

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

Name: _____

Class: _____

1. This question is about Basic Concepts.

- a) Write the following in the correct columns below:

8

Printer, Webcam, Monitor, Scanner, Speakers, Touchpad, Headphones, Stylus.

Input Devices	Output Devices

- b) What do the following stand for?

i) CPU

2

ii) ROM

2

iii) LAN

2

iv) WAN

2

v) WLAN

2

- c) Write **WAN** or **LAN** in the appropriate box:

i) This is a network between computers in an office so that they can share peripherals and information in the same building.

1

ii) This is a network between computers of an organisation spread all over a country.

1

iii) The Internet is a kind of....

1

- d) The Internet is a very useful tool with which you are already familiar. Write two main uses of this tool:
1. _____
 2. _____

- e) Which two (2) of the following are types of memory? Underline the types of memory only.

Hard Disk	CPU	RAM
CD	ROM	DVD


- f) Health and safety issues are important when using a computer. Write two ways that help ensure a user's wellbeing when using a computer.

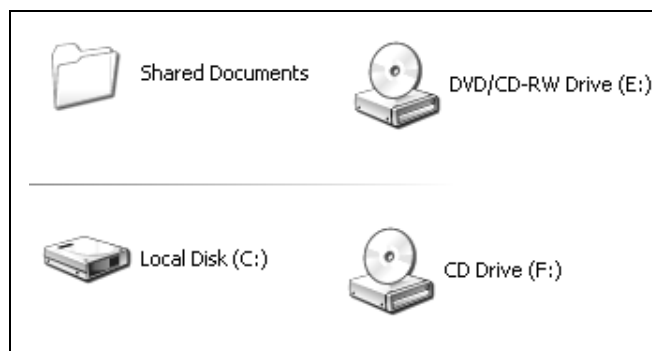
1. _____
2. _____

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

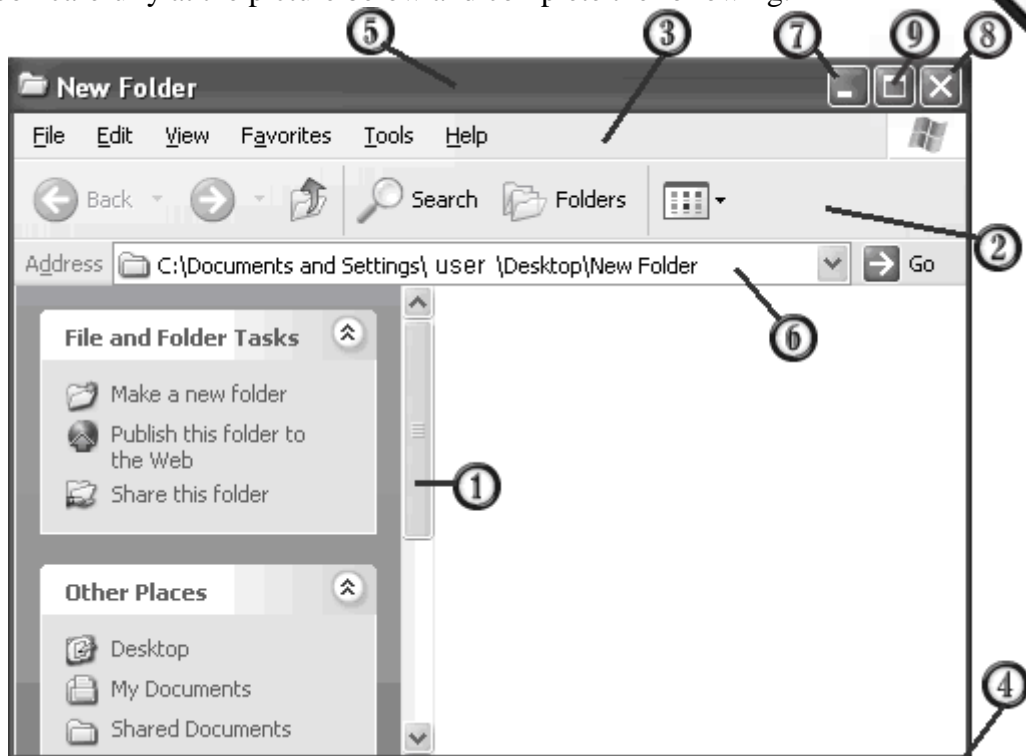
- a) Which keys are used to open the Windows Task Manager to terminate a non-responding application? Tick (✓) to indicate the correct combination of keys:



- b) On the following picture draw a circle  around the **icon**, that represents the **Hard Disk drive**.



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

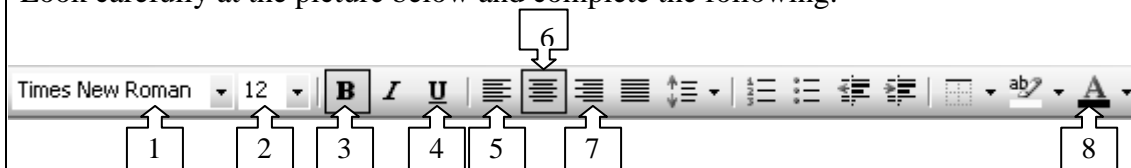


- Write the number that marks the **Scroll Bar**.
- Write the number that marks the **Menu Bar**.
- Write the number that marks the **Title Bar**.
- Write the number that marks the **Tool Bar**.
- Write the number which marks the **Minimise Button**.
- Write the number which marks from where I can **resize** the window.
- Write the number which marks the **Maximise Button**.

d) After maximising a window, the Maximise Button changes into a different button. What is this button called?

3. This question is about Word Processing features.

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



Fill in the blanks:

- The **Font Size** can be changed from the button numbered _____
- A word can be made to appear _____ by using button numbered 3
- The _____ can be changed by using button 8
- The **Font** can be changed using button _____
- To **Right-align** a title text use button _____

b) Which from the following **menus** are used for the operations indicated:
[File, Edit, View, Format]

i) Change from **Print Layout** to **Normal Layout**

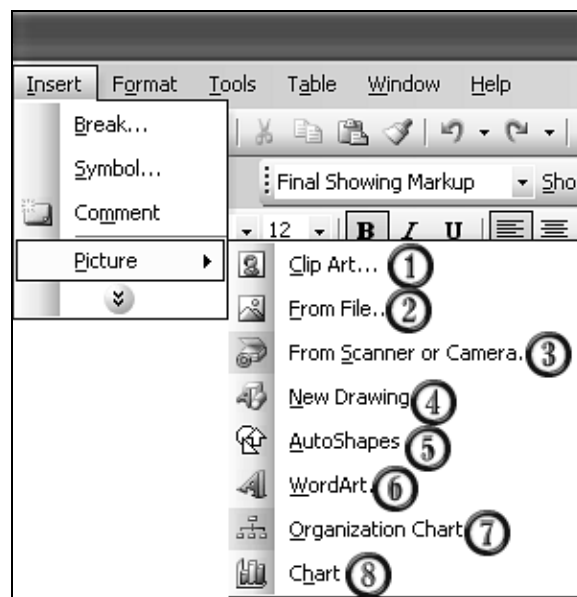
ii) Change the **font size**

iii) Save a document on the hard disk

iv) Copy and Paste text

c) This question is about inserting a picture into a document. Look carefully at the picture on the right and complete the following:

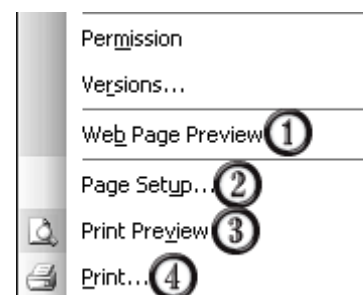
i) A picture needs to be inserted from the **My Pictures** folder. Write the number of the command I should use:



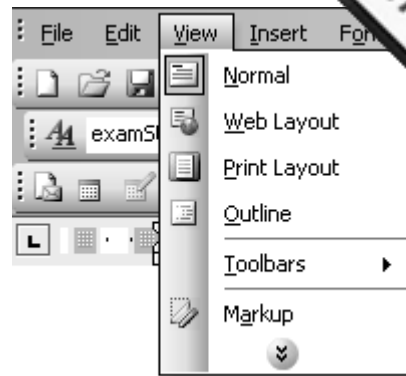
ii) I need to insert a picture of a football, but I do not have one on my computer. What can I do?

d) i) I need to set the **margins** and **paper size**. Where do I click? Write the number that indicates this command:

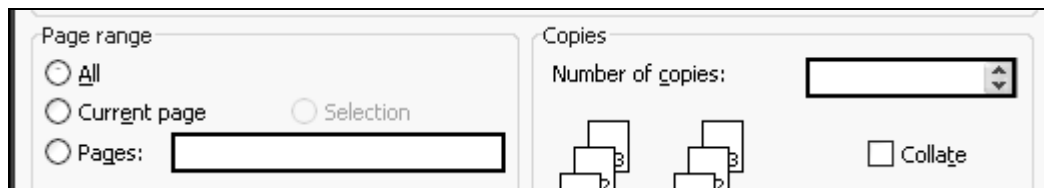
ii) I now want to see on the monitor how my page will appear when printed. Where do I click? Write the number that indicates this command:



- e) I am presently viewing my pages in Normal view. Write the menu item that lets me view the page the way it is printed.



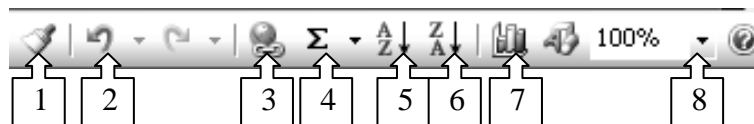
- f) Take a look at the picture below. It shows part of the Printing options.



- i) I only want to print pages 3 and 7 – what do I write in the box next to the Pages option?
- ii) I now want to print the range of pages from 8 to 20 – what do I write next to Pages option?

4. This question is about the use of spreadsheets.

- a) The picture below is part of the Standard Toolbar.



- i) Which tool button is used to set the display to 150%

- ii) What is the name of this tool button?

- b)

	FIND				
		X	✓	f _x	=B2+C2
	A	B	C	D	E
1	Month	Amount1	Amount2	Total	Average
2	January	45	12	=B2+C2	
3	February	13	22		
4	March	34	51		
5	April	23	24		
6					

- i) On the above picture, write the formula in cell D5, which finds the total of the values in cells B5 and C5.
- ii) On the above picture, write the formula in cell E2 to divide cell D2 by 2.

iii) Complete the following:

To select column A and column D at the same time you need to:

- 1 Select column _____ from the column header.
- 2 Press and hold the _____ key from the keyboard.
- 3 Click in the column header of column _____.

c) Look carefully at the picture on the right.

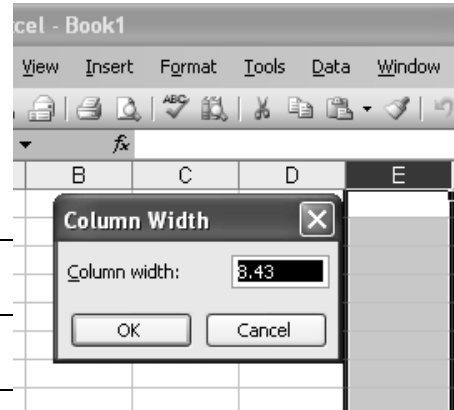
Write down the steps in the process to set the column width to 9:

1. Click on **Format** from the **Menu** bar.

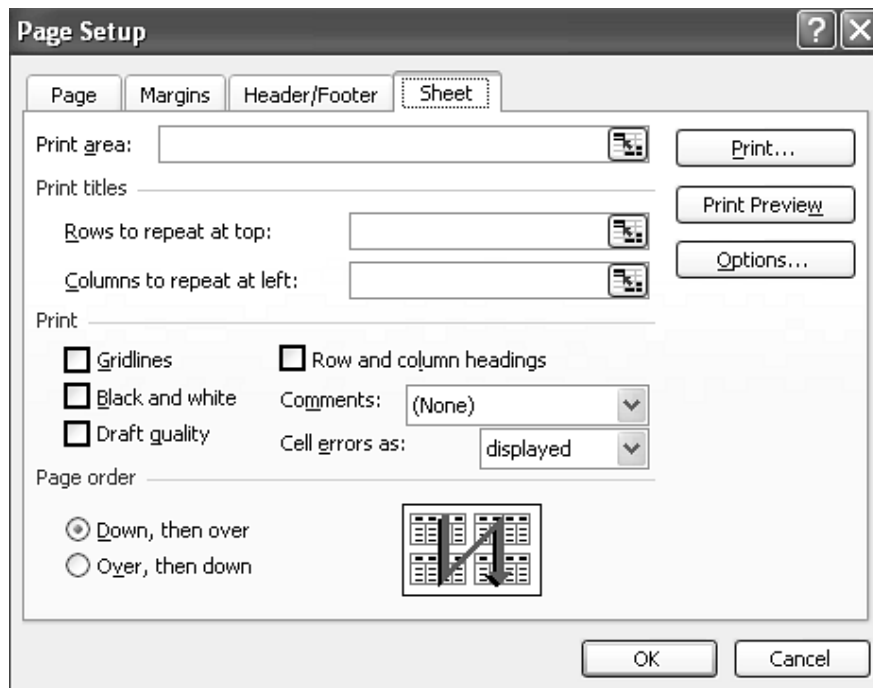
2. _____

3. _____

4. _____



d) I need to **print** the spreadsheet but want to keep the Gridlines showing.



i) **On the picture above**, mark with a tick ✓ so that **the gridlines show** when the spreadsheet is printed.

ii) **On the picture above**, mark with an ✕ so that the Row and column headings show when the spreadsheet is printed.

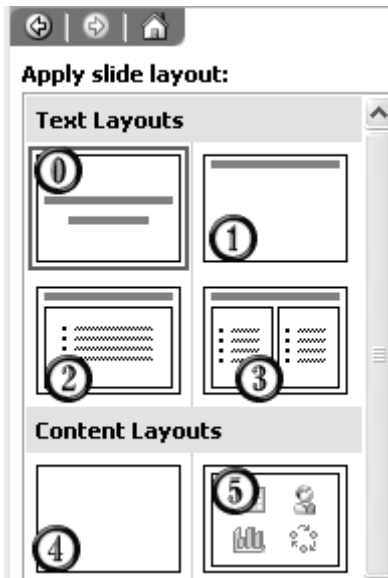
iii) Which option from the **Menu Bar** of the spreadsheet allows me to access **Page Setup**?

5. This question is about Microsoft PowerPoint.

a) Mark with a tick (✓) the **statements** which indicate good practice in creating slide content:

- i) A slideshow has to include all possible information. ☐
- ii) Short, concise phrases should be used. ☐
- iii) Bulleted points are better than long paragraphs. ☐
- v) Lists should preferably be numbered. ☐

b)



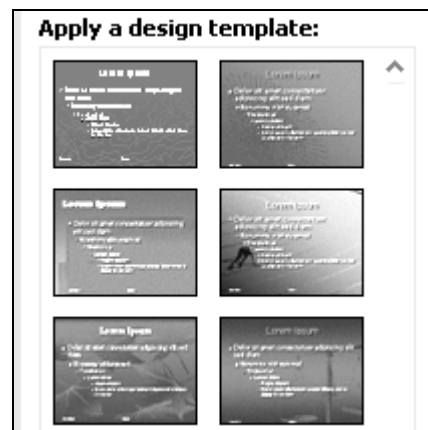
Take a look at the picture on the left and answer the following questions by writing the number of the slide layout.

- i) Insert a slide which contains a title and a bulleted list. ☐
- ii) Insert another slide which is totally blank. ☐
- iii) Add a slide which contains just a title. ☐
- iv) Add a slide with a title and sub-title. ☐

c) These are some of the design templates.

- i) The design templates can be found by choosing _____ from the **Format** menu.
- ii) Fill in, using one of the following words: [**File, Page, Browse, Insert**]

I can add a different design template which I downloaded by clicking on the _____ link at the bottom of the screen.



6. This question is about Information and Communication.

a) What do the following stand for?

- i) WWW _____
- ii) ISP _____
- iii) URL _____

b) Describe what the WWW is:

c) Underline the correct answer:

To have an internet connection one needs to first request the services of an [IP, WLAN, ISP, PST]. When logged onto the Internet one needs a Web [Searcher, Surfer, Connection, Browser] where to enter the [URL, ISP, LAN, CPU] of the page to visit or one can just click on a [page, hyperlink, popup, toolbar] present in the homepage.

d) List the names of two Search Engines:

1) _____

2) _____

e) Look carefully at the picture below and answer the following questions by entering the correct number.



i Where do I enter the URL of a website?

ii Where do I click to refresh a website?

iii Where do I enter a keyword to search?

iv Where do I click to stop a webpage from downloading?

v Where do I click to navigate to the Home Page?

vi Where do I click to view a list of previously visited URL's?

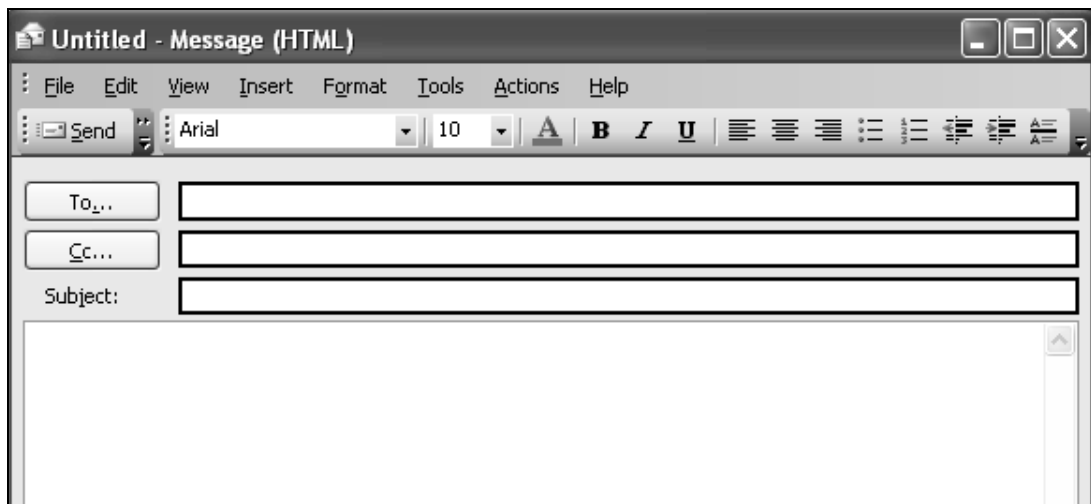
- f) When sending an email we need to observe netiquette rules. Write TWO examples of these rules.

1.

2.

- g) Take a look at the picture below and answer the following questions:

3



- i) On the picture above, fill in the appropriate fields with the following information:

- I want to send the email to **josmic21@xymail.com**
- The subject of the email is about “**My attendance**”
- The email contains the following text “**Hello Paul, yes I will attend. Thanks.**”

END of EXAMINATION PAPER