JUNIOR LYCEUM ANNUAL EXAMINATIONS 2009
Directorate for Quality and Standards in Education
Educational Assessment Unit

FORM 3	Information and Communication Technology	TIME: 1h 30min

Name: _____   **Class:** _____

Answer ALL questions.

1.   This question is about Basic Concepts.

a) The following are different types of computers. Fill in the empty boxes below with the one that fits the best description.

PDA, Desktop Computer, Laptop Computer, Mainframe, Networked Computer

i)   This is portable but is usually as powerful as a Desktop computer. Teachers find this really useful.   [ ]   1

ii)   Very bulky. Used by large organisations. Very expensive.   [ ]   1

iii) This computer has a separate monitor. It is the most commonly found in our homes.   [ ]   1

iv)   This is portable but usually much less powerful than a Laptop computer.   [ ]   1

v)   A computer connected to a file-server or to another computer to share data or peripherals.   [ ]   1

b) Tick (✓) to indicate whether each of the following sentences is True or False:

		True	False
i)	One can shop over the Internet even during the night.	☐	☐
ii)	MHz is a measurement of the computer memory size.	☐	☐
iii)	A smaller RAM size makes the computer work better.	☐	☐
iv)	Computers have no use in hospitals.	☐	☐
v)	The type of monitor used, such as TFT or CRT, has an effect on the computer's speed.	☐	☐
vi)	When it comes to mathematical and repetitive operations, the computer is more accurate than a person.	☐	☐
vii)	A computer can do a better job than a human Hotel Receptionist.	☐	☐
viii)	The school administration uses a computer to create the school Time-Table.	☐	☐

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c) Tick (✓) to indicate whether the following statements are advantages or disadvantages of tele-working.

	Advantage	Disadvantage
i) Teleworking needs less office space.	☐	☐
ii) It is hard to feel part of a team and share expertise.	☐	☐
iii) An employee does not arrive at work already stressed from traffic jams.	☐	☐
iv) An employee can adjust his/her working hours.	☐	☐

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2. a) Refer to the following picture and answer the questions below:

i) What **Operating System** is this computer using? _____ 1

ii) What is its **Processor type**? _____ 1

iii) At what **speed** does this processor run? _____ 1

iv) How much **memory** is installed on this computer? _____ 1

v) **Complete the following sentence**:
To take a screen shot of the window shown above,
you must press the _____ **key from the keyboard**. 1

b) Look carefully at the picture on the right and complete the following statements. Note that the **Search options** have been numbered.

What do you want to search for?

→ Pictures, music, or video ①
→ Documents (word processing, spreadsheet, etc.) ②
→ All files and folders ③
→ Computers or people ④
? Information in Help and Support Center ⑤

    i) To search for a particular PowerPoint presentation use option _____ or option _____.

    ii) To search for a particular image use option _____.

    iii) To find out how to install a new printer use option _____.

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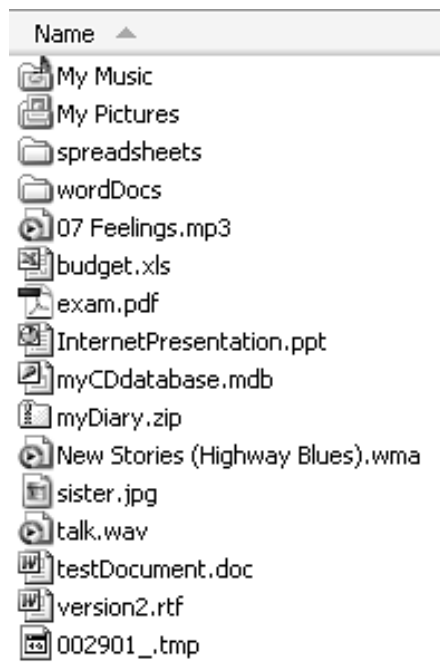**c)** The picture on the right has some numbered items. Write the correct item number for the following searches:

Search by any or all of the criteria below.

All or part of the file name:
[_____] ①

A word or phrase in the file:
[_____] ②

Look in:
Local Hard Drives (C:) ③

When was it modified? ⌄ ④

What size is it? ⌄ ⑤

More advanced options ⌄ ⑥

Back   Search

    i) I don't know the file name but I know some words in the file. ☐

    ii) I want to search in my pen-drive only. ☐

    iii) I know that the file name finishes with **ter** and I want to find it. ☐

    iv) I only know that the capacity is **30kb.** ☐

    v) I know when I created the file. ☐

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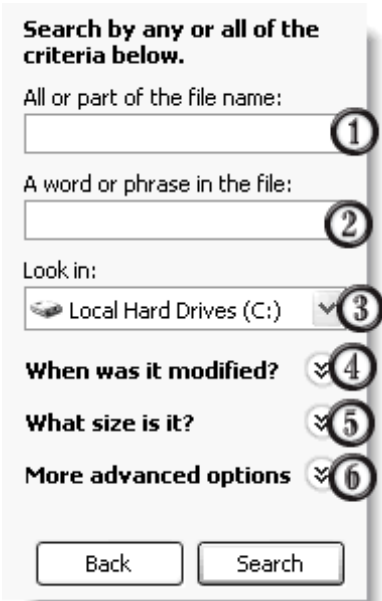
d) Look carefully at the following picture. Write the extension of the file next to the file type description.

Name ▲
- My Music
- My Pictures
- spreadsheets
- wordDocs
- 07 Feelings.mp3
- budget.xls
- exam.pdf
- InternetPresentation.ppt
- myCDdatabase.mdb
- myDiary.zip
- New Stories (Highway Blues).wma
- sister.jpg
- talk.wav
- testDocument.doc
- version2.rtf
- 002901_.tmp

i)	Rich text format file:	[ ] 1
ii)	Compressed folder:	[ ] 1
iii)	Adobe Acrobat file:	[ ] 1
iv)	Spreadsheet file:	[ ] 1
v)	Windows Media Audio file:	[ ] 1
vi)	Database file:	[ ] 1
vii)	PowerPoint presentation:	[ ] 1
viii)	Word document:	[ ] 1
ix)	Photograph:	[ ] 1
x)	temporary file:	[ ] 1
xi)	A music file for portable players:	[ ] 1
xii)	A common audio file:	[ ] 1

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

a) The following are the four main steps to copy the word "**publishing**" from the
myNews document and paste it in the **Vocabulary** document.
Number the steps in the correct order in the boxes provided.

A. He pastes the word "**publishing"** in the **Vocabulary** document.	
B. He chooses **Copy** from **Edit** menu.	
C. He opens **Vocabulary document**.	
D. He selects (highlights) the word "**publishing**" from the **myNews** document.	

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b) Keith has forgotten where he has inserted **Page breaks**. How can he make his Page
breaks appear?   Put a ⌒ (circle) around the correct tool button:

1

c) **Anna wants to invite her relatives and friends
for her birthday party. She already has a list of
their names and addresses on a spreadsheet.
She wants to personalise invitations using
mail-merge.**

Look carefully at the picture on the right which
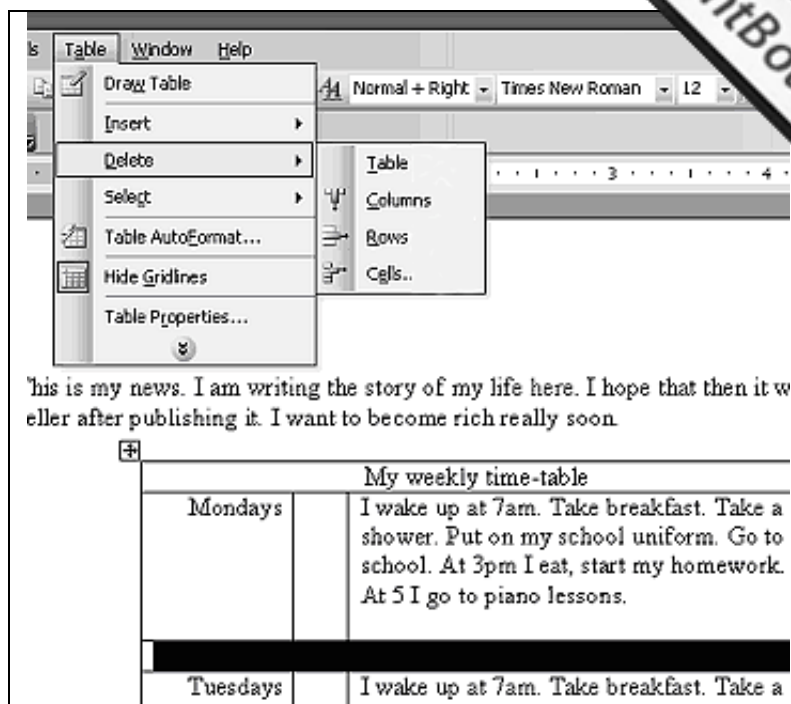has some numbered items:

i) Which numbered option does she
select to use the available list?

ii) To create a new list, where does she
click?

iii) To get her list from the email
contacts' address book, where does
she click?

iv) To find her list and link to it, where
does she click?

4

d) Lisa wants to **delete** the **black shaded area** from the table, shown in the picture on the right.

Look at the picture carefully and describe how she can do this.

	Table	Window	Help

Draw Table

Insert ▶

Delete ▶ — Table / Columns / Rows / Cells..

Select ▶

Table AutoFormat...

Hide Gridlines

Table Properties...

'his is my news. I am writing the story of my life here. I hope that then it w
eller after publishing it. I want to become rich really soon

	My weekly time-table
Mondays	I wake up at 7am. Take breakfast. Take a shower. Put on my school uniform. Go to school. At 3pm I eat, start my homework. At 5 I go to piano lessons.
▮▮▮▮▮	
Tuesdays	I wake up at 7am. Take breakfast. Take a

3

e) From the **Borders and Shading** dialogue box shown on the right, she wants to fill the top row with colour.

Which tab number does she select? ☐

Borders and Shading

① Borders ② Page Border ③ Shading

Setting: Style: ④
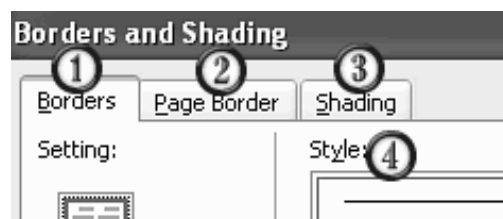
1

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4. This section is about Information and Communication.

a) Fill in the blanks:

i) The http part of the URL is called the _____. 1

ii) _____ are small text files stored on your computer with information about yourself and your browsing habits. 1

iii) A _____ is software or hardware which can protect your computer from unauthorised access. 1

iv) The **Temporary Internet Files** folder is also known as the _____ 1

b) **Underline** the correct answer from the brackets:

i) A **secure website** is a website where you can safely (download music, enter personal information, send email). 1

ii) **Unwanted emails** from unknown senders are called (spyware, viruses, spam). 1

iii) A **digital signature** ensures that the email is (free from viruses, from the person claiming that is sending it, not spam). 1

iv) An **email is very secure** when it is (embossed, compressed, encrypted). 1

5. This section is about Spreadsheets

Ron's dad has a hardware store. He prepares his invoices using a spreadsheet program. Look at the following picture and then answer (a) and (b) set on it.

	A	B	C	D	E	F
1	Micallef Hardware Store - Invoice					
2	Description	Unit Price	Quantity	Cost Price	Cost Price plus Vat	VAT
3						18%
4	Box -Nails (for wood)	0.60 €	6	3.60 €	4.25 €	
5	Box -Masonry nails	0.55 €	4	2.20 €	2.60 €	
6	Box -Screws	0.45 €	5	2.25 €	2.66 €	
7	Tin 5l Paint	15.00 €	2	30.00 €	35.40 €	
8	Tub 200ml glue	6.00 €	2	12.00 €	14.16 €	
9	Hardboard sheet 2m	7.00 €	5	35.00 €	41.30 €	
10	Measuring tape	4.00 €	1	4.00 €	4.72 €	
11	Power drill	50.00 €	1	50.00 €	59.00 €	
12	Large hammer	8.00 €	1	8.00 €	9.44 €	
13	Plastic tubing x 1m	60.00 €	6	360.00 €	424.80 €	
14	Paint brush	2.00 €	2	4.00 €	4.72 €	
15	Ladder	30.00 €	1	30.00 €	35.40 €	
16	Total				638.44 €	
17	Discount?					

a) Underline the correct answer:

i) Which formula would calculate the **Cost Price plus VAT** in cell **E4**:

A. =D4+(D4*F3)   C. =3.60+(3.60*F3)

B. =D4+(D4*F3)   D. =D4+(D4*F3)   1

ii) Which one of the following is an absolute cell reference?

A. D4   C. =D4

B. D4   D. D4 1

iii) What range of cells was merged?

A. A2:E2   C. A1:E1

B. E4:E15   D. F2 and E16   1

b) Ron's dad gives a 10% discount on the bill if it exceedes **500€** In cell **B17** he wants to indicate whether the client is entitled to a discount or not. Write the formula in the box below which shows **YES** if the amount in cell E16 is **greater** than **500, otherwise it shows NO**:

4

c) Ron is working on a new spreadsheet that shows the results of the local football league. **He wants to save it so that he can post it on the internet** for all his friends to see. From the following list Tick (✓) the correct file extension:

.xml   **.mht**   **.xls**   **.html**   1

☐   ☐   ☐   ☐

d) **Ron wants to print a copy of a section of his spreadsheet.**
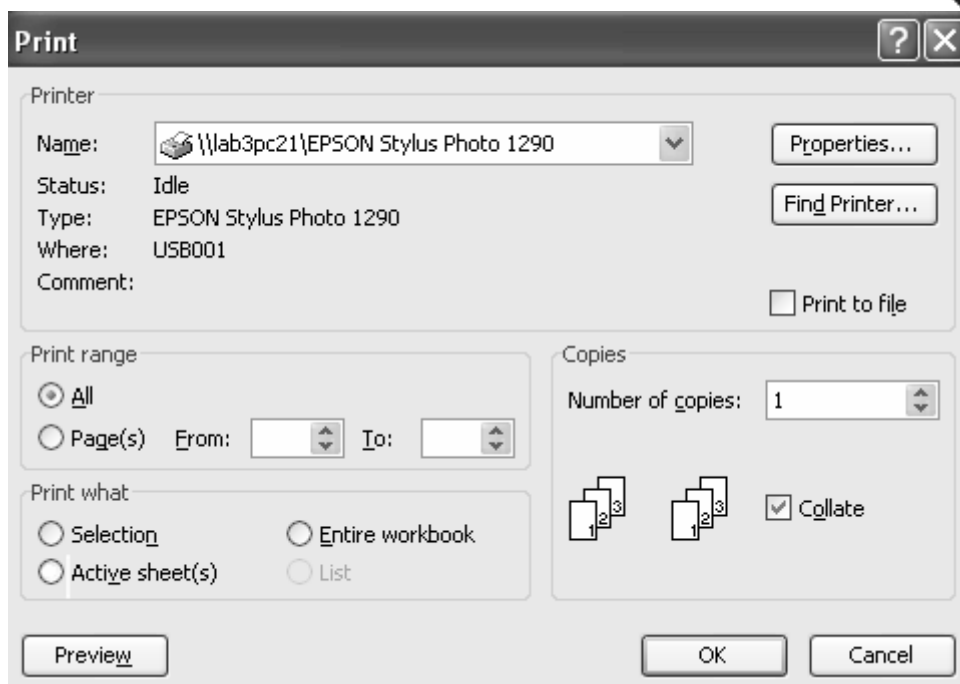
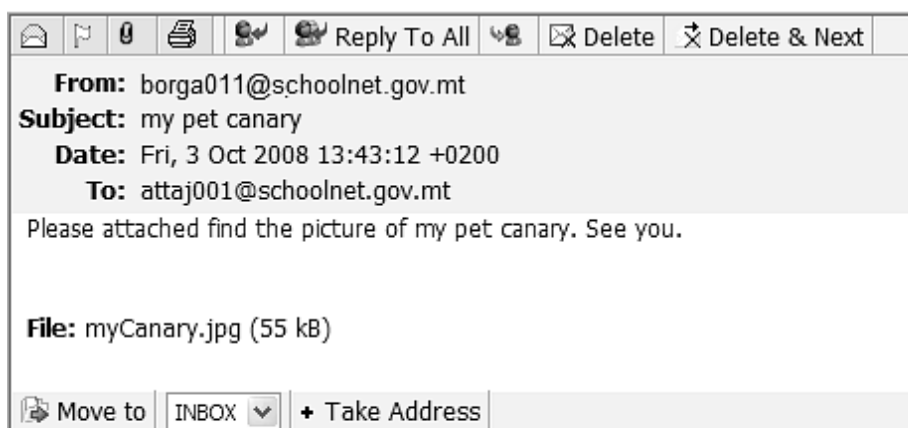i) Describe the two main steps to open the Print dialogue box shown above:

1.

2.

2

ii) From the picture above, where should Ron click to print only a selected range of cells? _____

1

iii) If Ron has opened many worksheets, where should he click to print **only the worksheet** that he is **using**? _____

1

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6. This question is about email.

Look carefully at the picture above and then answer the following:

i) Julia wants to **forward** the email to her friend Charlene. Draw a ◯ (circle) around the button she must choose to forward the email.

1

ii) What is the filename of the **attachment** that Julia received from Anna?

iii) What should Julia do to save the attachment? Tick (✓) the correct answer:

    A.   Click on its filename. ☐   1
    B.   **Click on File** and then **Save As.** ☐
    C.   **Right click** on it and then choose **Save Target As.** ☐
    D.   **Right click** on it and then choose **Print Target.** ☐

iv) Julia decides that she wants to view the attachment. What does she do?

    A.   Click on its filename. ☐   1
    B.   Click on **File** and then **View.** ☐
    C.   **Right click** on it and then choose **Show Content.** ☐
    D.   **Right click** on it and then choose **Print.** ☐

7. **This question is about PowerPoint.**

a) One slide in my presentation has a magnification of 300%, as shown on the right.

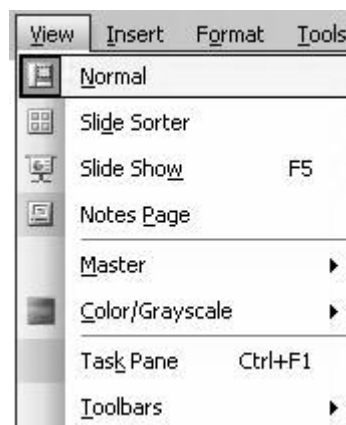   i.   Which option do I choose so that the whole slide can be seen on the monitor?

    _____   2

    ii.   Which percentage do I choose to see the actual size of the slide?

    _____   2
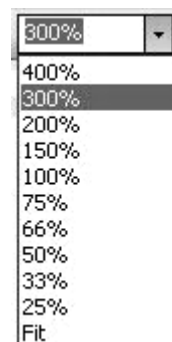
b) I am working on the slide in Normal view, as shown on the right.

    i.   Which command do I click on to view all the slides as thumbnails?

    _____   1

    ii.   Which view option do I choose to add some remarks underneath each slide?

    _____   1

c) Look at the picture on the right and then **underline** the correct answer from the brackets:

    i)   The Basic Shapes menu drops down from the

    (Standard, Text, Drawing) Toolbar.   1

    ii)   I want to draw a perfect circle using the oval tool. To do this I need to press the (Ctrl, Shift, Caps Lock) while drawing.   1

d) The Picture Toolbar shown below is used to edit pictures/images.

i) Draw a ◯ (circle) around the button I have to use to crop a picture.
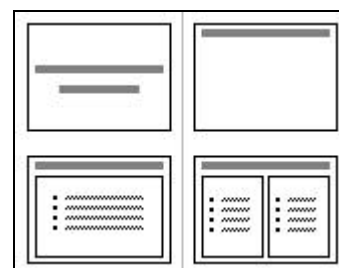
1

ii) Describe what happens if I click the button shown on the right.

2

e) The picture on the right shows a number of slide options.

i) From the list below, **underline** the correct name given to these slide options?

**Slide Design**, **Slide Transition**, **Slide Layout**

ii) Describe the use of these slide options.

2

f) Below is a section of the Drawing Toolbar:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
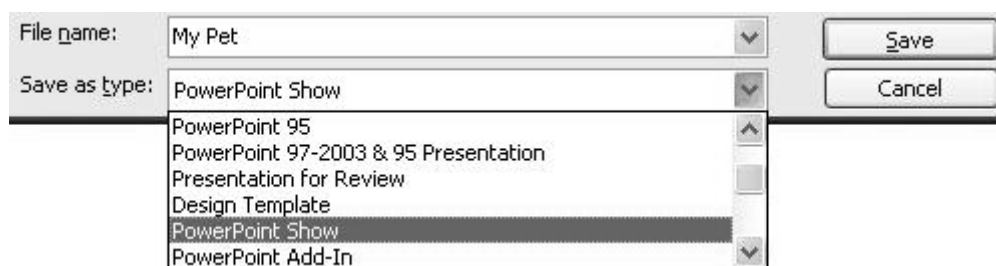
i) Write the number "1" (one) underneath the button used to draw a thick line.   1
ii) Write the number "2" (two) underneath the button used to change the line colour.   1
iii) Write the number "3" (one) underneath the button used to make a dotted line.   1

g) My Presentation is made up of six slides and I want to print them all in one page. The picture below shows part of the Printing dialogue box. Beneath the "Print What:" heading are four print options.
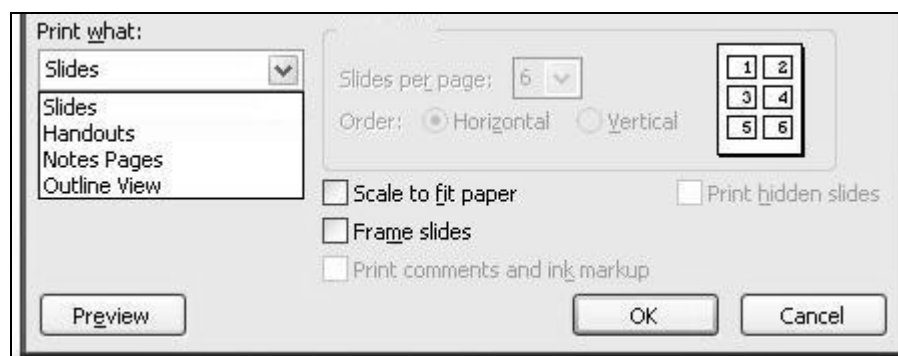
Which of the four print options do I choose so that my six slides are printed on one page? _____

1

h) The picture below is part of the "Save as" dialogue box. I want to save my slide PowerPoint Show instead of a Presentation.

File name:	My Pet		Save
Save as type:	PowerPoint Show		Cancel

PowerPoint 95
PowerPoint 97-2003 & 95 Presentation
Presentation for Review
Design Template
PowerPoint Show
PowerPoint Add-In

What is the difference between saving as a "PowerPoint Show (.pps)" and a "PowerPoint Presentation (.ppt)"?

2

End of Examination Paper