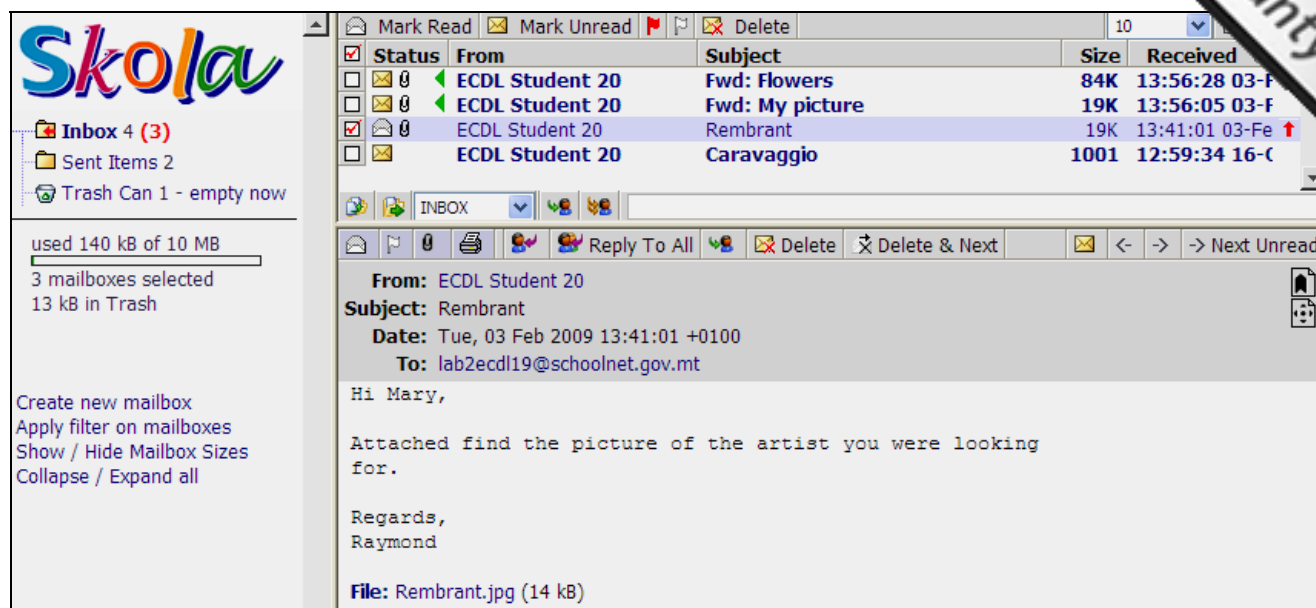
6. This question is about spreadsheets. Look carefully at the picture below and answer the questions that follow.



	B	C	D	E
2	<b>Stationery Items</b>			
3	<u>Items</u>	Qty	Cost per unit	Amount in €
4	Pencils	2	0.2	0.4
5	Erasers	5	0.25	1.25
6	Copy books	7	0.15	1.05
7	Rulers	3	0.23	0.69
8	Correcting fl	1	0.67	0.67
9	Stapler	1	3.45	3.45
10				7.51

- What is the name of the Workbook? \_\_\_\_\_ 1
- How many Worksheets does this Workbook have? \_\_\_\_\_ 1
- What is the name of the current Worksheet? \_\_\_\_\_ 1
- How many rows does the table occupy? \_\_\_\_\_ 1
- Give any one column heading. \_\_\_\_\_ 1
- Give any cell reference with a value. \_\_\_\_\_ 1
- Give any cell reference with a label. \_\_\_\_\_ 1
- In the first column, the item Correcting fluid is partially hidden. Mark with an X where you would click on the table to adjust the column width. \_\_\_\_\_ 1
- The title **Stationery Items** is formatted in \_\_\_\_\_ and \_\_\_\_\_ 2
- The selected cells are: \_\_\_\_\_ to \_\_\_\_\_ and \_\_\_\_\_ 3
- The formula in E7 is: \_\_\_\_\_ 1
- The formula in E10 is: \_\_\_\_\_ 1

7. This question is about e-mail. Look carefully at the picture below and answer the questions that follow.



- |  |       |   |
|--|-------|---|
| i. What is the subject of the opened e-mail?                     | _____ | 1 |
| ii. What is the size of the opened e-mail?                       | _____ | 1 |
| iii. What is the name of the attached file of the opened e-mail? | _____ | 1 |
| iv. How many e-mails are marked unread?                          | _____ | 1 |
| v. How many e-mails were sent?                                   | _____ | 1 |
| vi. How many e-mails were deleted?                               | _____ | 1 |

**END OF EXAMINATION PAPER**