DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Department for Curriculum Management and eLearning
Educational Assessment Unit

Track 2

Annual Examinations for Secondary Schools 2011

FORM 4   INFORMATION & COMMUNICATION TECHNOLOGY   TIME: 1h 30min

Name: _____   Class: _____

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

   a) Look carefully at the following picture and find the words from the picture to
      complete the sentences below: (4 marks)

i)   The Operating System of this computer is _____ XP Professional.
ii)   Its version is _____.
iii)   The computer has _____ of Random Access Memory (RAM)
        installed.
iv)   This computer is registered to a _____.

b) Underline the correct answer.

i) The (*Print Scrn, End, Page Down, Page Up, Num Lock, Pause/Break*) button on the keyboard is used to capture a **full screen window**.

ii) To capture only an **active window**, a user would have to press the **Print Screen** button as well as the (*Caps Lock, Ctrl, Alt, Delete, Home*) button.

iii) After taking a **Print Screen**, you have to (*copy, paste, cut, delete, name*) it to see it.

c) The picture of the desktop below shows different icons.
Use the names of the icons to complete the sentences.

(9 marks)

i) Unwanted and deleted items are sent to the _____.

ii) Internet Explorer and _____ are both application software.

iii) My Documents and _____are both folders.

iv) PNG and _____ are two different file extensions.

v) _____ is an image file.

vi) This computer uses _____ as a Web browser.

vii) Right click the _____ icon to explore the computer.

viii) The file _____ is a word document.

ix) Microsoft Office Word 2003 and _____ are both shortcuts to other programs.

d) Tick ✓ to show which of the following are true or false:

(11 marks)

		True	**False**
i)	Hard disks and USB flash drives are two types of storage devices.		
ii)	Microsoft Word is an operating system.		
iii)	Files and folder should be named with meaningful names.		
iv)	Word documents are usually measured in GB (gigabytes).		
v)	A benefit of online storage is accessing and sharing files.		
vi)	MS Windows is application software.		
vii)	Wildcards (using asterisks *) are used to find files and folders.		
viii)	Deleted files and folders can be restored from the recycle bin.		
ix)	When shortcuts are deleted, the programs are deleted too.		
x)	Files created in a folder are called subfolders.		
xi)	New software can be added through the Control Panel.		

2.   **This question is about Word Processing.**

a) Use the following picture to answer the questions below: (10 marks)
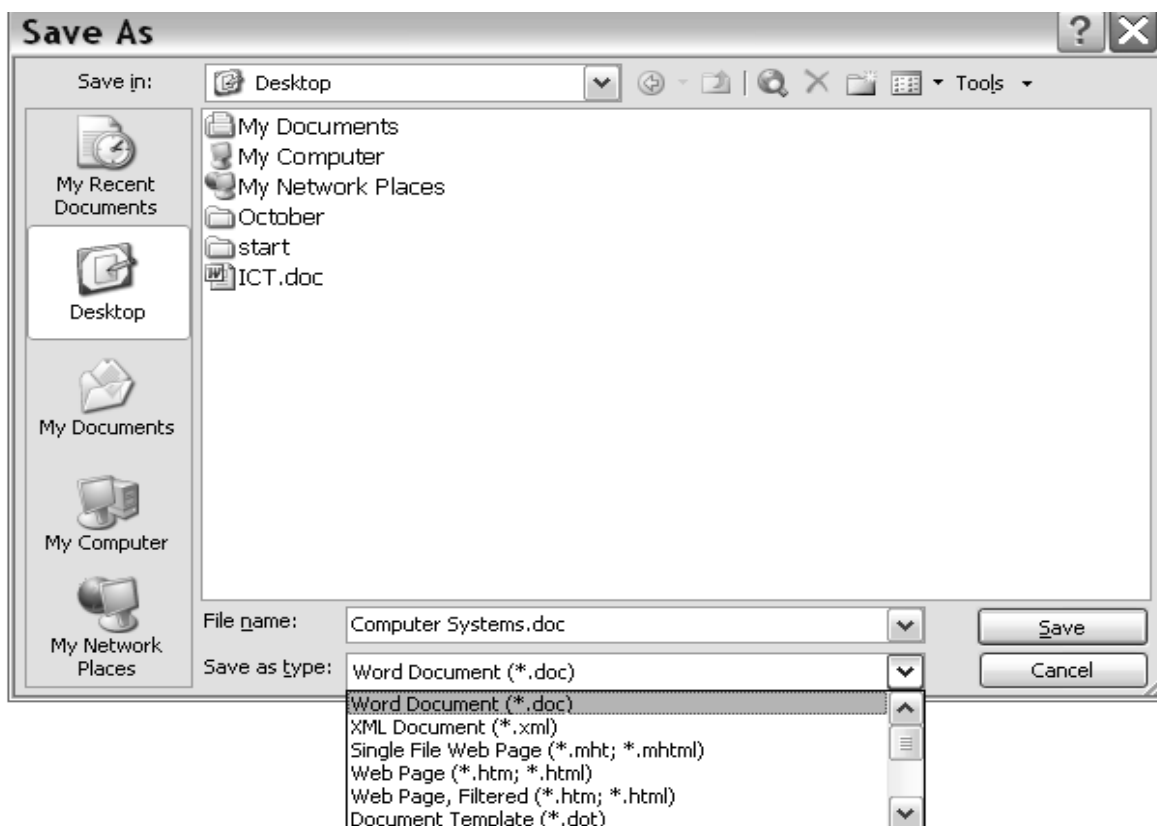
i)   What is the name of the file Rosette is saving?

_____

ii)   In what format (type) is she saving this document?

_____

iii)   Where is she going to save it?

_____

iv)   On which button must she click to save it?

_____

v)   Which *two words* in the picture show that this file is going to be saved for the
        first time?

_____

b) Multiple Choice Questions about good practice. Mark the best answer with a (✓).

(3 marks)

i)   When positioning text between the side margins, it is good practice to use:
        (   ) The *Bold* function
        (   ) The *Italics* function
        (   ) The *Align* function
        (   ) The *Mail Merge* function

ii)   When changing the distance between paragraphs, it is good practice to use:
        (   ) The *Spacing* function
        (   ) The *Bullets* function
        (   ) The *Help* function
        (   ) The *Drawing* function

iii)   When adding new pages or editing a document, it is good practice to use:
        (   ) The *Window* function
        (   ) The *Spelling and Grammar function*
        (   ) The *Task Pane* function
        (   ) The *Page Break* function

c) Look carefully at the picture below. Write the label letter to identify the arrow ... would click to:

(5 marks)
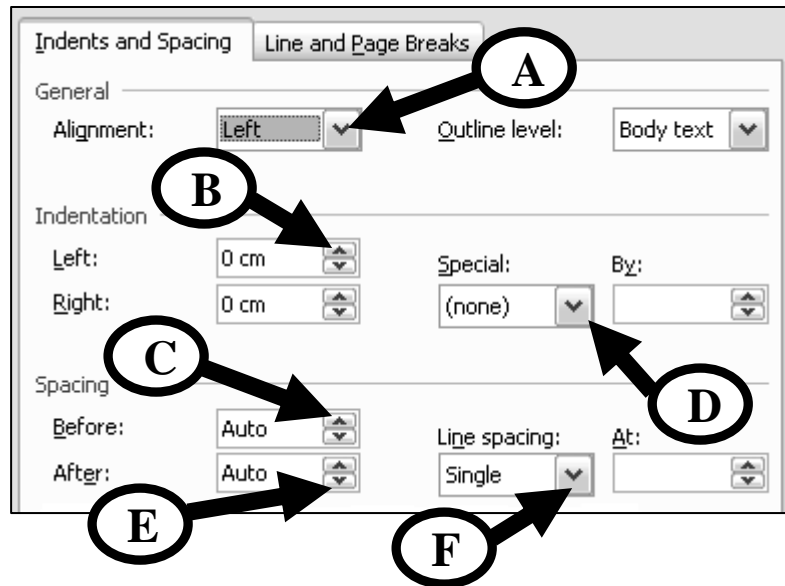
i)	Apply a first line indent to the paragraph	
ii)	Indent a paragraph to the left	
iii)	Apply double line spacing to selected text	
iv)	Align selected text to the right	
v)	Apply 6pt spacing before a paragraph	

d) Mark with A, B and C the window below to show where one should click to:

(6 marks)

i)	open the Address list to be used with the form letter.	**A**
ii)	insert Merge Fields.	**B**
iii)	merge to a New Document.	**C**

3.   **This question is about Spreadsheets.**

(11 marks)

a) Look carefully at the picture below and complete the following:

	A	B	C	D	E	F
1						
2		**Money Spent at a Shop**				
3						
4	**Name**	**Monday**	**Tuesday**	**Wednesday**		
5	John	€30	€23	€12		
6	Rita	€76	€21	€3		
7	Christian	€14	€0			
8						
9	*Sum*	€120	€44	€15		
10	*Average*	€40	€15	€8		
11	*Maximum*	€76				
12	*Minimum*	€14				
13						

Bills.xls

Week 1 / Week 2 / Week 3 /

i)   Write the name of the Workbook: _____

ii)   This workbook is made up of (2, 3, 4, 5, 6) worksheets.

iii)   The above information is found in the Worksheet called: _____.

iv)   Write the cell reference for the word Monday: _____

v)   Write the function which was used in cell B9 to find the sum of cell range B5:B7.

        _____

vi)   =MAX(B5:B7) in cell B11 gives _____ as a result.

vii)   =MIN(B5:B7) in cell B12 gives _____ as a result.

viii)   _____ in cell B10 would give the *average* result for the cell range
        B5:B7.

b) Tick ✓ to show which of the following are true or false:

(5 marks)

		True	False
i)	The function Count counts cells which are blank or empty.		
ii)	The function Counta counts selected cells that are not empty.		
iii)	The function Countblank counts selected cells which are blank.		
iv)	It is good practice to name worksheets with meaningful words.		
v)	It is good practice to include names and surnames in one cell.		

c) Mark with A, B and C the window below to show where one should click to:

(3 marks)

i)	sort a cell range in ascending order.	**A**
ii)	find more functions.	**B**
iii)	draw a graph.	**C**

d) The picture below shows a chart with the names and age of my cousins.

My Cousins

A

6
20
10
14
19

□ Jean
■ Connie
□ Joe
□ Mary
■ Paul
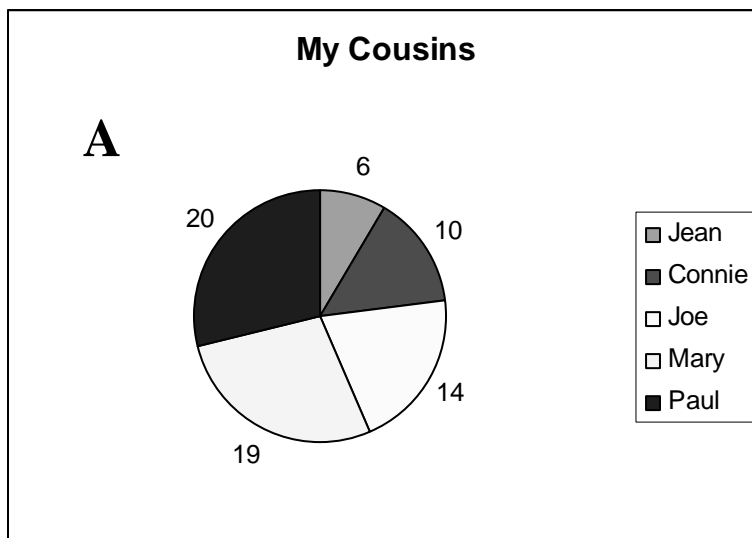
Underline the correct answer.

(5 marks)

i)   The above chart is called a (column, bar, line, pie).
ii)   To change the title of the chart, it has to be (paused, screened, selected, coloured).
iii) The (legend, title, chart, circle) shows the names of the cousins.
iv)   The numbers on the chart are called (columns, rows, labels, footers).
v)   Right click the part marked **A** to change the (title, legend, chart, circle) area.

4.   This question is about Internet and Email.

a) Match **Column A** and **Column B** to give the correct answer.

(9 marks)

	Column A		Column B
i)	Provides an Internet Service		Home Page
ii)	The address of a website		ISP
iii)	Short for electronic mail		Hyperlink
iv)	The first page you see when you access the Internet		Wikipedia
v)	A web-based encyclopaedia		Online (Virtual) Communities
vi)	Takes you from one web page to another		URL
vii)	Consists of addresses/contacts		SMS
viii)	Short for Short Message Service		Distribution List
ix)	Internet Forums, Chat Rooms etc		eMail

b) Mark with a (✓) to show whether it is a **True** or **False** statement.

(6 marks)

		True	False
i)	Instant Messaging means real time messaging.		
ii)	Flagging an email indicates that an email has been deleted.		
iii)	Voice over Internet Protocol (VoIP) is the computer's hard disk.		
iv)	Cookies are found in MS Excel.		
v)	'Bcc' field in an email means Blind Carbon Copy.		
vi)	Phishing is a search engine.		

c) Answer the following questions referring to the pictures below.
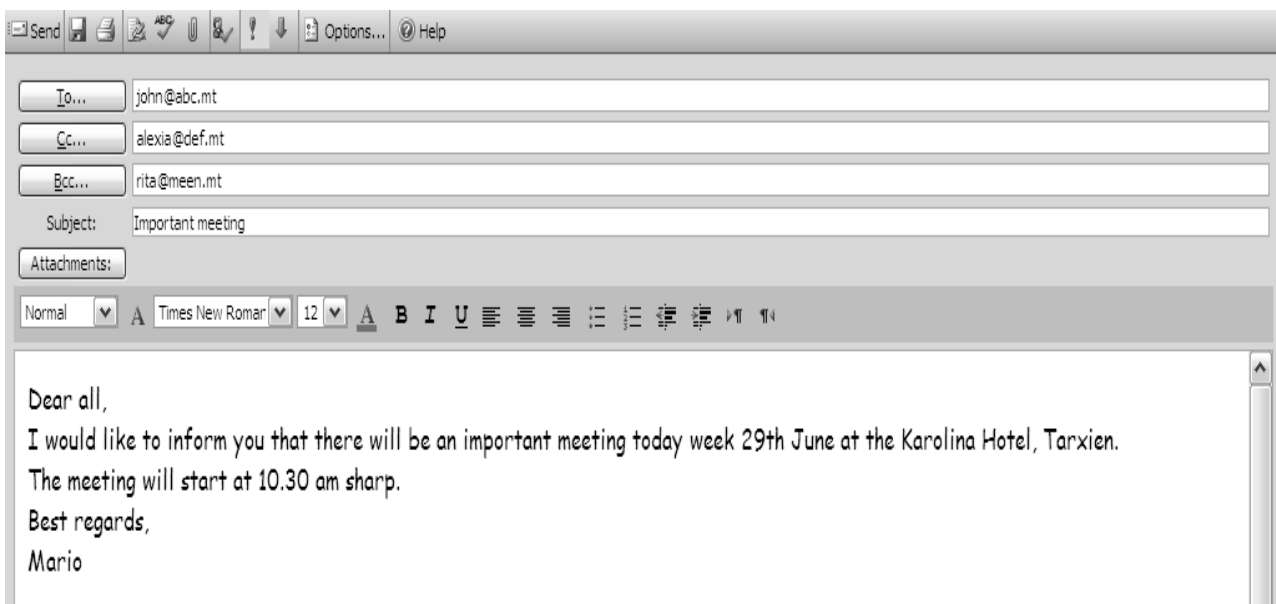
(10 marks)

i)   What is the main email address?

_____

ii)   Write down the two email addresses to whom this email is also being sent:

(a) _____

(b) _____

iii)   What is the subject of this email?

_____

iv)   Mark with an **(A)** where you would click to add an attachment.

v)   Mark with a **(B)** where you would click to send the email with high priority.

vi)   Mark with a **(C)** where you would click to finally send the email.

vii)   Mark with a **(D)** where you would click to find help about sending an email.

viii)   Mark with an **(E)** where you would click to save the email as a draft.

ix)   Mark with an **(F)** where you would click to print the email.