

# SECONDARY SCHOOL ANNUAL EXAMINATIONS 2009

Directorate for Quality and Standards in Education  
Educational Assessment Unit

<b>FORM 2</b>	<b>ICT</b>	<b>TIME: 1h 30min</b>
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Name: \_\_\_\_\_

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

- 1 Label the icons using the words below:

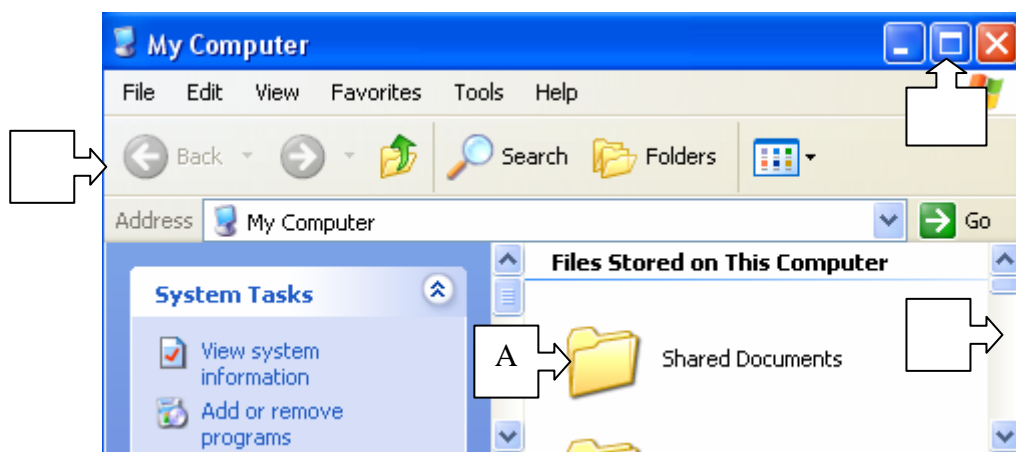
<b>Folder</b>	<b>Recycle Bin</b>	<b>My Computer</b>
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\_\_\_\_\_

- 2 Put in the **letters** according to the **correct name**. Letter **A** is done for you.

A	Folder	B	Maximize Button	C	Tool Bar	D	Vertical Scroll Bar
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- 3 **Match** the definitions by putting the **correct letters**. The first one is done for you.

A	Copy		Graphical User Interface
B	Hard Disk		Prepare Disk for use
C	GUI	A	Duplicates files
D	Formatting		A dangerous programme
E	File		A saved item
F	Virus		Device where you save data

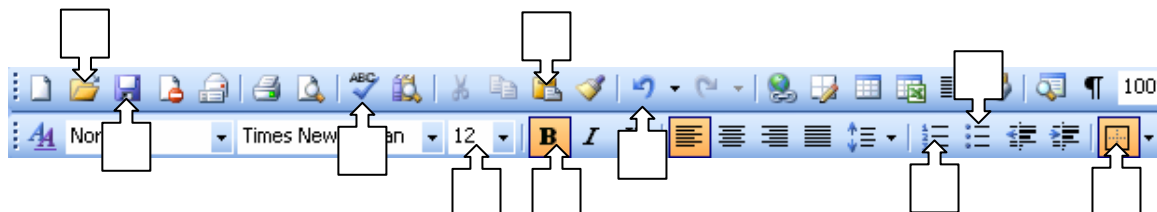
- 4 Fill in the blanks using the **words below**:

**Recycle bin      Restore      Hard disk      Floppy      Files**

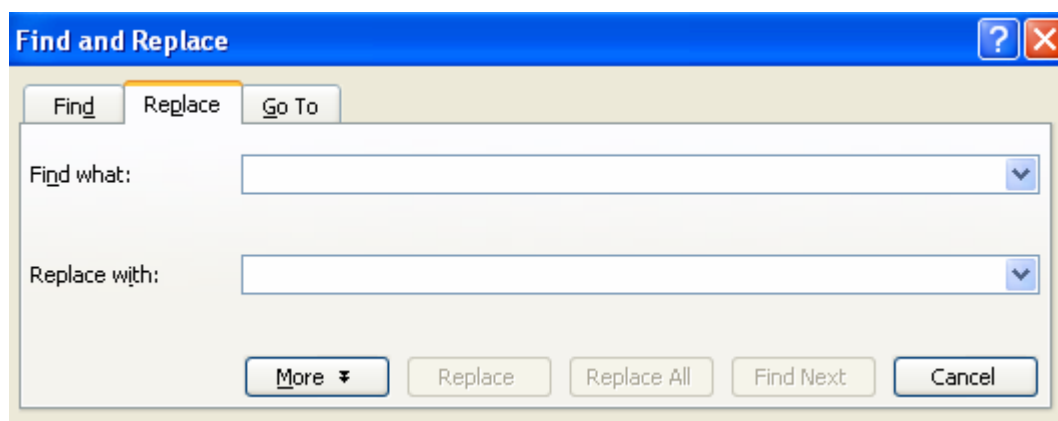
\_\_\_\_\_ which are deleted from the \_\_\_\_\_ are sent to the  
\_\_\_\_\_. From there you can \_\_\_\_\_ them back to the Hard  
Disk. Files deleted from the \_\_\_\_\_ cannot be restored.

- 5 Put the **correct letter** according to the name of the icon.

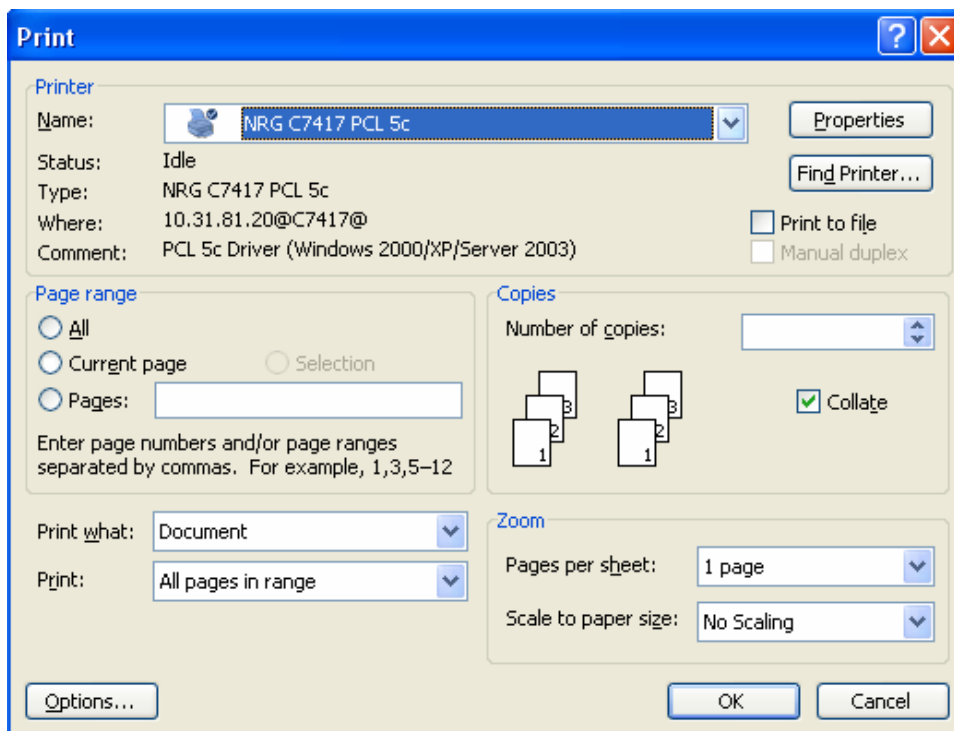
A	Save	B	Spelling	C	Bullet List	D	Border	E	Font Size
F	Open	G	Bold	H	Number List	I	Undo	J	Paste



- 6 David wants to **find** the word '**Computer**' and **replace it** with '**PC**'. Fill in the spaces below in order to help him do so.




- 7 David needs to **print 5 copies** of **page 1** of his document. Fill in the print dialogue box below to help him do so.



David is now working using a spreadsheet program. Put the correct name near the correct button.

8

Comma style	Borders	Center	Increase Decimal
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A		
B		
C		
D		

8

- 9 David kept a record of the distances and times he ran during a week. Can you help him out with his calculation?

	A	B	C
1	Day	Distance in Km	Time in min
2			
3	Monday	4	30
4	Tuesday	3.5	28
5	Wednesday	5	33
6	Thursday	5.3	32
7	Friday	4	29
8	Saturday	3.8	28
9	Total		
10	Average		####
11	Max Dist.	=Max ( )	
12	Min Dist.		

- Using the picture above, write the appropriate formula in cell B9 to **add** cells B3:B8
- Using the picture above, complete the formula in cell B11 to get the **maximum** distance he ran during the week.
- Using the picture above, write the appropriate formula in cell B10 to calculate the **average** distance he ran during the week.
- Using the picture above, write the appropriate formula in cell B12 to get the **minimum** distance he ran during the week.
- In cell C10 he inserted a formula but he could not see the answer. What is the **problem**?

3

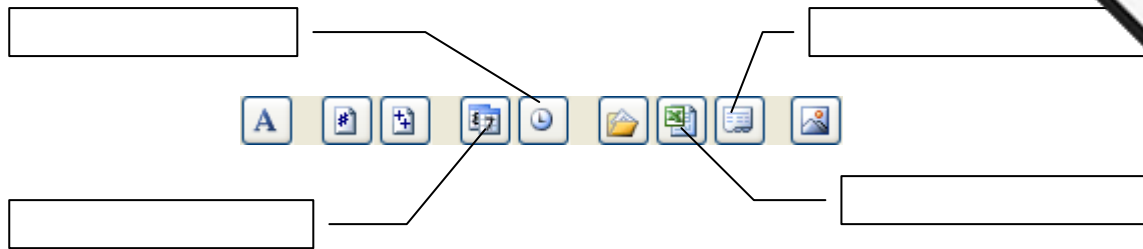
2

3

2

3

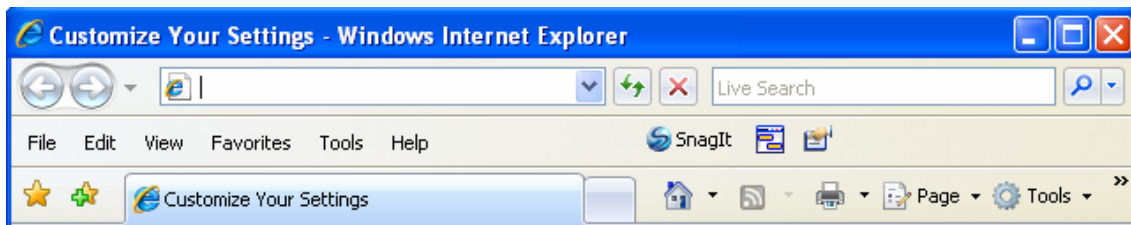
- 10 David will put a **header** on his worksheet. He wants to include some **details** in it. Label the diagram below using the words given.



Time	Worksheet name	File name	Date
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8

- 11 i David needs to **search** some information on the internet. He wants to use the google **search engine**. Enter the URL **www.google.com** in the picture below.



2

- ii On the picture above draw a circle around the icon which will take David to his Home Page.

2

12



David needs information about the **Beijing Olympics**. Choose the best option from the ones below and write in the appropriate place on the picture above.

Beijing Olympics	Beijing + Olympics	Beijing - Olympics	"Beijing Olympics"
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2

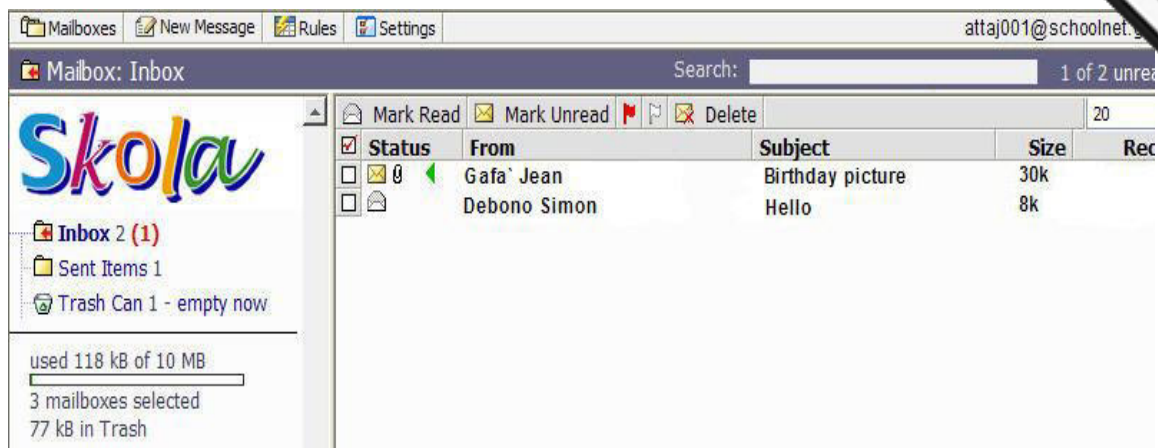
13 The picture below shows an email Joan is going to send.

- i What is the address of the **person** who will **receive** the email?  
\_\_\_\_\_ 1
- ii What is the **address** of the person who will **send** the mail?  
\_\_\_\_\_ 1
- iii What is the **subject** of the mail?  
\_\_\_\_\_ 1
- iv On the picture of the mail write the text “**Hello, how are you?**” in the **text area**. 2
- v Joan wants to send the email also to the following address as well:  
[maria@schoolnet.gov.mt](mailto:maria@schoolnet.gov.mt) . Write this address in the appropriate place on the picture. 2

14 Read carefully and answer by writing **T** for True or **F** for False.

		<b>T or F</b>
<b>i</b>	Emails are very expensive to send	<b>F</b>
<b>ii</b>	Emails can be sent to more than one person	
<b>iii</b>	An email must contain a subject	
<b>iv</b>	Deleted emails go in the trash can	
<b>v</b>	Emails can contain attachments	
<b>vi</b>	Emails cannot be printed	

15 Look carefully at the picture below and answer the following questions.



- i How many **mails** have been **received**? \_\_\_\_\_ 1
- ii How many of the **received** mails have yet **to be read**? \_\_\_\_\_ 2
- iii How many **mails** did the user **send**? \_\_\_\_\_ 1
- iv What is the **mailbox's capacity**? \_\_\_\_\_ 2
- v One of the mails in the **inbox** has an **attachment**. Who **sent** this mail?  
\_\_\_\_\_ 2
- vi What is the **size** of the mail sent by **Debono Simon**? \_\_\_\_\_ 1
- vii How many **mails** did the user **delete**? \_\_\_\_\_ 1

16 Use the **words** given below to complete the following sentences.

a login	an ISP	PC	modem	a browser	a password
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David decided to subscribe for internet service. He checked what he needs to have a complete system. He goes to \_\_\_\_\_ to buy an internet account. He is given \_\_\_\_\_ and \_\_\_\_\_ to access internet. He connects the \_\_\_\_\_ to his \_\_\_\_\_. In order to view web pages he must have \_\_\_\_\_ installed on his computer.