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

Name: _____

Class: _____

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

A. Underline the correct answer:

a. To start the computer and log on securely, first one has to:

- i. Enter a password.
- ii. Hold down the ALT button.
- iii. Press the HOME and ALT buttons.
- iv. Press the CTRL, ALT and DEL buttons.

b. To restart the computer, one needs to first:

- i. Press the Power button on the computer tower.
- ii. Click on the 'Start' button.
- iii. Disconnect the computer from power supply.
- iv. Press the small button near the Power button on the computer tower.

c. To switch between open windows or applications one can:







- i. Click on the Menu bar on top of the screen.
- ii. Press ALT and the TAB button and then the spacebar.
- iii. Press the TAB and the CTRL buttons.
- iv. Press the ALT and the TAB buttons together or click on the window name minimised in the taskbar.

[6 marks]

B. Write the name of the icons from the list below:

Recycle bin, file, folder, printer, hard-disk drive, CD/DVD drive

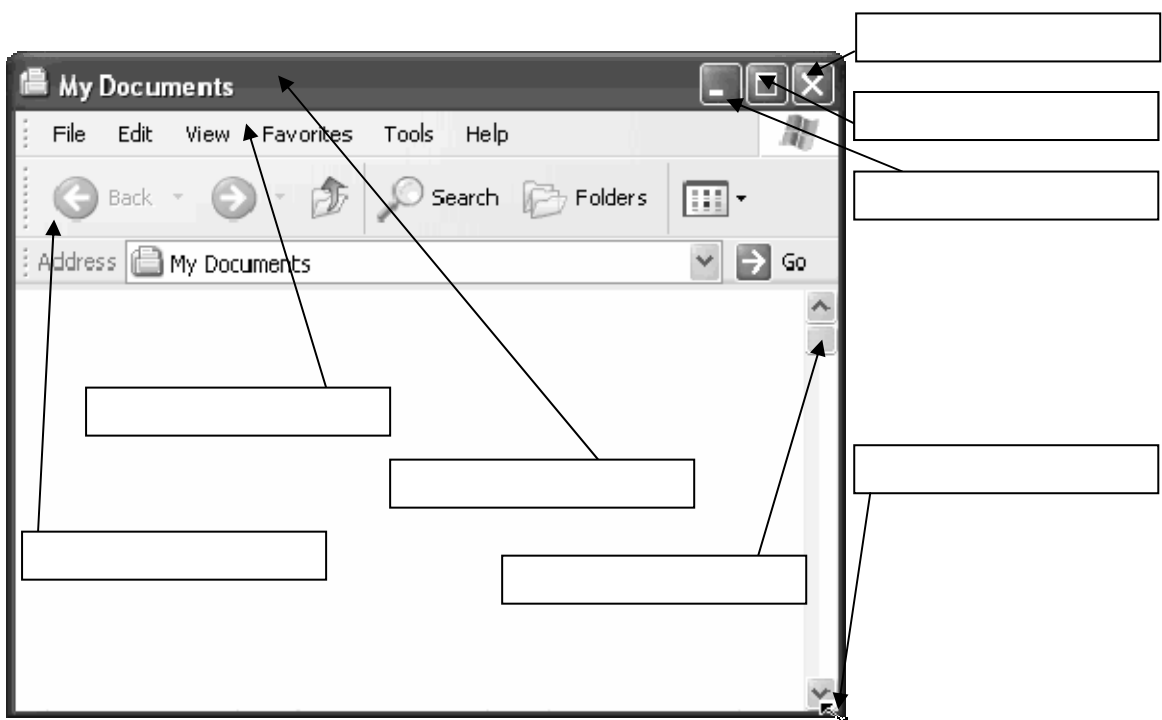
Icon name

	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

[6 marks]

C. Label these parts of a window by using the following words/terms:

Toolbar, collapse, close, scroll bar, title bar, expand, menu bar, resize

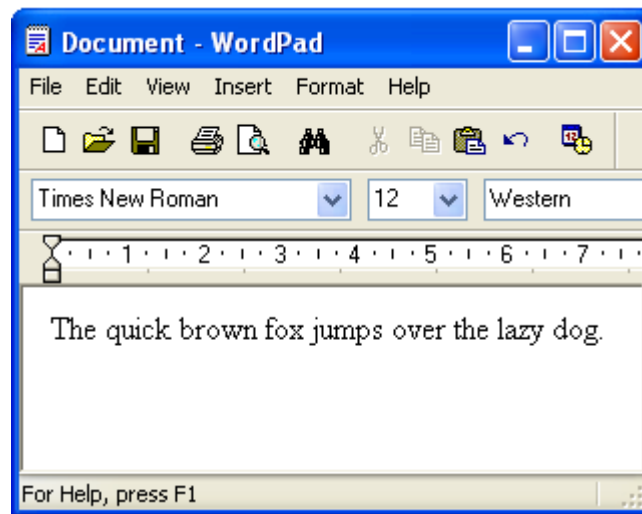


The screenshot shows a web browser window titled "My Documents". The window has a title bar with standard Windows controls (minimize, maximize, close). Below the title bar is a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a toolbar with buttons for "Back", "Forward", "Home", "Search", "Folders", and a view selector. Below the toolbar is an address bar with the text "Address" and "My Documents", and a "Go" button. The main content area is empty. On the right side of the window, there is a vertical scroll bar. Arrows point from various parts of the window to empty boxes for labeling:

- Three boxes point to the title bar (collapse, maximize, close buttons).
- One box points to the menu bar.
- One box points to the toolbar.
- One box points to the address bar.
- One box points to the main content area.
- One box points to the scroll bar.
- One box points to the bottom right corner (resize handle).

[8 marks]

D. Take a look at the picture below and fill in the missing words in the following sentences.

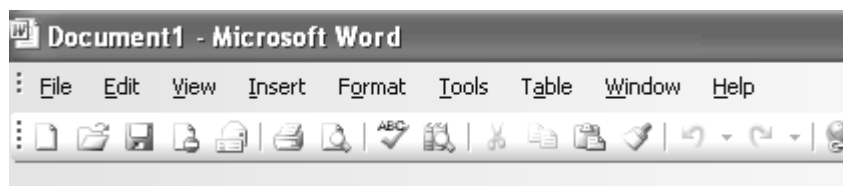


- i. To print this document I first have to click on _____ then click on Print.
- ii. I can also click on the Print button on the _____.
- iii. To save the document I need to first click on File and then _____.

[5 marks]

2. This question is about word processing.

A. Look at the picture underneath.



The formatting toolbar is missing. How do I make it show? Tick ☒ to choose the correct procedure:

- i. Click on **Insert** and then choose **Formatting Toolbar** ☐
- ii. Click on **Tools**, then choose **Add Toolbar**, then **Formatting** ☐
- iii. Click on **Format**, then **Toolbars**, and lastly, **Formatting Toolbar** ☐
- iv. Click on **View**, then **Toolbars**, and lastly, **Formatting**. ☐



[2 marks]

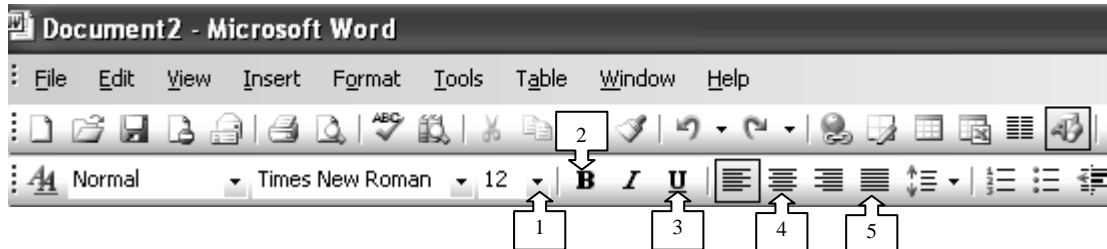
B. Write 'True' or 'False' next to the following statements.

- i. To copy and then paste some text, one has to first select (highlight) it.
- ii. Superscript is text that shows underneath the writing line.
- iii. One can resize a picture by dragging the handles at the corners.
- iv. Only one word at a time can be selected.
- v. The page orientation (portrait or landscape) can be changed from the Page Setup options.

[5 marks]

C. Look at the picture underneath and answer the following questions:

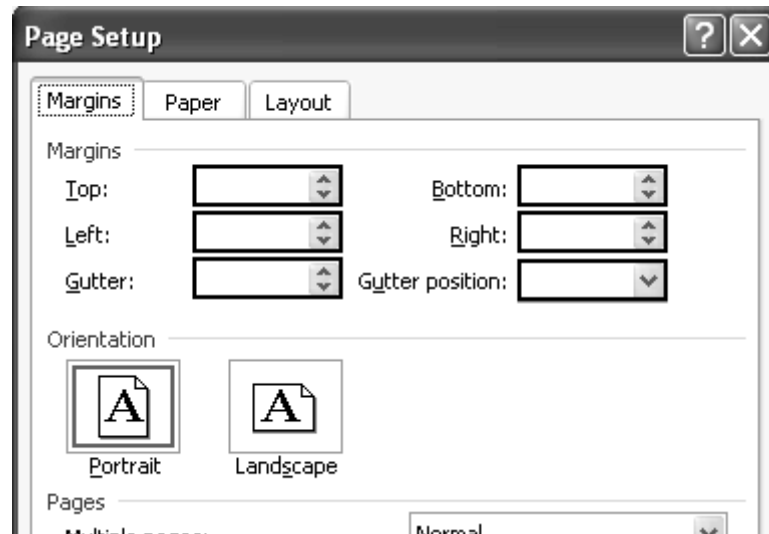
- i. Mark with a  (circle) to indicate the **UNDO** button and with a  (square) to indicate the **REDO** button.



- ii. **Fill in:** The font size is _____ while the font type is _____
- iii. How is the alignment set? _____
- iv. What is the name of the document? _____
- v. Write the number indicating the button with which one can justify text.
- vi. Write the number indicating the button with which one can underline some text.
- vii. Write the number indicating the button with which one can change the font size.
- viii. Write the number indicating the button with which one can make text look bold.

[10 marks]

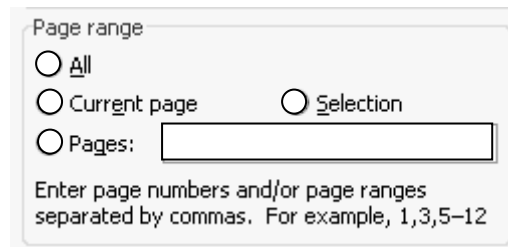
D. Look at the picture underneath and answer the following questions:



- I need a left margin of 2 cm. Enter this in the correct box in the picture above.
- I need a right margin of 3 cm. Enter this in the correct box in the picture above.
- What orientation does this page have? _____.

[6 marks]

E. The picture underneath shows part of the Printing dialogue box.



I only want to print the page which I am viewing on the screen.

Put a dot in the appropriate place so that the printer only prints the page I want.

[2 marks]

3. This question is about spreadsheets.

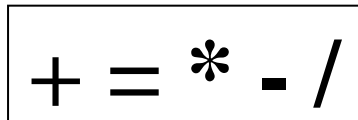
A. Look at the picture underneath, and then rearrange the sequence of sentences, by inserting numbers, to show how to fill in the row of cells with colour as in the picture.

	J10					
	A	B	C	D	E	
1						
2						

- Click on the **fill-color** button in the Formatting toolbar.
- Select (highlight) the range of cells to fill.
- Select the colour to fill with by clicking on it.

[6 marks]

B. Choose from the symbols underneath to answer the following questions:



- I use the symbol to subtract some numbers.
- I use the symbol to multiply some numbers.
- I use the symbol to add some numbers.
- I use the symbol to divide some numbers.
- I always use the symbol to start a formula.

[5 marks]

C. Look at the picture underneath and then answer the following questions:

	C2		
	A	B	C
1	Unit cost	Quantity	Price
2	€25.00	5	
3	€0.45	7	
4	€9.00	4	
5	€12.00	2	
6	€11.30	4	
7			
8			

- In cell **C2** write the formula to give you the **price** (multiply)
- In cell **C7** write the formula to give you the total of the prices. (column C)

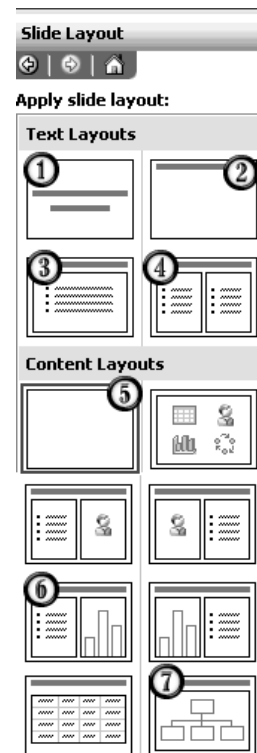
[2 marks]

4. This question is about presentations.

A. Look carefully at the picture on the right. Some slide layouts are numbered.

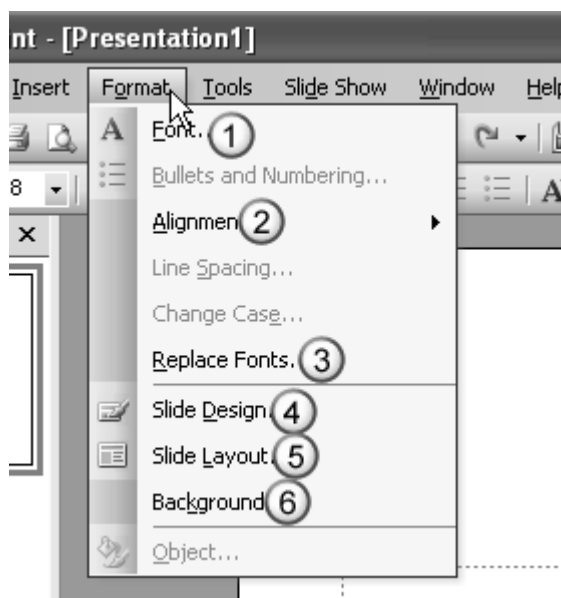
Answer the following questions by entering the correct number.

- i. With this layout I get a slide with a **chart** and a **bulleted list**. ☐
- ii. With this layout I get a slide with **title** and a **subtitle**. ☐
- iii. With this layout I get a **blank slide**. ☐
- iv. With this layout I get a slide with **just a title**. ☐
- v. With this layout I get a slide with a **title** and a **bulleted list**. ☐



[5 marks]

B. Look carefully at the picture underneath. Some options are numbered. Answer the following questions:



- i. Which menu option should you use to bring up the slide layout pane? ☐
- ii. Which menu option should you choose to bring up the Slide design pane? ☐

[4 marks]

C. Look carefully at the pictures underneath. They show two ways of how to view a slide show. Put a ○ (circle) around the picture which lets you view the presentation from the very first slide.



[2 marks]

5. This question is about the Internet.

A. Underline that **best** definition for the following:

a. What is The Internet?

- i. It is a number of cables connected to the telephone network.
- ii. It is a network of computers that connect to millions of computers around the world.
- iii. It is just a place where to play games and chat.
- iv. It is where you send emails.

[2 marks]

b. What is the World Wide Web?

- i. It is the same as the Internet.
- ii. It is the address of a website.
- iii. It is the same as email.
- iv. It is a way of accessing information over the Internet.

[2 marks]

c. What does ISP stand for?

- i. Internet Standard Protocol.
- ii. Internet Service Provider.
- iii. International Student Project.
- iv. Internet Saved Pictures.

[2 marks]

d. What does URL stand for?

- i. Universal Resource Locator.
- ii. United Resource Library.
- iii. Universal Removal Locator.
- iv. Uninterrupted Resource Location.

[2 marks]

B. Put a tick ☒ next to **two** names of Web Browsers:

- | | |
|------------------------|--------------------------|
| Google | <input type="checkbox"/> |
| Yahoo | <input type="checkbox"/> |
| Internet Explorer | <input type="checkbox"/> |
| Windows Live Messenger | <input type="checkbox"/> |
| Mozilla Firefox | <input type="checkbox"/> |

[2 marks]

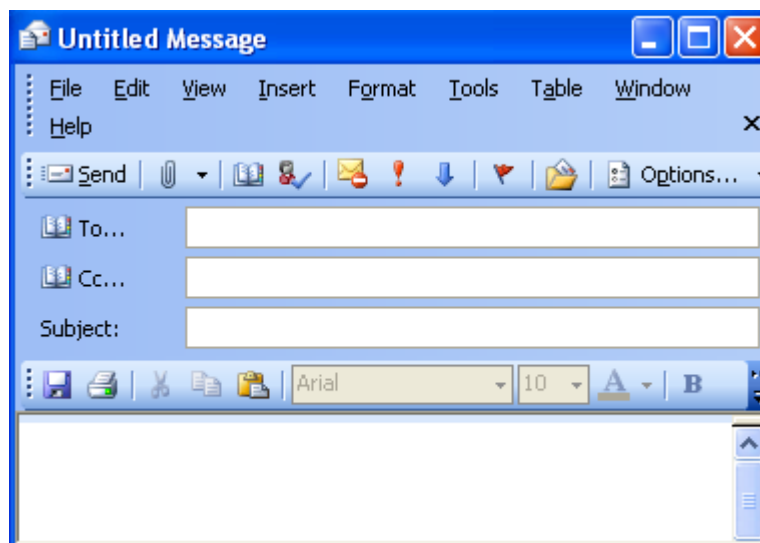
C. Put a tick ☒ next to **three URL's** (addresses) of **Search Engines**:

- | | |
|--------------------------|--------------------------|
| http://www.cnn.com | <input type="checkbox"/> |
| http://www.google.com | <input type="checkbox"/> |
| http://www.facebook.com | <input type="checkbox"/> |
| http://www.yahoo.com | <input type="checkbox"/> |
| http://skola.edu.mt | <input type="checkbox"/> |
| http://www.askjeeves.com | <input type="checkbox"/> |

[6 marks]



D. I want to send an e-mail to a friend whose e-mail address is **philmic@gzxmail.com**.

- Enter the e-mail address of my friend in the appropriate place.
- The subject of the e-mail is **The book you lent me** – enter it in its appropriate place.
- Which Menu item from the Menu toolbar should I click on to Print this e-mail?



[6 marks]

E. I can see two types of icons representing my e-mail/s. They are shown below. Write **Read Mail** or **Unread Mail** next to the appropriate icon.

[4 marks]