

# SECONDARY SCHOOL ANNUAL EXAMINATIONS 2009

Directorate for Quality and Standards in Education  
Educational Assessment Unit

FORM 1

Information and Communication  
Technology

TIME: 1h 30min

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

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

## 1. This question is about using the computer and managing files.

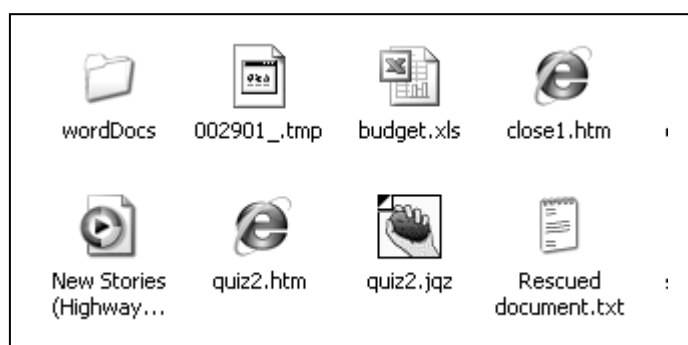
- a) After I click on the START button I get the following buttons to choose from:



I need to make the computer **start again** and not shut down. Put a ☐ around the **button** that makes this happen.

2

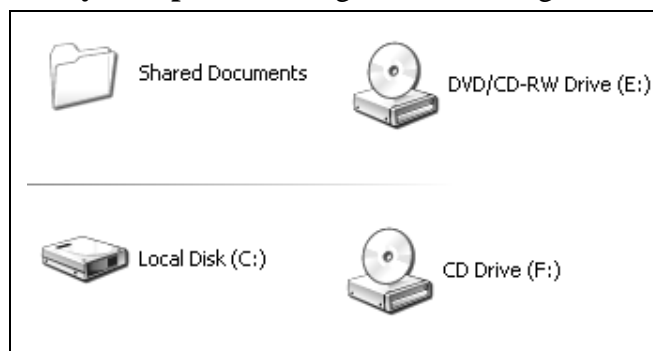
- b) The picture below shows some files in My Documents.



Write the name of the folder shown:

2

- c) When I click on the **My Computer** icon I get the following:



Put a ☐ around the **icon** that represents the **Hard Disk drive**.

2

d) Look carefully at the picture below and complete the following:



- i) Write the number that marks the **Scroll Bar**.
- ii) Write the number that marks the **Menu Bar**.
- iii) Write the number that marks the **Title Bar**.
- iv) Write the number that marks the **Tool Bar**.
- v) Write the number which marks the **Minimise Button**.
- vi) Write the number which marks from where I can **resize** the window.
- vii) Write the number which marks the **Maximise Button**.
- viii) After maximising the window, the **Maximise Button** changes into a different button. What is this button called?


2  
2  
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2  
2  
2  
2  
2

## 2. This question is about Word Processing.

a) Look carefully at the picture below and complete the following:



- i) The **Font Size** can be changed from button numbered ...
- ii) A word can be made to appear **Bold** by using button numbered ...
- iii) You can underline a word by using button ...
- iv) The Font Colour can be changed by using button ...
- v) The Font can be changed using button ...
- vi) To **Right-align** a title text use button ...


1  
1  
1  
1  
1  
1

b) Look carefully at the picture below and write the number to identify the following



- i) This button is used to Copy text to the clipboard
- ii) This button is used to Paste text from the clipboard
- iii) This button is used to Undo a previous operation
- iv) This button is used to Cut text from a document


2  
2  
2  
2

c) What is the difference between Copy and Paste action and Cut and Paste action?

Tick (✓) to indicate if True or False.

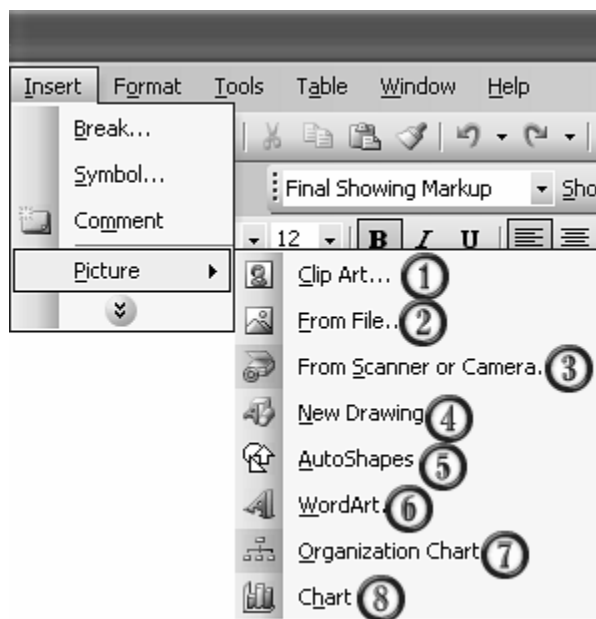
- i) **Cut** is only used to delete text.
- ii) When I use **Cut** and **Paste**, the font size changes after I paste.
- iii) When I use **Copy** and **Paste** I create a copy of the original without moving it.
- iv) When I use **Cut** and **Paste** the original is removed to be pasted somewhere else.

T	F
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

4

d) This question is about inserting a picture into a document. Look carefully at the picture on the right and complete the following:

- i) Ronald wants to insert a picture from the **My Pictures** folder. Write the number of the command he should use:
- ii) He needs to **scan** a picture and insert it in the document. Write the number of the command he should use:
- iii) Ronald wants to add a nice fancy title. Write the number of the command he should use:



1

1

1

iv) Ronald needs to insert a picture of a football, but he does not have one in his computer. What can he do? Tick (✓) the correct answer.

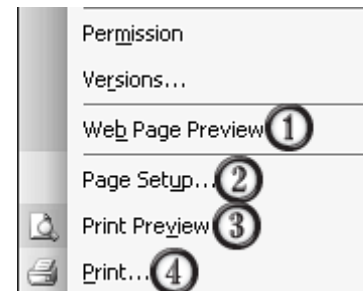
- a) Cut one from a magazine. ☐
- b) Use the Help option in his toolbar. ☐
- c) Search for one on the Internet. ☐
- d) Use windows Search option. ☐

2

e) i) Ronald now needs to set the **margins** and **paper size**. Where does he click?

Write the number that indicates this command.

ii) He now wants to see how his page will show when printed. Where does he click to do this?



2

2

### 3. This question is about the use of spreadsheets.

a) Mark is using a spreadsheet to find the total amounts of every month. Look carefully at the picture below and complete the following:

	FIND	✖	✔	fx	=B2+C2
	A	B	C	D	E
1	Month	Amount1	Amount2	Total	Average
2	January	45	12	=B2+C2	
3	February	13	22		
4	March	34	51		
5	April	23	24		
6					

i) The content of cell **A1** is called a

1

ii) The content of cell **B2** is called a

1

iii) The content of cell **D2** is called a

1

iv) **On the above picture**, write the formula in cell **D5** which finds the **total** of the values in cells **B5** and **C5**.

1

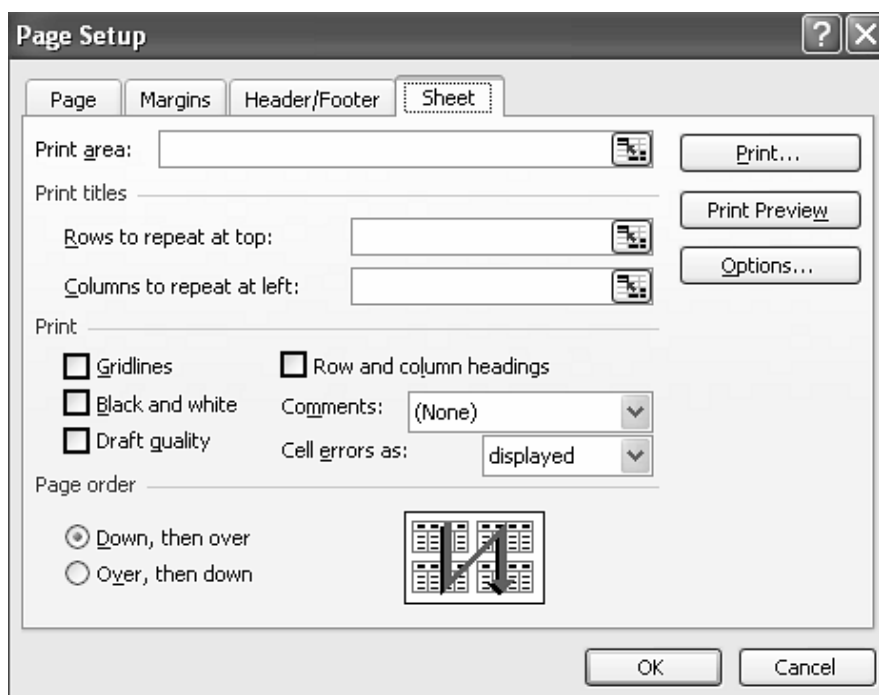
v) Write a formula which can be used in cell **E2** to **divide cell D2 by 2**.

4

vi) Which cell is the Active Cell?

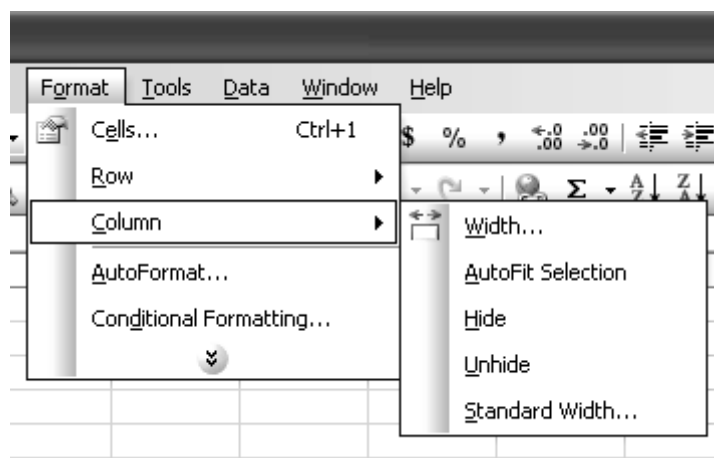
1

- b) Mark wants to **print** the spreadsheet but wants to keep the Gridlines showing. In **File / Page Setup** he gets the following dialogue box.



On the picture above, mark with a tick (✓) so that the **gridlines** are printed.

- c) Look carefully at the picture below.



Mark wants to set column A to be 5cm wide. Use the above picture to help you **fill in** the following.

- Mark clicks on the \_\_\_\_\_ menu.
- He selects **Column** and then \_\_\_\_\_.

4. This question is about Information and Communication.

a) Read carefully the following words:

- Web Browser
- hyperlink
- Internet Service Provider
- modem

Fill in the blanks using the above words:

- i) To connect to the internet, one needs to have the service of an \_\_\_\_\_.
- ii) This device is normally connected to a telephone cable: \_\_\_\_\_.
- iii) To visit websites you need a \_\_\_\_\_.
- iv) A \_\_\_\_\_ is a word or a picture on which you can click to connect to other pages or websites.

b) Write the **number** of the button that indicates the correct function:



- i) With this button I can **refresh** the webpage. ☐
- ii) With this button I can go back to the **previous webpage**. ☐
- iii) With this button I can go to the **Browser's homepage**. ☐
- iv) With this button I can go to the **next webpage**. ☐

- c) i) What does WWW stand for? \_\_\_\_\_
- ii) What does LAN stand for? \_\_\_\_\_
- iii) Write ONE advantage of having a web based e-mail as opposed to an e-mail software such as Outlook:

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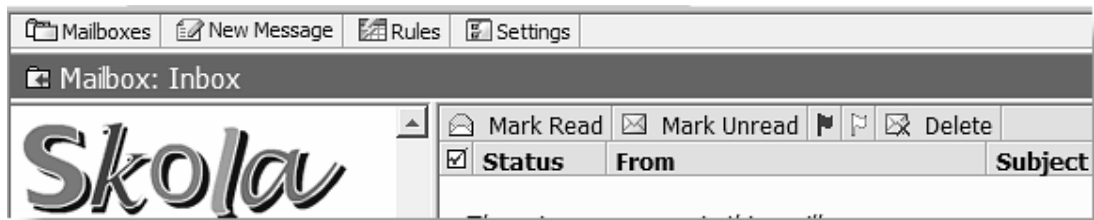


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d) I need to find some information about Germany. Tick (✓) the correct answer from the list below to show what he needs to do to find this information.

- i) He uses a Spreadsheet. ☐
- ii) He uses a Search Engine. ☐
- iii) He writes Germany in his Browser window. ☐
- iv) He uses the Seach button. ☐

e) i) Julia wants to create and send a new e-mail message to her friend. On the picture below, draw a ○ to show where she has to click to start creating her message.



ii) Julia wants to send a message to her friend Brian using the following e-mail address:

**bric003@skola.gov.mt**

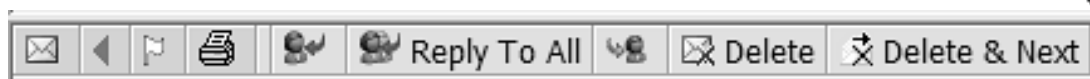
The title of the message is **History Project** and the message reads:

**Can you please send me the picture of La Vallette so that I can use it in my History project?**

On the picture below, fill in as necessary pretending you are Julia composing the e-mail.

<b>From :</b>	julfal002@skola.gov.mt
<b>To :</b>	
<b>Cc :</b>	
<b>Bcc :</b>	
<b>Subject :</b>	

- iii) Brian receives the message and opens it. He uses the toolbar shown in the picture below.



What happens when Brian clicks the following tool buttons?

**Underline** the correct answer.

A.



- i) He copies the email to the clipboard.
- ii) He replies to the email.
- iii) He deletes the email.
- iv) He prints the email.

1

B.



- i) He forwards the email.
- ii) He replies to the email.
- iii) He deletes the email.
- iv) He prints the email.

1

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**END of EXAMINATION PAPER**