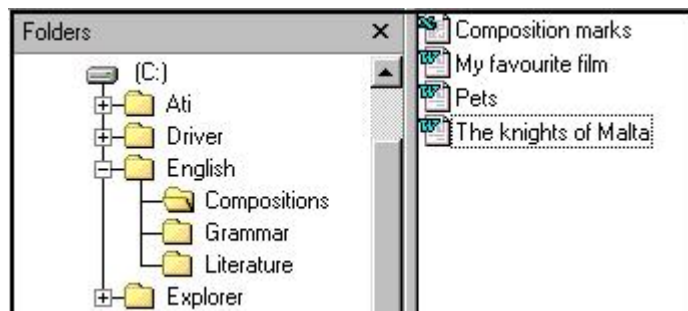


Name: \_\_\_\_\_

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

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

- a) The picture below shows part of the **Tree Organisation of the C: drive**



- i) Write down the name of one **closed folder**. \_\_\_\_\_
- ii) In which folder is the **Grammar** folder found? \_\_\_\_\_
- iii) Write down the name of the **opened folder**. \_\_\_\_\_
- iv) Write down the **name of the secondary storage device** that the **(C:)** icon is standing for. \_\_\_\_\_
- v) Underline the program from the list below which shows this picture:

**Word Processor,   Internet Explorer,   Windows Explorer**

[5 marks]

- b) Write **T** (True) or **F** (False) in the box provided, next to the question:

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





- i) **Fig A** shows 3 non-adjacent files. To select these folders Mary used the mouse and the Caps Lock key

- ii) **Fig B** shows the selection of 6 adjacent folders. Mary used the Mouse button and the Shift Button
- iii) **Fig C** shows a short cut icon
- iv) **Fig D** indicates an empty recycle bin


[4 marks]

- c) Match each description with its icon, by writing the correct letter in the corresponding space.

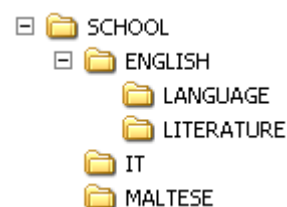
<b>A</b>	File
<b>B</b>	Folder
<b>C</b>	Application Shortcut
<b>D</b>	Recycle Bin

	 SnagIt 7
	 Recycle Bin
	 Operations Manual
	 accounts.xls

[4 marks]

- d) Look carefully at the diagram and use the following words to complete the sentences below.

**SCHOOL    Sub-folder    LANGUAGE    two**



- i) The folder IT is a \_\_\_\_\_ of SCHOOL.
- ii) The folder ENGLISH has \_\_\_\_\_ sub-folders.
- iii) The folder MALTESE is a sub folder of \_\_\_\_\_.
- iv) The folder \_\_\_\_\_ does not have any sub-folders.

[4 marks]

- e) Arrange the following storage capacity measurements from the smallest to the largest.

**GB, KB, bit, MB, byte, TB**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

[3 marks]

2. This question is about Word Processing

a) You need to draw a **table** and then input some data.

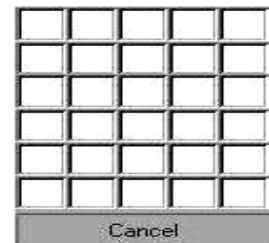


i) In the box, put a circle around the icon you would click on to **draw the table**.

[2 marks]

ii) On the picture on the right **shade** the cells to create a table that will have **4 rows** and **5 columns**.

[1 mark]



You created the following table:

ITEM	PRICE	VAT
Computer	475.00	85.50
Scanner	55.00	9.90
Printer	68.00	12.24
Mouse	8.25	1.49



iii) Look at the Tables and Borders toolbar and draw the icons you would click on to:

I	Shade the first Row with a colour	
II	Change the dotted line to a solid line	
III	Change the thickness of the line	
IV	Draw the Outline and the Grid with the same line	

[4 marks]

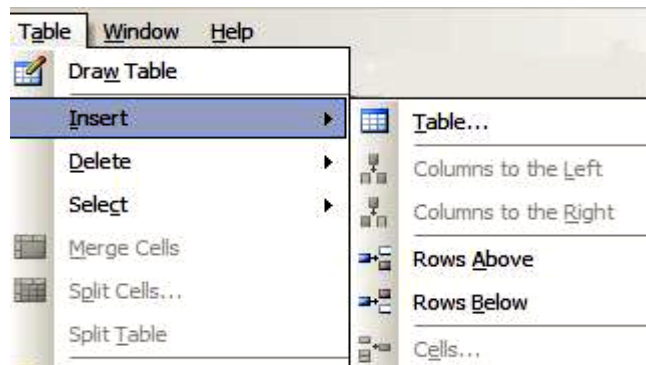
- b) Match the following Non-Printing characters to their equivalent type, by writing the correct letter in the corresponding space.

	Type		Non-Printing Character
A	Soft line break		· dot between words
B	Tab characters		¶
C	A space		↵
D	Paragraph mark		.....Page Break.....
E	Manual line breaks		→

[5 marks]

- c) The picture on the right shows some of the steps which are required to **insert a new row**.

Use the following words to complete the **four steps** below to insert a new row.

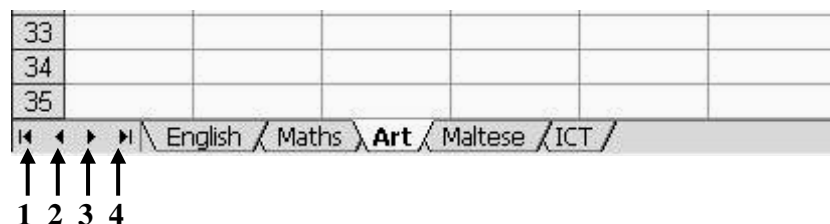


**Rows Above, row 4, Table, Insert**

- First you must select \_\_\_\_\_.
- From the Menu bar click on the \_\_\_\_\_ menu.
- From the list move the mouse over the \_\_\_\_\_ option.
- Lastly select the option \_\_\_\_\_.

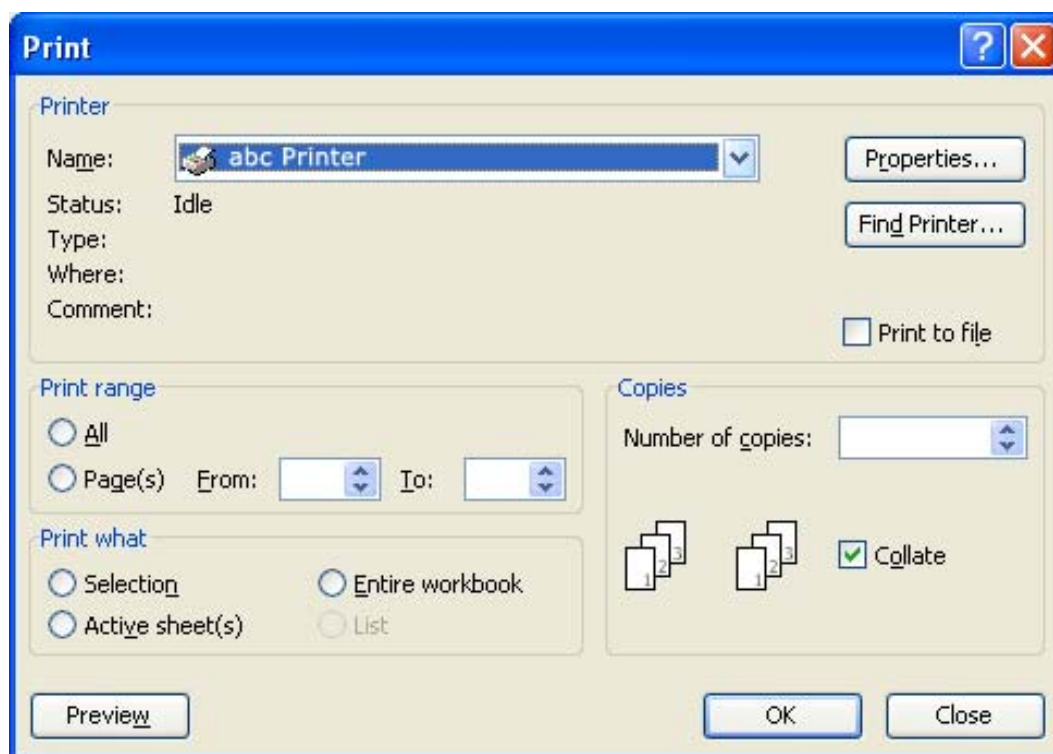
### 3. This question is about Spreadsheets.

- a) The picture below shows the part of the spreadsheet that is used to **move through worksheets**. Some of the buttons have been numbered.



- How **many worksheets** are in the workbook? \_\_\_\_\_
- Write down the **name** of one of the worksheets. \_\_\_\_\_

- iii) Write down the **name** of the **active** worksheet. \_\_\_\_\_
- iv) Write down the **number of the button** that is used to go to:
- The **last** worksheet \_\_\_\_\_ [2 marks]
  - The **first** worksheet \_\_\_\_\_ [2 marks]
  - The **next** worksheet \_\_\_\_\_ [2 marks]
  - The **previous** worksheet \_\_\_\_\_ [2 marks]
- b) After finishing his work, John pressed on the Print icon and the following window appeared.



- i) What is the name of the Printer? \_\_\_\_\_
- ii) John wants to print only part of his worksheet: the part that he highlighted. Which button must he press on in the **Print what** section? \_\_\_\_\_
- iii) He would like to print 5 copies of the same worksheet. Which section must John change? \_\_\_\_\_
- iv) Since the worksheet contains a lot of data and occupies a number of pages, John would like to print only the pages between page 3 and page 6. What must he do? \_\_\_\_\_
- v) Before printing, John would like to see how the printout will look. Which button must he click on? \_\_\_\_\_

[5 marks]

- c) In his worksheet, John would like to use a logical function that will compare the value of cell D5 and the value of cell D7 and output Greater (if D5 is Greater than D7) or Smaller (if D5 is Less than D7). Tick (✓) the correct answer.

John uses the function

if D5 greater than D7 output Greater

= if(D5>D7,"Greater","Smaller")

= logic function Greater Smaller

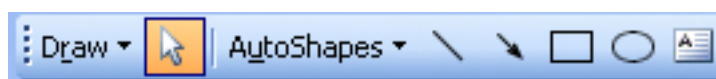
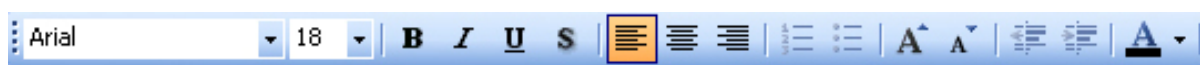
D5 Greater and D7 Smaller

☐
☐
☐
☐

[2 marks]

#### 4. This question is about PowerPoint Presentations.

- a) Look carefully at the images below and draw the button you would press to:

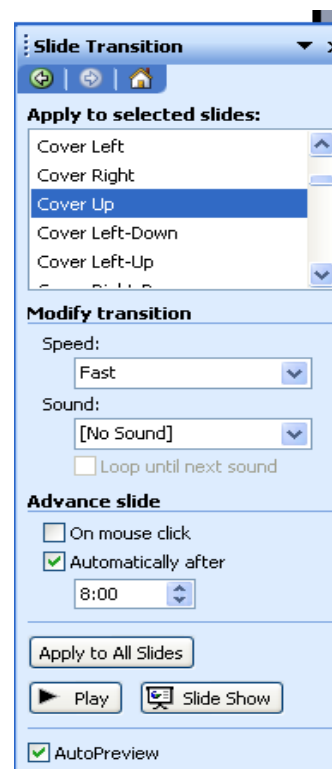


i)	Group a number of objects together	
ii)	Apply a shadow to a name	
iii)	Draw the shape of a cloud	
iv)	Change the font	
v)	Insert a text box	

[5 marks]

- b) The picture on the right is used to set the **slide transition**.

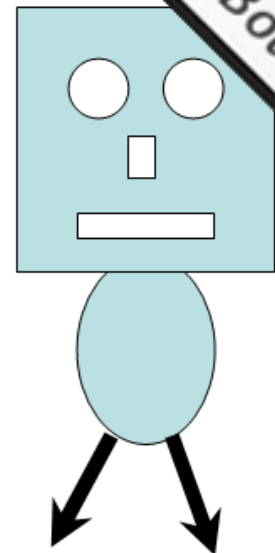
- i) Write down the **type** of slide transition that I have selected. \_\_\_\_\_
- ii) Would the slide transition be **quick** or would it take a **long** time? \_\_\_\_\_
- iii) After how long will the transition from one slide to the other take place? \_\_\_\_\_
- iv) If I want this transition to be used in all the slides, which button should I click? \_\_\_\_\_



[8 marks]

- c) Look at **Jimmy the robot** and use the following words to answer the questions. *Note that a word can be used more than once and a question may use more than one word.*

<b>line</b>	<b>oval</b>	<b>arrow</b>
<b>Shift</b>	<b>circle</b>	<b>colour</b>
<b>rectangle</b>	<b>text box</b>	



- i) Which tools were used to draw Jimmy?

\_\_\_\_\_

\_\_\_\_\_

- ii) To draw the eyes in a perfect circle I used the circle tool and the \_\_\_\_\_ keyboard key.

- iii) I would like to write his name. Which tool should I use? \_\_\_\_\_

[6 marks]

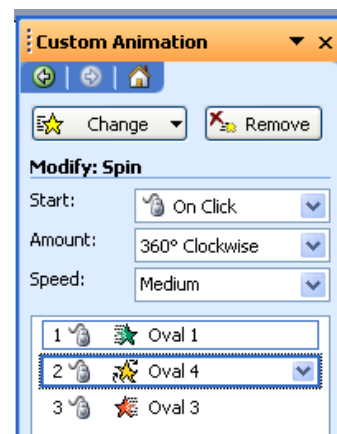
- d) The picture on the right is used to set the **Custom Animations** on Jimmy.

- i) How many animations have been set?

\_\_\_\_\_

- ii) Which is the current object selected? \_\_\_\_\_

- iii) Which animation is currently set for the selected animation? \_\_\_\_\_



[6 marks]

## 5. This question is about Information and Communication.

- a) The structure of a web address is made up of 3 parts. Look carefully at the following address:

**<http://www.skola.edu.mt/courses/ecdl.html>**

Write which part is:

- i) the Service Protocol

\_\_\_\_\_

- ii) the Folder & File Name

\_\_\_\_\_

- iii) the Domain name

\_\_\_\_\_

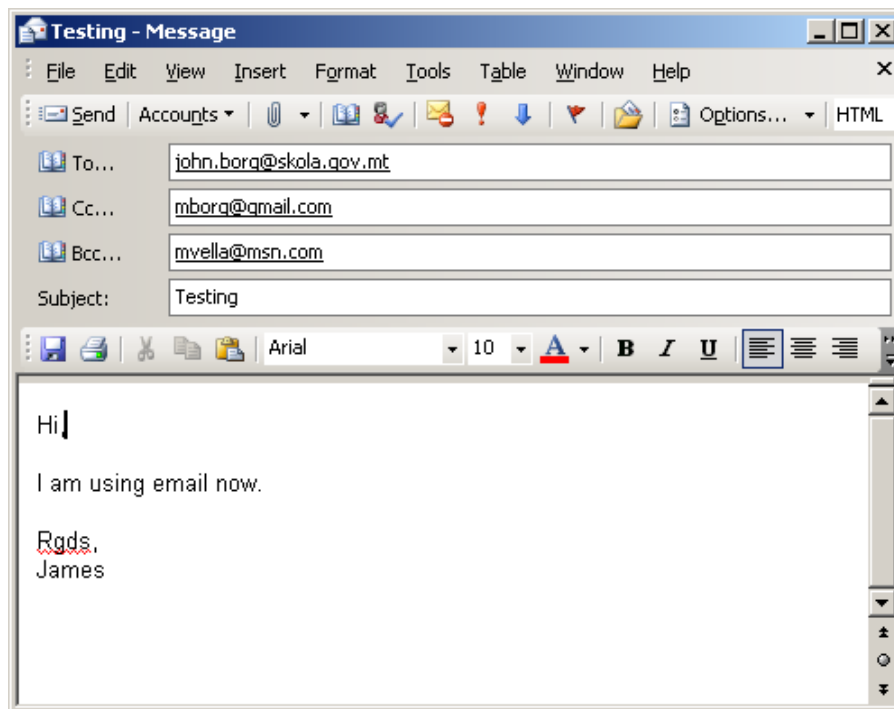
[3 marks]



- b) Mark the following **T** (True) or **F** (False).
- i) An e-mail address is made up of three parts: the username, the password and the domain name.
  - ii) Sending a blind copy to someone is illegal.
  - iii) Viruses may be received through e-mails.
  - iv) Receiving an email with an infected file attachment does not infect your computer. You need to open the file for your system to be infected.
  - v) A digital signature is the same as a Digital Certificate.


[5 marks]

- c) Look at the following window and answer the following questions:



- i) How many people will receive this e-mail? \_\_\_\_\_
- ii) Who will receive a Blind Carbon Copy? \_\_\_\_\_
- iii) Who are the primary recipients of this e-mail? \_\_\_\_\_
- iv) What is the title of this e-mail? \_\_\_\_\_
- v) If I want to send an attachment with this e-mail, which icon should I use?  
Draw the icon.

--

[5 marks]



- d) Match each phrase with its definition, by writing the correct letter in the correct space.

<b>A</b>	attachment
<b>B</b>	digital signature
<b>C</b>	bookmark
<b>D</b>	netiquette
<b>E</b>	spam
<b>F</b>	phishing messages
<b>G</b>	email

	a set of guidelines intended to promote effective, efficient and responsible communication between all email users.
	a way of sending electronic messages through the systems and networks that make up the Internet.
	a computer file which is sent along with an e-mail message.
	often direct you to enter details in a fake website whose look and feel are almost identical to the legitimate one.
	enables you to store the URLs of Web pages that you frequently visit.
	a way to ensure that an electronic document (email, spreadsheet, text file, etc.) is authentic (not to be confused with a digital certificate).
	an e-mail advert of some product or service sent to a mailing list.

[7 marks]