SECONDARY SCHOOL ANNUAL EXAMINATIONS 2009
DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Educational Assessment Unit

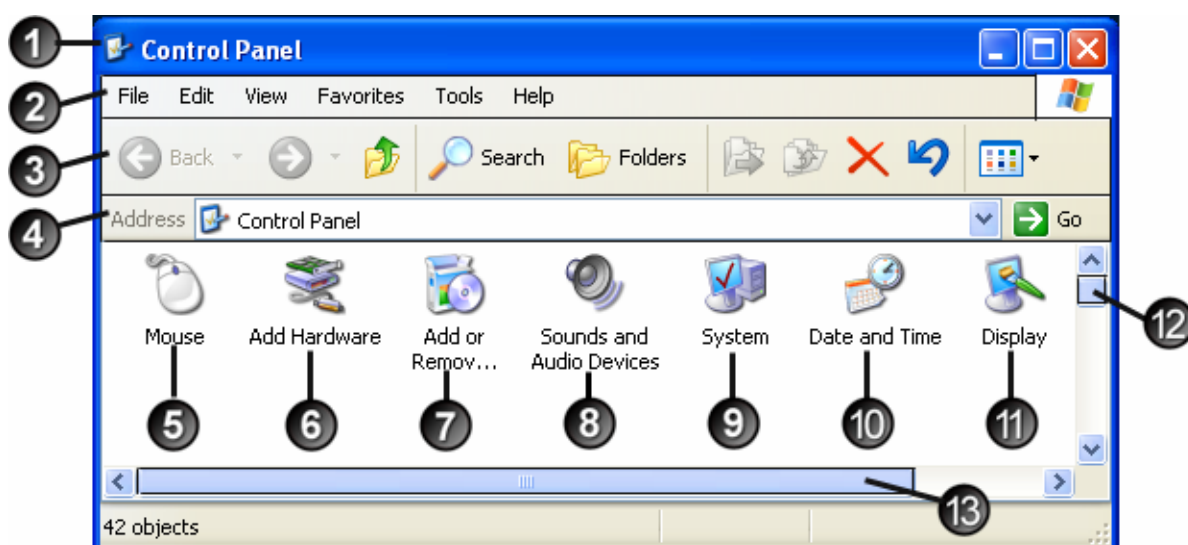| FORM 4	**INFORMATION AND COMMUNICATION TECHNOLOGY**	**TIME: 1 h 30 min**

Name: _____ **Class:** _____

Answer ALL questions. This paper carries 100 marks.

1. **This question is about Using the Computer and Managing Files.**

    Look carefully at the following picture and answer the questions below. Note that items marked 1, 2, 3, 4, 12 and 13 are bars while 5 to 11 are icons.

|			
a.	i. The number of objects contained in this window is:	_____	1
	ii. • The title of this window is the bar with number:	_____	1
	• From the following list, **underline the name** of the bar where the title is.		
	Scroll bar, Menu bar, Status bar, Title bar		1
	iii. From the following list, **underline the name** of the bar marked number ②		
	Title bar, Scroll bar, Menu, bar, Address bar		1
	iv. The number on the scroll bar that allows **scrolling to the right** is:	_____	1
	v. The icon number indicating the **Address bar** is:	_____	1
	vi. The icon number indicating the **Standard Buttons toolbar** is:	_____	1
	vii. • The picture on the left is associated with the icon marked:	_____	1
	• From the following list, **underline the name** of the picture shown on the left.		
	Brightness, Volume, Colour, Increase, Decrease		1

b.   i. Look carefully at the following picture and answer the questions that follow:

- The picture below is linked with an icon on the window picture in
  question 1. The icon number is: _____
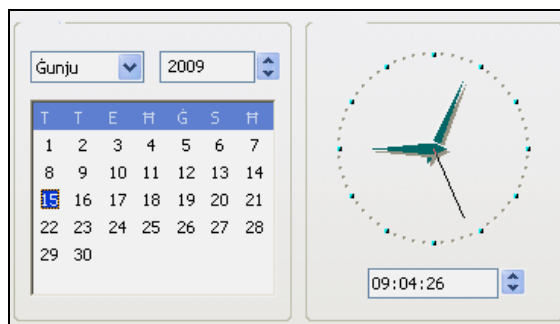
- From the following list, **underline the name** of the picture shown above.

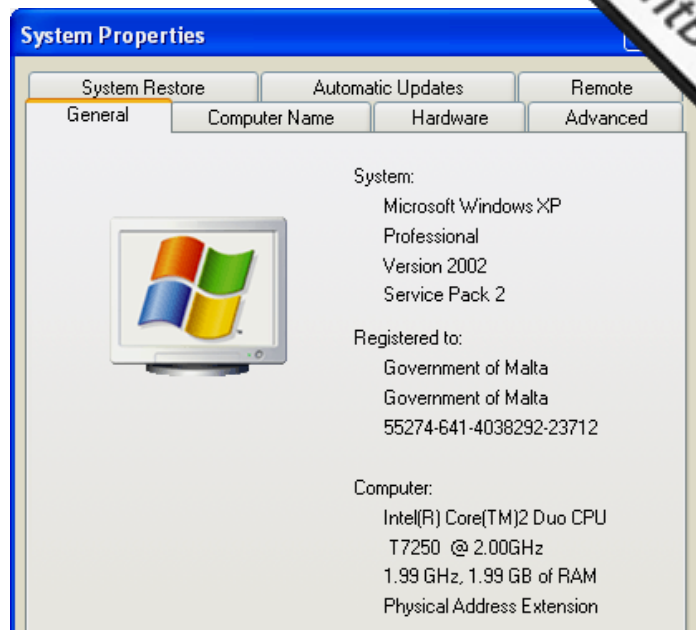 **Date and Time Properties,   Accessibility Options,   Automatic Updates**   1

ii. Which icon number from the window picture in **question 1** must be clicked

to open the window shown below? _____   1
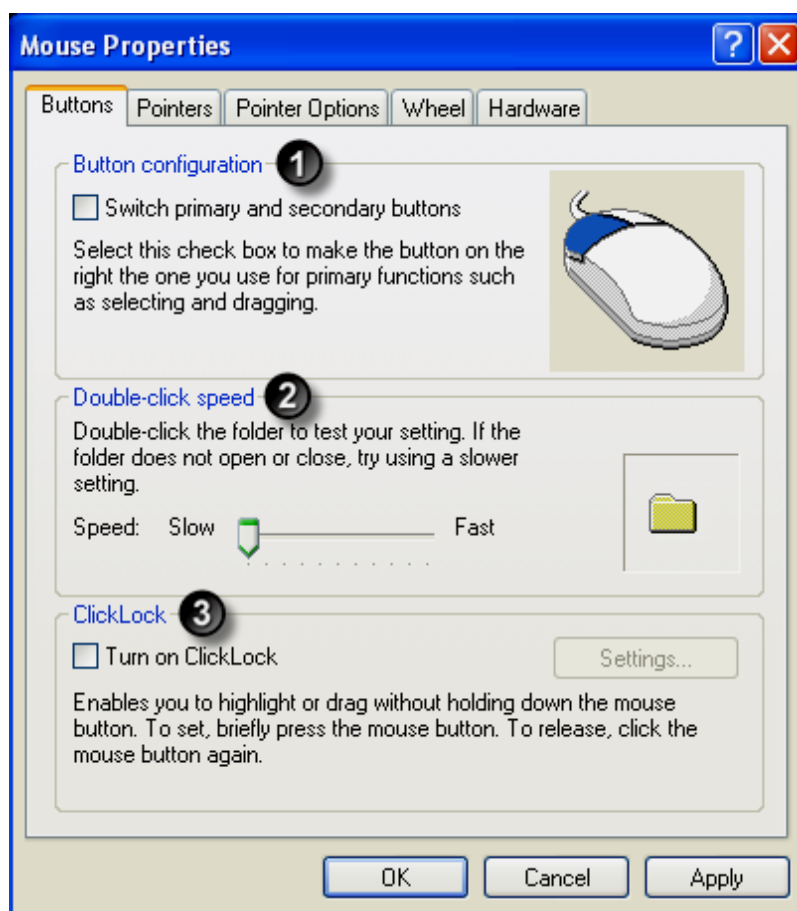
Use the window picture above to answer the following questions. Note that some
items are numbered.

iii. The numbered area to be used to adjust the clicking speed of the mouse is: _____   1

iv. The numbered area to be used to change the primary and secondary buttons on a
mouse is: _____   1

c. **i.** Which icon number from the window picture in **question 1** must be clicked to open the window shown on the right?

_____ 1

System Properties

| System Restore | Automatic Updates | Remote |
| General | Computer Name | Hardware | Advanced |

System:
Microsoft Windows XP
Professional
Version 2002
Service Pack 2

Registered to:
Government of Malta
Government of Malta
55274-641-4038292-23712

Computer:
Intel(R) Core(TM)2 Duo CPU
T7250 @ 2.00GHz
1.99 GHz, 1.99 GB of RAM
Physical Address Extension

Use the window above to answer the following questions.

ii. The name of the Operating System is: _____ 1

iii. The CPU used on this computer is: _____ 1

iv. The CPU clock speed is: _____ 1

v. The amount of RAM installed is: _____ 1

d. Tick the correct answer with a ☑. There is only one correct answer.

i. The abbreviation CPU stands for:

Central Processor Unit ☐   Central Power Unit ☐   1

Central Processing Unit ☐   Control Processing Unit ☐

ii. The R in the abbreviation RAM stands for:

Read Access Memory ☐   Random Access Memory ☐   1

Resolve Access Memory ☐   Rapid Access Memory ☐

iii. Which keys from the keyboard are used to make a screen capture?

Alt + Print Screen ☐   Shift + Print Screen ☐   1

Ctrl + Print Screen ☐   Tab + Print Screen ☐

iv. Which keys from the keyboard are used to capture an active window?

Alt + Print Screen ☐   Shift + Print Screen ☐   1

Ctrl + Print Screen ☐   Tab + Print Screen ☐

v. The valid wildcard symbols used when searching for Files and Folders are?

? and ! ☐   ? and $ ☐   1

^ and # ☐   ? and * ☐

2. This question is about Word Processing.

a. A word document is required to be saved under different file formats. Write the correct file name extension in the table from the following list.

.doc, .xml, .dot, .rtf, Word 2007 doc (.docx), .txt, .htm, wps

Type	File extension	
Software Version Number		1
Rich Text File		1
Template		1
Word Document		1
Web Page		1
Text		1

b. Look carefully at the following word document and answer the questions below. Note that some text has been numbered.

Write the correct number for the following questions.

  i.   Which paragraph has its first line indented by 1cm and justified? _____   1

  ii.   Which paragraph has its first line indented by 1cm and left justified?   _____   1

  iii. Which is the hanging paragraph with justified text?   _____   1

  iv.   Write the number of the paragraph with the hyphenated text.   _____   1

  v.   Write the number of the paragraph that includes italicised text.   _____   1

c. By how many centimetres the hanging paragraph is indented?   _____   1

d. Tick ☑ the correct procedure to open the Hyphenation window.

Format, Font, Hyphenation ☐   Format, Paragraph, Hyphenation ☐   1

Tools, Options, Hyphenation ☐   Tools, Language, Hyphenation ☐

e. A paragraph in a word document is to be formatted as follows:

- o (justified)
- o (hanging) by (1.5 cm)
- o Spacing before paragraph set at (6 pt) and after at (12 pt)
- o Line spacing set at (1.5 lines)

Write these settings in the blank areas of the picture shown below.

General
Alignment: [▼]   Outline level: [Body text ▼]

Indentation
Left: [0 cm ▲▼]   Special: [▼]   By: [▲▼]
Right: [0 cm ▲▼]

Spacing
Before: [▲▼]   Line spacing: [▼]   At: [▲▼]
After: [▲▼]

4

f. Underline the correct description of each of the numbered item shown on the picture below.
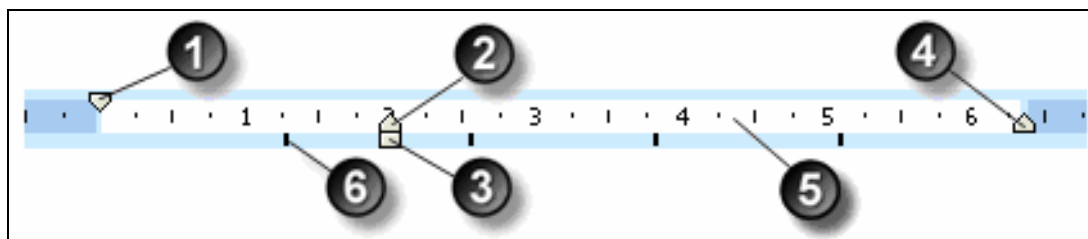
i.	①	(First Line Indent, Second Line Indent, Left Margin)	1
ii.	②	(Left Indent, Hanging Indent, First Line Indent)	1
iii.	③	(First Line Indent, Hanging Indent, Left Indent)	1
iv.	④	(Right Tabulation, Right Margin, Right Indent)	1
v.	⑤	(Horizontal Scroll bar, Horizontal Ruler, Tabulation bar)	1
vi.	⑥	(Tabulation bar, Tab Mark, Horizontal Ruler)	1

g. Look carefully at the following Tabs window and the tabulated table shown below

Tabs ☒

Tab stop position:	Default tab stops:
0.32 cm	1.27 cm ↕

| 0.32 cm |
| 4.13 cm |
| 5.71 cm |
| 7.62 cm |

Tab stops to be cleared:

```
'L'   ·  1  ·  I  ·  2  ·  I  ·  3  ·  I  ·  4⌐  I  ·  5  ·  I ⫧ 6  ·  I  ·  7  ·  I⊥' 8
```
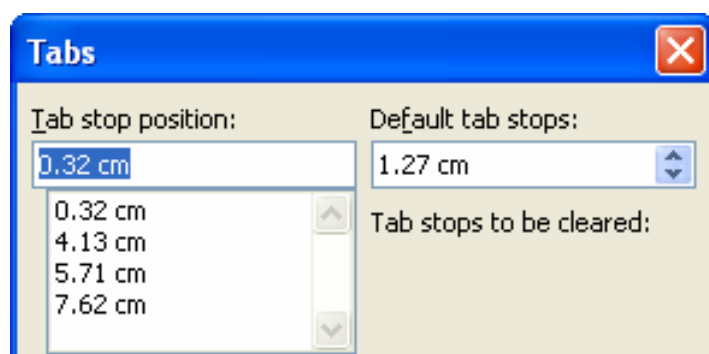
No.	Surname	Name	Average Mark	Grade
1	Attard	Stephen	56.778	C
2	Borg	Susan	80.677	A
3	Cassar	Philip	71.860	B
4	Fsadni	Richard	83.091	A
5	Chircop	Maria	68.893	C
6	Vella	Paula	78.504	B

Identify and determine the tab stop positions set on the table. Write the correct setting for each of the following:

i. The left tab is set at: _____ cm   1

ii. The decimal centre tab is set at: _____ cm   1

iii. The right decimal tab is set at: _____ cm   1

iv. The centre tab is set at: _____ cm   1

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3. This question is about spreadsheets.

a. The picture below shows some data that was typed in a spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2					Subjects							
3		Students	Geography	History	Social Std	French	Maltese	German		Ave. Grades	Passed?	
4		Rita	68	78	67	80	77	72		74		
5		Silvio	71	69	66	81	58	74		70		
6		Maria	78	78	88	58	77	77		76		
7		Patrick	66	86	87	67	86	64		76		
8		Alicia	87	77	85	88	76	69		80		
9		Joseph	89	68	76	77	73	71		76		
10		Analyn	69	58	77	44	82	58		65		
11												
12					To pass a student needs an average grade of over	70	%					
13												

i. Write the **cell reference** of the cell containing the **pass mark**: _____

ii. Write down the formula **=IF(J4>70,"Pass","Fail")** in the correct place on the picture below.

1
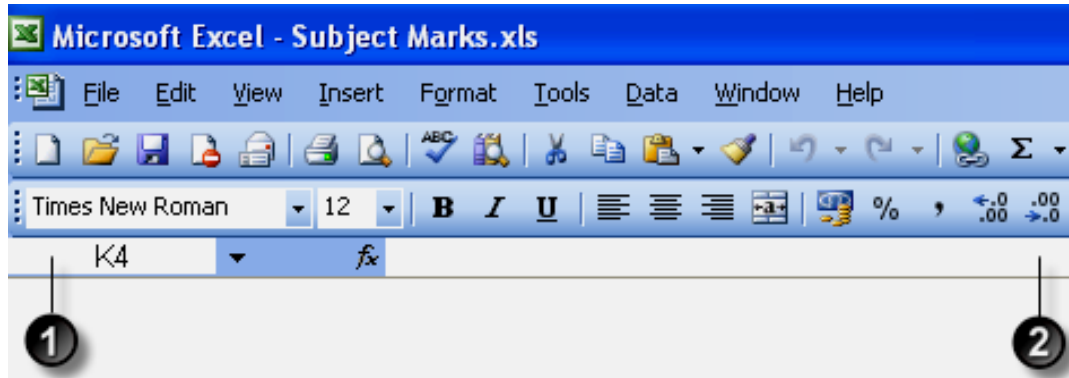
Note that the picture above has two items that are numbered.

iii. Underline the correct name for the area marked **1**

Name Box,   Reference Box,   Formula bar

1

iv. Underline the correct name for the area marked **2**

Formula bar,   Name Box,   Reference Box

1

v. Write the **cell reference** where the formula has been entered: _____

1

vi. Write the **word** that appears in the cell after entering the formula: _____

1

vii. The formula shown in the picture below is to be copied into cells K5 to K10. Write **1, 2 or 3** to show where would you place the mouse pointer to copy the formula?

_____

1
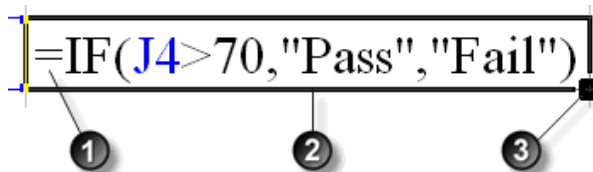
viii. What appears in the cells K5, K9 and K10 after copying the above formula?

K5: _____   1

K9: _____   1

K10: _____   1

ix. Tick ☑ the correct character that is used in **absolute cell referencing**.
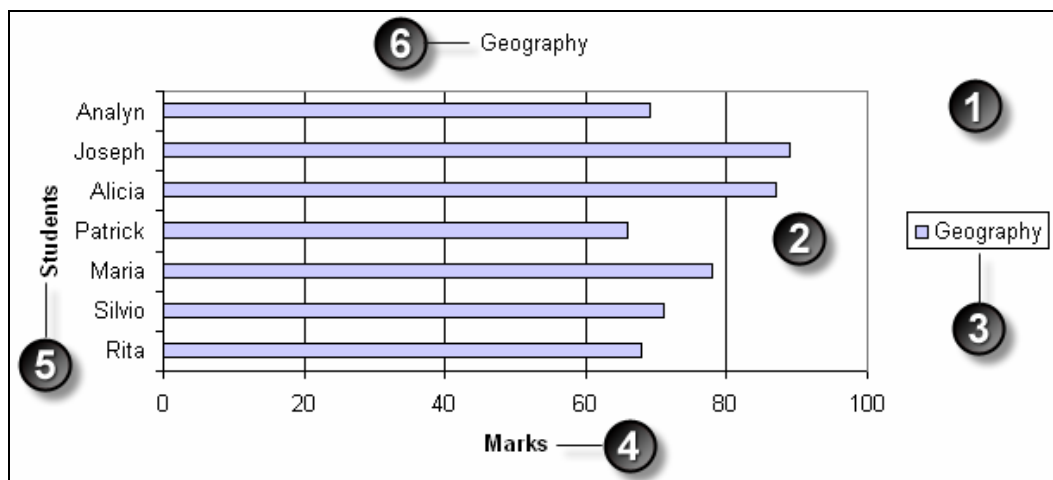
$ ☐   ! ☐   & ☐   ? ☐   1

x. Write the formula that must be typed in **cell K4 using absolute cell referencing** for **cell I12.**

=IF (_____ > _____ , _____ , _____)   4

b. The *Students* and *Geography* data on the spreadsheet are used to plot the following chart.

Note that some items in the chart are numbered.

Underline the type of chart that appears in the picture above.

<div align="center">

Column chart,   Bar chart, Line chart

</div>

1

c. Underline the correct description of each numbered item shown in the pictue above.

i.	**1**	Chart area, Plot area, Chart title	1
ii.	**2**	Chart area, Plot area, Chart title	1
iii.	**3**	Plot area, Chart title, Legend	1
iv.	**4**	Chart title, Legend, Value Axis Title	1
v.	**5**	Value Axis Title, Category Axis Title, Chart Title	1
vi.	**6**	Chart title, Legend, Value Axis Title	1

d. Tick ☑ the **file extension** that is used to save a **spreadsheet as a workbook**.

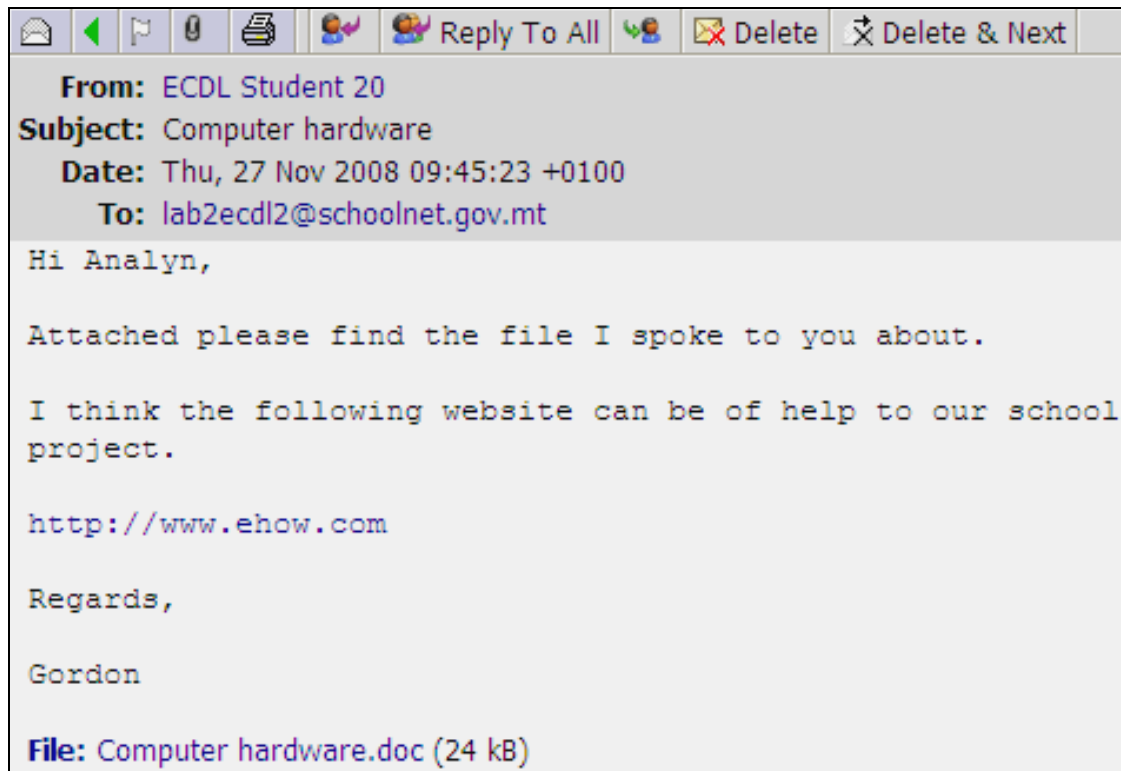.xls ☐   .xlt ☐   .xml ☐   .csv ☐   1

e. Tick ☑ the **file extension** that is used to save a **spreadsheet as a template**.

.xls ☐   .xlt ☐   .xml ☐   .csv ☐   1

4. This question is about Information and Communication.

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

✉ ◀ ⚑ 📎 🖨	👤 Reply To All 👥	❌ Delete	✂ Delete & Next

From: ECDL Student 20
Subject: Computer hardware
   Date: Thu, 27 Nov 2008 09:45:23 +0100
      To: lab2ecdl2@schoolnet.gov.mt

Hi Analyn,

Attached please find the file I spoke to you about.

I think the following website can be of help to our school
project.

http://www.ehow.com

Regards,

Gordon

File: Computer hardware.doc (24 kB)

    i. Write down the subject of the email: _____   2

   ii. Write down the email address of the recipient of this email:

        _____   2

  iii. Write down the URL mentioned in the email: _____   2

  iv. Write down the name of the attached file: _____   2

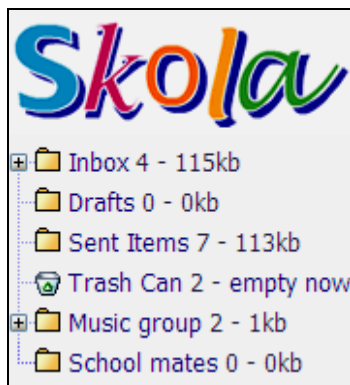   v. What is the size of the attached file? _____   2

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

☑	Status	From	Subject	Size	Received
☐	✉	ECDL Student 20		607	14:29:25 16-Oct-08
☐	✉ 𝟎	**ECDL Student 20**	**Picture attach**	**12K**	**14:09:15 16-Oct-08**
☐	✉ 𝟎	**ECDL Student 10**	**Flowers**	**83K**	**14:08:37 16-Oct-08**
☐	✉ 𝟎	ECDL Student 11	My picture	19K	14:08:37 16-Oct-08 ↑
☐	✉ ⚑	ECDL Student 11	First email	769	14:00:08 16-Oct-08
☑	✉	**ECDL Student 20**	**my email**	**666**	**13:58:00 16-Oct-08**

i.   Write down from whom the **flagged email** is received: _____ | 1

ii. Write down the **subject of the flagged email**: _____ | 1

iii. Write down from whom the selected email is received:

_____ | 1

iv. How many emails are marked unread? _____ | 1

v.   How many emails are marked with low priority? _____ | 1

vi. How many emails are marked high priority? _____ | 1

vii. How many emails have an attachment? _____ | 1

viii. Write down the subject of the largest email received. _____ | 1

c. Look carefully at the following picture and answer the following questions:

Skola

⊞ 📁 Inbox 4 - 115kb
   📁 Drafts 0 - 0kb
   📁 Sent Items 7 - 113kb
   🗑 Trash Can 2 - empty now
⊞ 📁 Music group 2 - 1kb
   📁 School mates 0 - 0kb

i.   Write the number of messages that were received. [ ] | 1

ii. Write the number of messages that were sent. [ ] | 1

iii. Write down one of the folder's name created by the user.

_____ | 1

iv. What does the ➕ in front of the folder **"Music group"** mean?

_____
_____ | 2

v.   Write the number of messages that were deleted. _____ | 1

End of Examination Paper