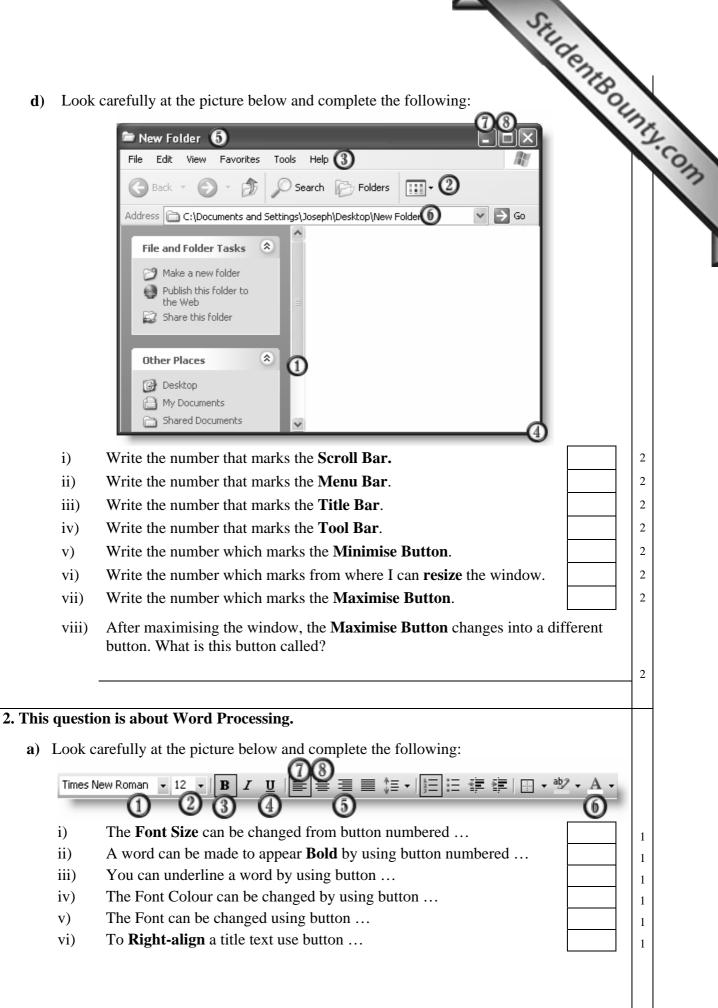
SECONDARY SCHOOL ANNUAL EXAMINATIONS 2009 Directorate for Quality and Standards in Education

FORM 1	Information and Communication TIME Technology	E: 1h 30min
Name:	Class:	
	bout using the computer and managing files. to on the START button I get the following buttons to choose from:	
	Stand by Turn Off Restart	
	the the computer start again and not shut down. Put a \bigcirc around the makes this happen.	he 2
b) The picture	below shows some files in My Documents.	
	wordDocs 002901tmp budget.xls close1.htm	
	Image: New Stories (Highway)Image: Constraint of the second s	
Write the na	ume of the folder shown:	2
c) When I clicl	k on the My Computer icon I get the following:	
	Shared Documents DVD/CD-RW Drive (E:)	
	CD Drive (F:)	
Put a 🔿 ar	ound the icon that represents the Hard Disk drive .	2

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



	Study	
b)	Look carefully at the picture below and write the number to identify the follow	
	Look carefully at the picture below and write the number to identify the follows	Inty-com
c)	 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 What is the difference between Copy and Paste action and Cut and Paste action? Tick (✓) to indicate if True or False.	2 2 2 2
	 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. 	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: iii) Ronald wants to add a nice fancy title. Write the number of the command he should use: 	1

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paper size. Where does he click? Permission Permission 2 Write the number that indicates this command. Wet_sions Page Preview 1 2 ii) He now wants to see how his page will show when printed. Where does he click to do this? Print Preview 3 Print Preview 3 2 Phis question is about the use of spreadsheets. Print Preview 3 Print Preview 3 2			comp		What can he			t answer.	٦		Un,
 d) Use windows Search option. 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? iii) He now wants to see how his page will show when printed. Where does he click to print. Preview ? 2 Chis 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: iii) The content of cell A1 is called a 1 iii) The content of cell B2 is called a 1 iii) The content of cell B2 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				· · ·		e					1
 d) Use windows Search option. 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? iii) He now wants to see how his page will show when printed. Where does he click to print. Preview ? 2 Chis 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: iii) The content of cell A1 is called a 1 iii) The content of cell B2 is called a 1 iii) The content of cell B2 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											
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Look carefully at the picture below and complete the following: FIND X X =B2+C2 A B C D E 1 Month Amount1 Amount2 Total Average 2 January 45 12 =B2+C2 Image: Complete the following: 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											2
i) FIND Image: X marked in cell S is called a in	[] []	s que	estion	is abo	out the use o	of spreadshe	eets.				2
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,		Ma Loo i) ii)	rk is u ok car The The	ising a efully 1 2 3 4 5 6 conter	A spreadsheet at the pictur FIND A Month January February March April nt of cell A1 nt of cell B2	t to find the fee below and F X V B Amount1 45 13 34 23 is called a is called a	total amoun complete th f =B2+C C Amount2 12 22 51	e following 2 Total =B2+C2	E		1
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ile / P	Page Setup he gets the following dialogue box.
	wants to print the spreadsheet but wants to keep the Gridlines showing. Page Setup he gets the following dialogue box. Page Setup Page Margins Header/Footer Sheet Print grea: Print Header/Footer Sheet Print titles Print titles Print Header/Footer Sheet Print Preview Qotions Qolumns to repeat at left: Print Gridlines Row and column headings Black and white Comments: None Page order Output Down, then over Ou

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

c) Look carefully at the picture below.

For	mat <u>T</u> ools <u>D</u> a	ata <u>W</u> indow	<u>H</u> elp	
Ŷ	C <u>e</u> lls	Ctrl+1	\$ 9	/ , *.0 .00 (筆 筆
1	<u>R</u> ow	•	- 0	$\neg \bigcirc \Sigma \rightarrow 2 \downarrow Z \downarrow $
	⊆olumn	•	**	<u>W</u> idth
	<u>A</u> utoFormat			AutoFit Selection
	Con <u>d</u> itional Forn	natting		<u>H</u> ide
	*			<u>U</u> nhide
				<u>S</u> tandard Width

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. i)
- He selects **Column** and then _____. ii)

 his 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) To connect to the internet, one needs to have the service of an iii) 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. twite the number of the button that indicates the correct function: Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help Search Favorites Cole.gov.mt/Searchard. 	2 2 2
 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) To connect to the internet on 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: Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help Edit View Favorites Tools Help Edit View Favorites Tools Help 	2
 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: b) Write the number of the button that indicates the correct function: 	2
 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: b) Write the number of the button that indicates the correct function: iv) A	2
 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: b) Write the number of the button that indicates the correct function: iii) Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help File Edit View Favorites Tools Help Favorites Favorite	2
 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: b) Write the number of the button that indicates the correct function: b) Write the number of the button that indicates the correct function: c) Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help c) Back • O • O • O • Search • Favorites • Favorites • O • • O • • • • • • • • • • • • • •	
 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: Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help Search Search Favorites Of Favorites Of Search Favorites Of Search Favorites Of Search Favorites Of Favorites Of Search Favor	2
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 b) Write the number of the button that indicates the correct function: Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help Back • O Back • O<td>1</td>	1
Skola - Bringing Schools Together - Microsoft Internet Explorer File Edit View Favorites Tools Help Back Back Image: Search image: Sear	2
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 .	8
c) i) What does WWW stand for?	3
ii) What does LAN stand for?	1
iii) Write ONE advantage of having a web based e-mail as opposed to an e-mail software such as Outlook:	3

- StudentBounty.com d) I need to find some information about Germany. Tick (\checkmark) the correct answer from the list below to show what he needs to do to find this information.
 - i) He uses a Spreadsheet. \square
 - ii) He uses a Search Engine. \square
 - He writes Germany in his iii) \square Browser window.
 - iv) He uses the Seach button. \square
- **e**) i) Julia wants to create and send a new e-mail message to her friend. On the picture below, draw a \bigwedge to show where she has to click to start creating her message.

🛱 Mailboxes 📝 New Message 🕅 Rule	es 🗐 Settings	_
🗈 Mailbox: Inbox		
	🖻 Mark Read 🖂 Mark Unread 🕨 🏱 🐼 Delete	•
SZO OU	Status From	Subject

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

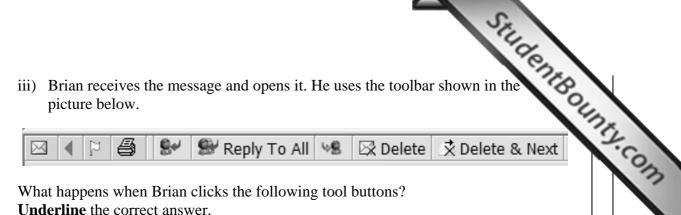
On the picture below, fill in as necessary pretending you are Julia composing the e-mail.

From :	julfal002@skola.gov.mt
To :	
Cc:	
Bcc:	
Subject :	

2

1

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.

i)

- A.
- He copies the email to the clipboard.

1

1

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

B. 🖄 Delete

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

END of EXAMINATION PAPER