

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

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

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

- 1 Label the **icons** using the words below:

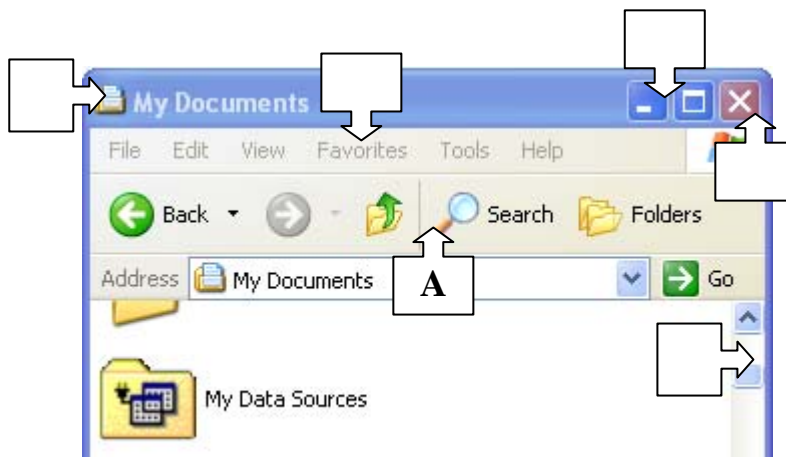
**Recycle Bin, File, Printer, Folder, Hard Disk**



5

- 2 In the empty boxes below, write the **letters** according to the **correct name**. **Letter A** has been done for you.

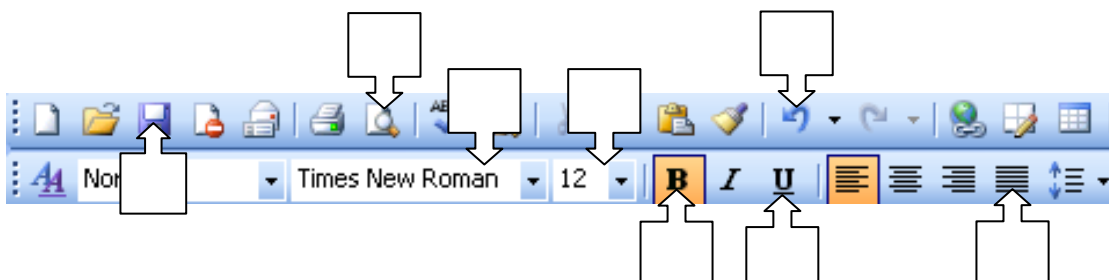
<b>A</b> Toolbar	<b>B</b> Scrollbar	<b>C</b> Menubar	<b>D</b> Titlebar	<b>E</b> Minimise	<b>F</b> Close
------------------	--------------------	------------------	-------------------	-------------------	----------------



10

- 3 In the empty boxes below, write the **correct letter** according to the name of the icon.

<b>A</b> Font Size	<b>B</b> Font	<b>C</b> Justify	<b>D</b> Underline
<b>E</b> Save	<b>F</b> Bold	<b>G</b> Print Preview	<b>H</b> Undo



16

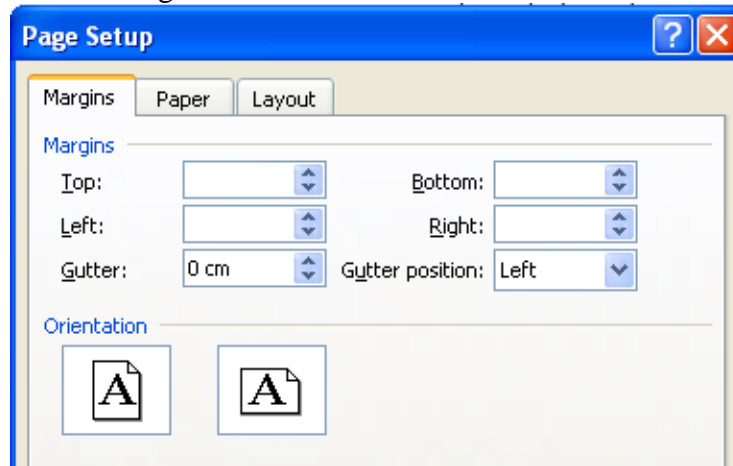
4 From the **keys** shown below, choose which one would you **press** to:



<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
----------	----------	----------	----------

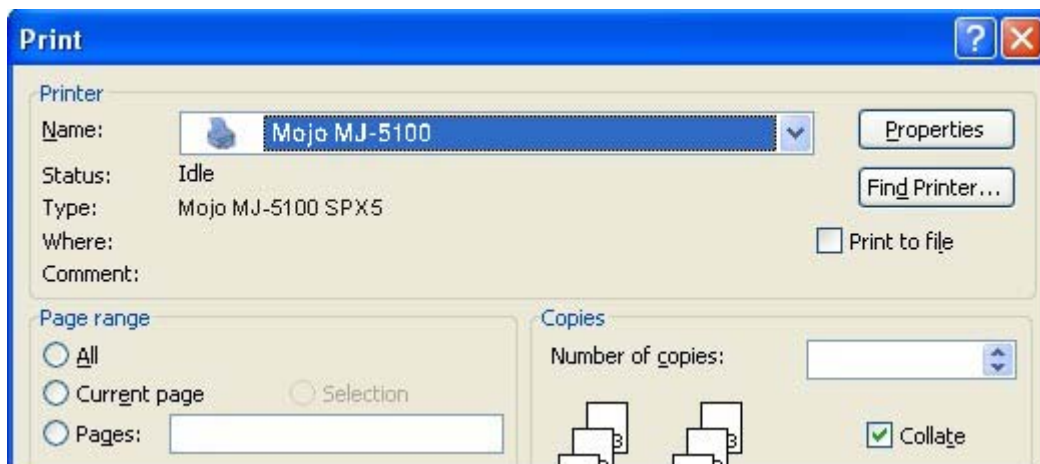
- i Create a new paragraph ☐
- ii Delete a word ☐
- iii Make a space ☐
- iv Make a capital letter ☐

5 Before printing, set up the **margins** and page **orientation**. Fill in the diagram below to follow the instructions given below.



- i Set the **top** margin to 2 cm
- ii Set the **bottom** margin to 2 cm
- iii Set the **left** margin to 3 cm
- iv Set the **right** margin to 3 cm
- v Draw a circle round the **landscape** orientation.

6



Fill in the picture above as requested in the questions below.

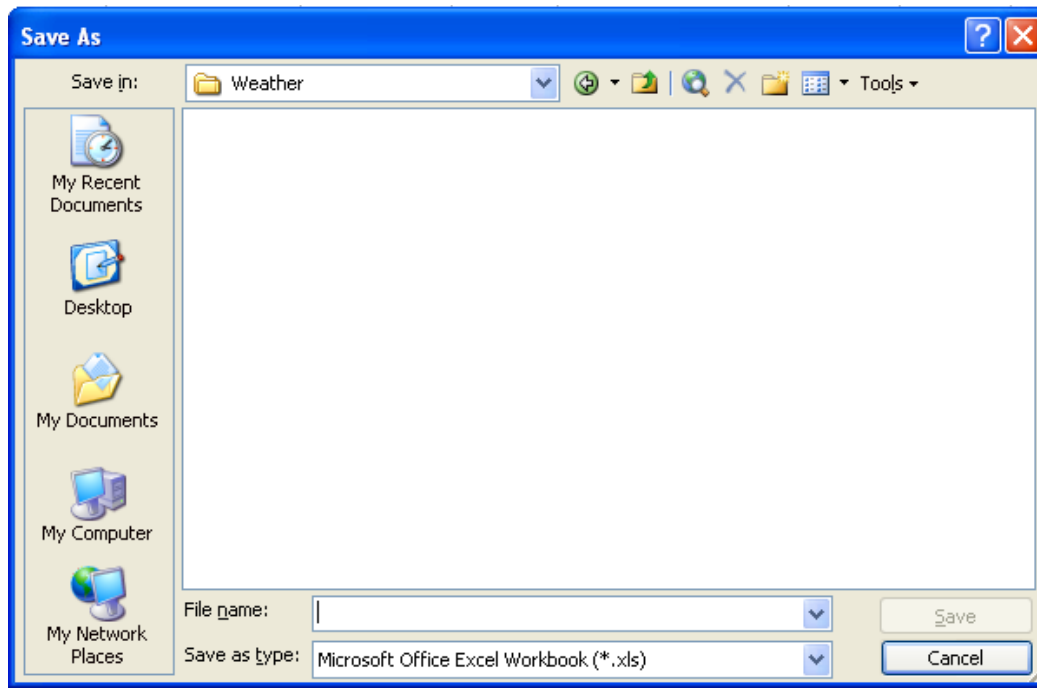
- i Print the **current** page
- ii Print **3 copies**
- iii What **printer** is being used?

7 The picture below shows a spreadsheet workbook.

	A	B	C	D	E	F
1		Rain	Wind	Temperature	Humidity	UV
2	Monday	7	2	18	66	4
3	Tuesday	4	5	20	70	4
4	Wednesday	0	1	19	55	4
5	Thursday	0	1	20	74	5
6	Friday	4	3	20	60	5
7	Total				325	
8	Average					
9	Maximum					
10						

- i Which cell is the user going to use? \_\_\_\_\_ 1
- ii What is the name of the **worksheet** being used? \_\_\_\_\_ 1
- iii Draw a circle round the **button** used to give the **cell** a **background colour**. 1
- iv Draw a circle round the **button** which is used to change the **font colour**. 1
- v Write the **formula** to calculate the **sum** from cell **B2 to B6**.  
\_\_\_\_\_ 3
- vi Write the **formula** to add from cell **D2 to D6**.  
\_\_\_\_\_ 3
- vii Write the **formula** to divide cell **E7** by **5**.  
\_\_\_\_\_ 3

8 The picture below shows the saving dialogue box.



- i In which **folder** will the file be saved? \_\_\_\_\_ 1
- ii What type of file is going to be saved? \_\_\_\_\_ 1
- iii The file is to be **saved** with the name **DATA**. In the picture above, write the name **DATA** in the appropriate place. \_\_\_\_\_ 2

9 Choose the correct answer by ticking the correct box in the following questions:

- i Which icon is used to change the **font colour**?


☐

☐

☐

1

- ii Which icon is used to apply **shadow to text**?


☐

☐

☐

1

- iii The icons below are used to navigate through the slideshow. Which icon will take you to the **previous slide**?

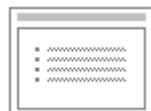

☐

☐

☐

1

- iv Which of these is a **slide layout**?

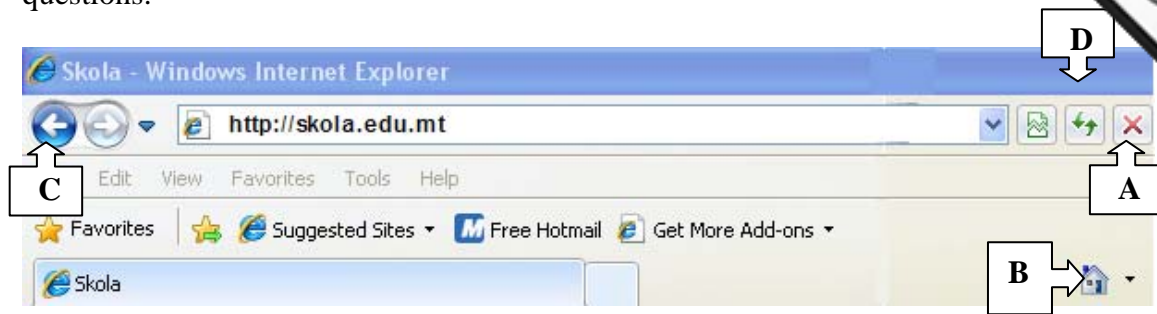

☐

☐

☐

1

- 10 The following questions are about **Internet**. Use the picture below to answer the questions.



- i What is the **URL** in the picture above?

\_\_\_\_\_

- ii What is the name of the **browser** used?

\_\_\_\_\_

- iii Using the letter labels in the picture above, write down the correct letter next to the appropriate name in the table below.

Home	
Back	
Stop	
Refresh	

- iv Draw a circle round the arrow to drop down the list of **previously visited sites**.

- 11 Mark with a ✓, to indicate whether the following statements are **True** or **False**.

- i An ISP is a software  
 ii To search for a website we use a Search Engine  
 iii Information is found on the WWW  
 iv To access the internet you need a printer  
 v Internet explorer is the only browser that exists

True	False

The following questions are about **e-mail**.

- 12 i Mention 2 **advantages** of e-mail.

a) \_\_\_\_\_

b) \_\_\_\_\_

- ii The following **e-mail address has a mistake**. Write it down correctly.  
 skola\*mail.gov

\_\_\_\_\_

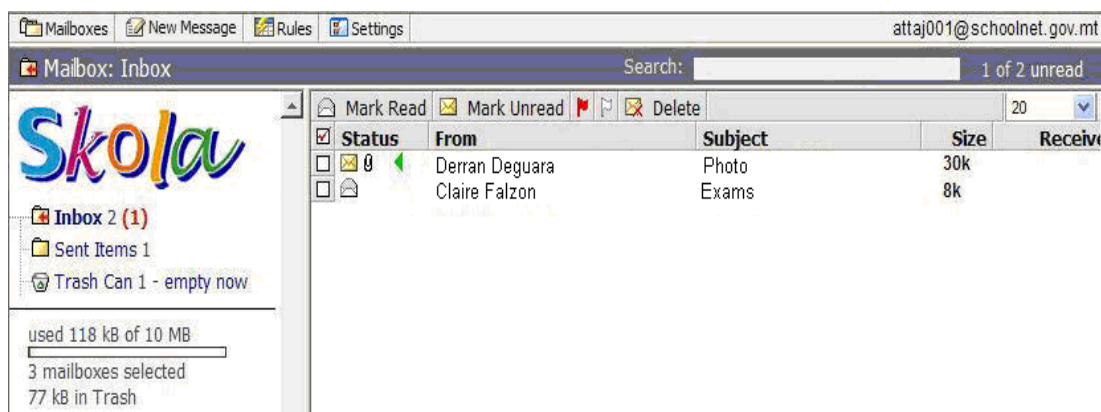
- iii Besides the e-mail address, an e-mail contains as well a s\_\_\_\_\_

- 13 By referring to the questions below, fill in the following picture with your correct answers:

- i Send an email to this address: **kullegg1@edu.gov.mt**
- ii The **subject** is: **Prize day**
- iii The **sender** is: **surmast@edu.gov**
- iv Write this message: **The Prize day will be held on May 22<sup>nd</sup> 2010**

2  
2  
2  
2

- 14 The picture below shows an **email inbox**.



- i Who **sent** the email which has been **read**? \_\_\_\_\_
- ii What is the **subject** of the **unread** mail? \_\_\_\_\_
- iii Draw a circle around the button to **delete** an email. \_\_\_\_\_

2  
2  
1