

FORM 2 **INFORMATION AND COMMUNICATION TECHNOLOGY** **TIME: 1h 30min**

Name: _____

Class: _____

Answer ALL questions.

1 Underline the correct statement for each of the following:

a) In a school, computers are connected together so that files and printers can be shared.
 What is this arrangement of computers called?

- i. Internet
- ii. Local Area Network
- iii. Smart Area Network

1

b) The speed of a CPU is measured in

- i. MB or GB
- ii. MHz or GHz
- iii. dpi

1

c) Which of the following can be used as input devices?

- i. digital camera, speakers and earphones
- ii. stylus, touchpad and headphones
- iii. touch screen, touchpad and microphone

1

d) The R in RSI stands for:

- i. Repetitive
- ii. Respond
- iii. Reply

1

e) Which of the following statements about RAM is true?

- i. Programs stored in RAM cannot be deleted.
- ii. Data stored in RAM is lost when the computer is switched off.
- iii. RAM is used to store data as a backup for later use.

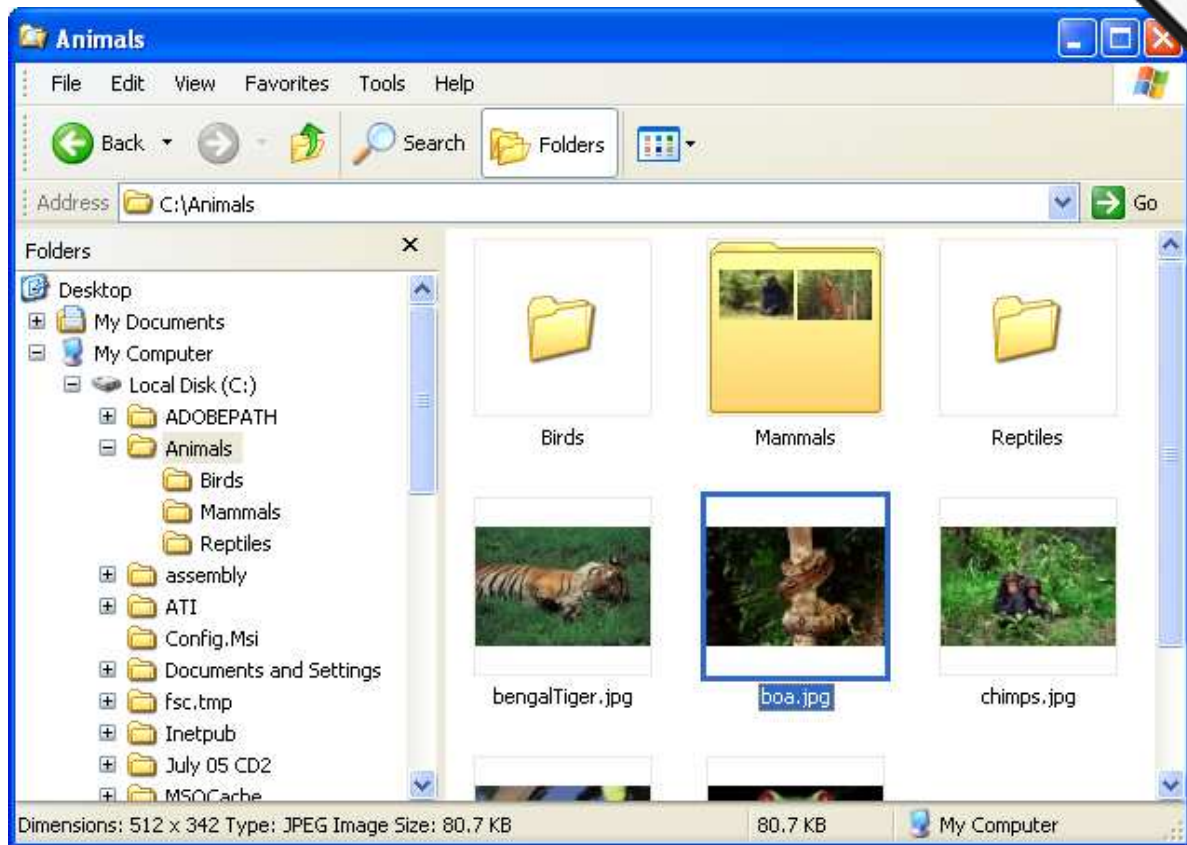
1

2 Three ways to help ensure a user's **wellbeing** and avoid injury while using a computer are:

1. _____
2. _____
3. _____

3

3 Look carefully at the following picture and use it to help you complete this exercise.



a) Katia is collecting pictures about tropical climate animals. She creates **folders** in her computer's hard disk as shown above.

i. Write the path of the folder **Animals**:

1

ii. List the names of the **sub-folders** found in the folder **Animals**:

--	--	--

3

b) Katia saves pictures of tropical climate animals in the **folder Animals**.

i. Write the **full path** of the file **boa.jpg**.

1

ii. What is the **size** of the file **boa.jpg**? _____

1

iii. How many files are there in the folder **Animals**? _____

1

iv. What can she do to **view** the filenames of **all** the files in this folder?

2

c) Describe how Katia can **move** the file **chimps.jpg** to the sub-folder **mammals**.

2


- d) Katia wants to **share a copy** of the files with her friend. Describe two ways how she can do this.

- i. _____

- ii. _____

2

- e) Look carefully once again at the picture and complete the following by writing **T** for True or **F** for False:

		T or F	
i.	The  can be used to list the contents of a folder in ascending order.		1
ii.	To completely remove the file boa.jpg from the hard disk , Katia should press the Delete key.		1
iii.	To select the files bengalTiger.jpg and chimps.jpg , Katia should hold the SHIFT key while clicking on their icon.		1
iv.	Katia should use the View menu to copy chimps.jpg to another folder.		1
v.	To read the filesize of all files in the folder Animals, Katia should use the View menu and selects List .		1

- 4 Label the following input devices:

			
a)	b)	c)	3

- 5 Read carefully and answer by writing **T** for True or **F** for False.

- a) A network drive is found inside the system unit. This is usually named 'C:'.
- b) A virus scanner is used to find and delete infected files from a pen-drive.
- c) Viruses are malicious software which may harm your computer.
- d) A blank CD-RW cannot be infected by a computer virus.
- e) The more RAM installed in a computer, the faster it works.

T or F

1

1

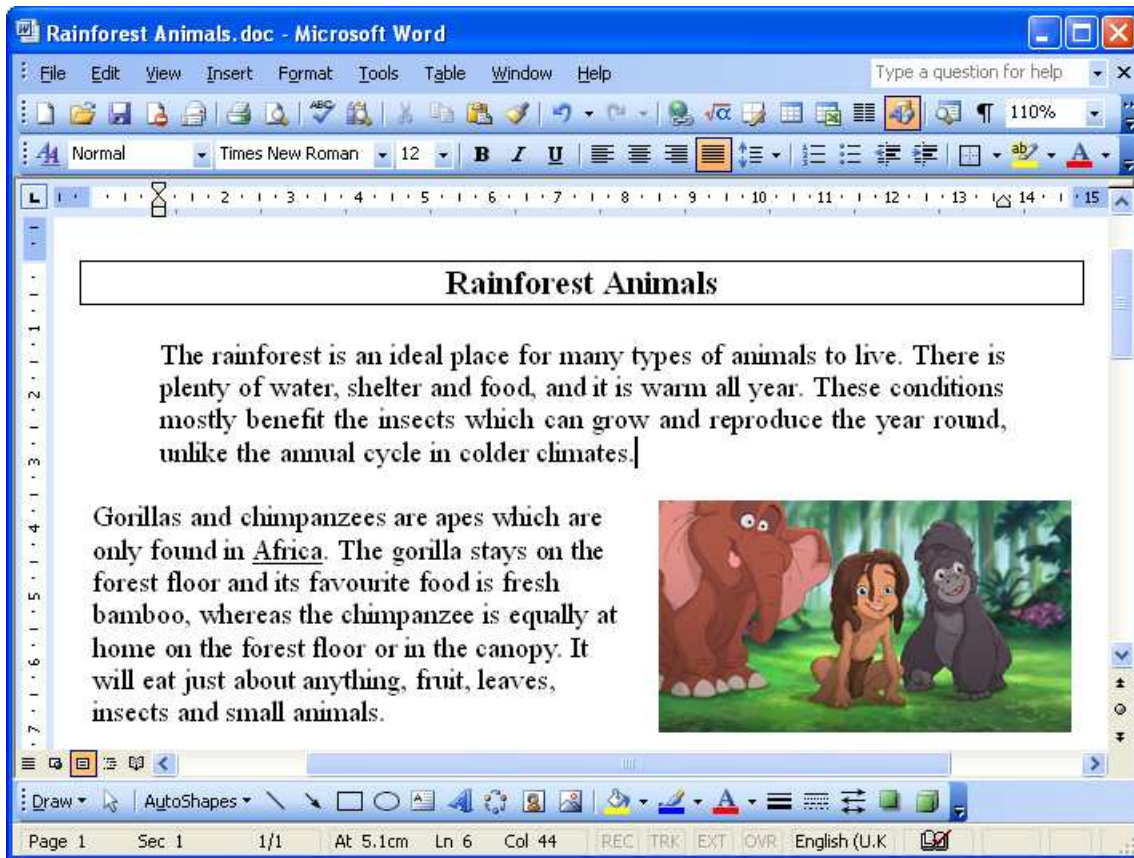
1

1

1

6 Look carefully at the following picture and use it to help you complete this exercise.

Jane types an article for the science magazine using a **word-processor**. She produces a document with a **title**, a **picture** and **two paragraphs of text**, as shown in the picture below.

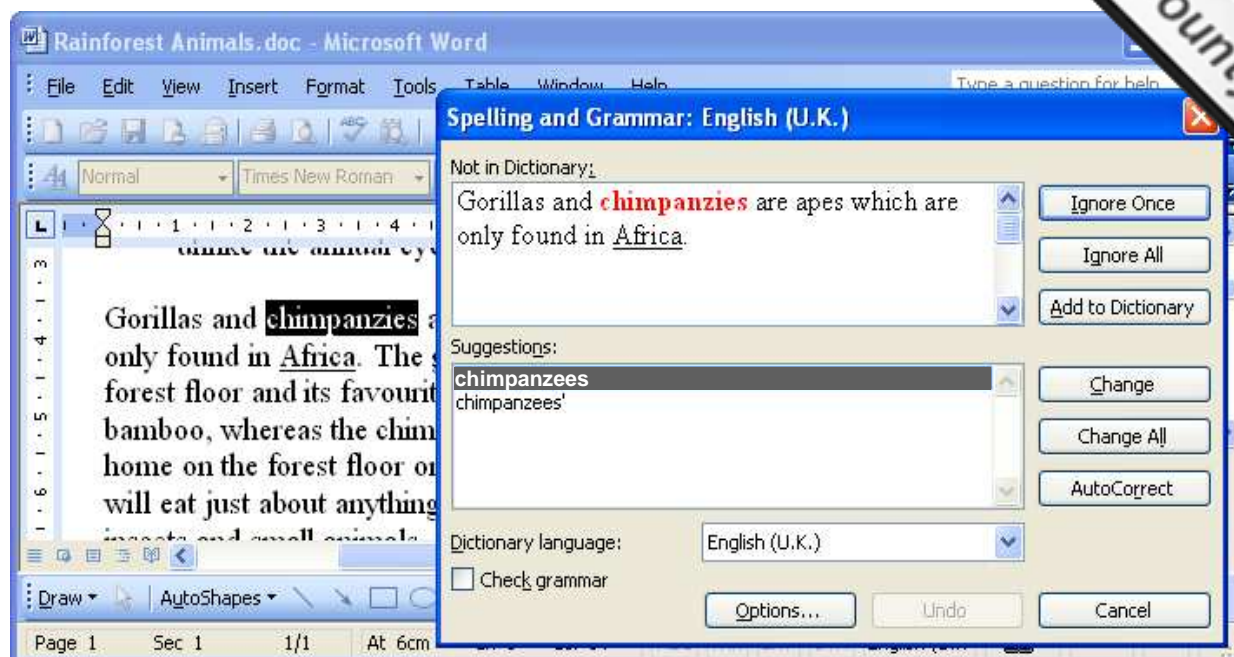


- a) Look carefully at the picture above and complete the following by writing T for True or F for False:

		T or F	
i.	The alignment of the paragraph starting “ <i>The rainforest ...</i> ” is justified.		1
ii.	The second paragraph is indented 1 cm from the left margin.		1
iii.	The title “ <i>Rainforest Animals</i> ” is aligned to the right.		1
iv.	To insert a picture in a document, select <u>I</u> nsert menu and then <u>P</u> icture, then choose <u>F</u> rom File.		1
v.	The second paragraph is bold.		1

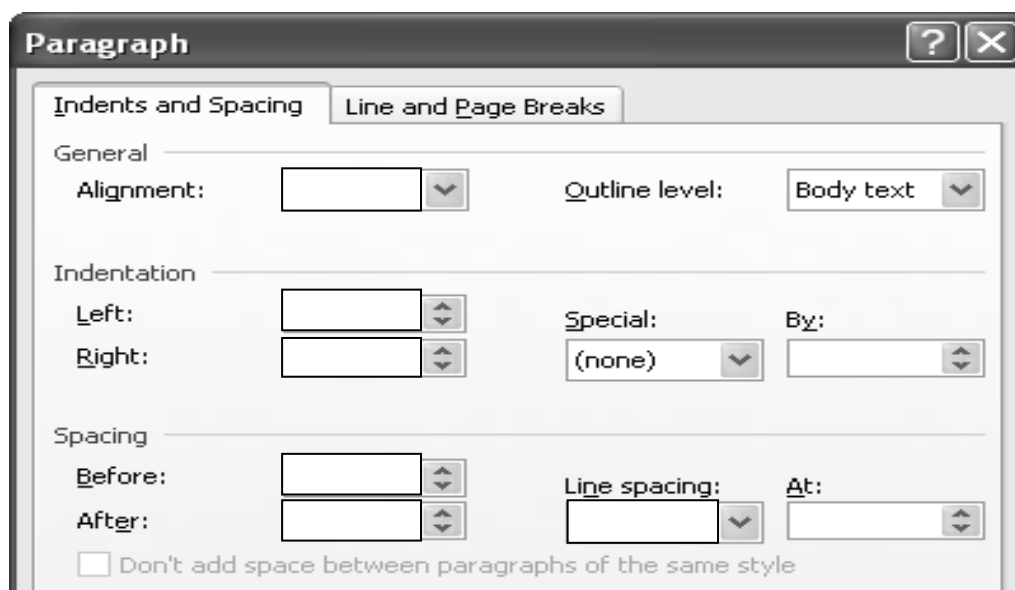
- b) Describe how you would underline the word “Gorillas” in the second paragraph by using the format painter.

c) Jane uses the spelling checker and a dialogue box appears as shown below.



Which button best describes the following actions?

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|
| i. Add the word “chimpanzies” to the dictionary. | _____ | 1 |
| ii. Change all further occurrences of the word “chimpanzies” to the suggested word. | _____ | 1 |
| iii. Do not change any further occurrences of the word “chimpanzies”. | _____ | 1 |
| iv. Change the word “chimpanzies” to the word “chimpanzees”. | _____ | 1 |
| v. Leave the word as it is. | _____ | 1 |
| d) Fill in the picture shown below to indent the paragraph by 1cm from the left and from the right margin, with double line spacing with the paragraph and 6 points of spacing after it. Finally, the paragraph should be justified. | _____ | 5 |



- 7 John uses MS Excel to calculate the weekly sales of four shopping outlets. He creates a workbook with 3 worksheets as shown in the following picture.

Microsoft Excel - Sales.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

100%

FIND X ✓ fx =SYM(G4:G7)

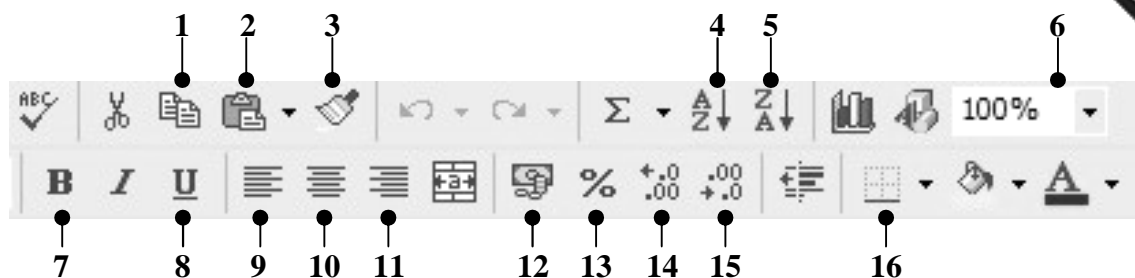
	A	B	C	D	E	F	G	H
1	Weekly Sales							
2								
3	Outlet	Week 1	Week 2	Week 3	Week 4		Total	
4	Hamrun	120	130	135	133		518	
5	Valletta	80	87	90	95		352	
6	Sliema	140	150	155	160		605	
7	Victoria	90		75	85		330	
8								
9	Total	430	447	455	473		=SYM(G4:G7)	
10	Minimum	80	80	75	85		330	
11	Maximum	140	150		160		605	
12								

January / February / March /

Edit

- a) On the above picture, write the value **80** in cell **C7**.
- b) On the above picture, fill in the **value** that should appear in **D11**.
- c) Look at the above picture and complete the following:
- The name of the MS Excel workbook is _____.
 - The name of the active worksheet is _____.
 - To insert a blank row after row 5, select row ____ and click on Insert > Rows.
 - The formula in cell **E9** is _____.
 - The formula in cell **G4** is _____.
 - The formula in cell **B10** is _____.
 - The formula in cell **C11** is _____.
- d) John enters the formula ‘=SYM(G4:G7)’ in cell **G9**. An **error message** appears in cell **G9**. Which error message appears: ‘#NAME?’ or ‘#REF!’?

- e) John uses the Standard and Formatting Toolbars to work quicker.



Write the number of the tool button that John has to use if he wants to:

- Increase the number of decimal places which appear in a cell.
- Copy** the contents of a cell.
- Add **borders** to a cell or range of cells.
- Format cells to display numbers as percentages.
- Copy the formatting of a cell to another cell.
- Sort the data in a list by one criterion in ascending alphabetical order.

Tool

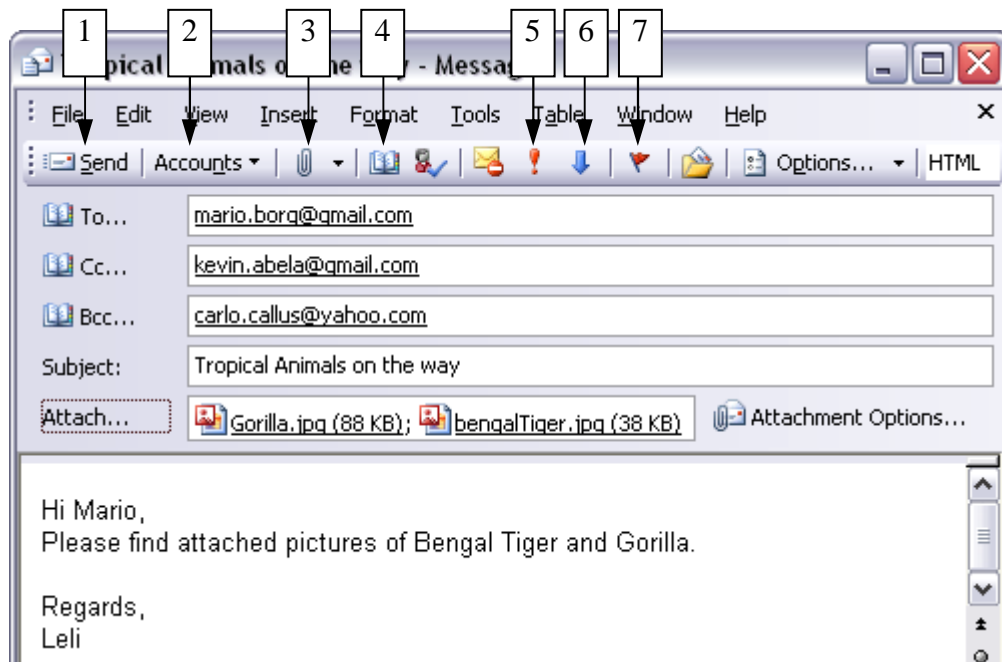
1
1
1
1
1
1

8 This question is on the use of the **Internet and e-mail**. Underline the correct word.

- The **L** in the term **URL** stands for (Locator, Location, Locality).
- An account with an (ITV, ISS, ISP) is required to connect to the Internet.
- A (hyperlink, podcast, tab) in an electronic document links to another place in the same document or to an entirely different document.
- The sharing and distribution of news headlines on the Web can be done through a (RIS, RSI, RSS) feed.
- E-mails trying to trick people in order to steal usernames and passwords are called (phishing, malware, trojan) e-mails.

1
1
1
1
1

9 Look carefully at the following picture. Some tool buttons are numbered.



a) Leli is sending an email. Write the number of the button that he has to use if he wants to:

- Add an attachment.
- Set priority level of the message to high.
- Send the message.
- Opens the address book to look for email addresses.

Tool

1
1
1
1

b) i. What is an **attachment**? Give an example using the picture above.

2

ii. Write one **disadvantage** of receiving attachments.

2

iii. Write one **advantage** of sending attachments.

2

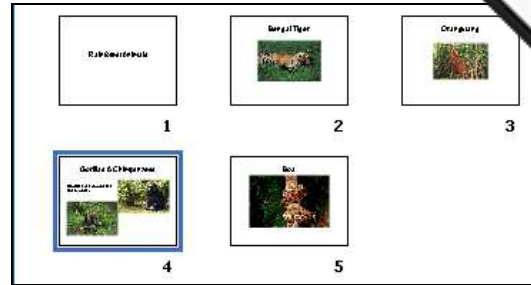
c) What is the difference between typing an email address in the **Cc** field and typing an email address in the **Bcc** field?

2

10 This question is about PowerPoint.

- a) The picture on the right shows 5 slides from the **Slide Sorter View**.

John wants to make another slide exactly as the **fourth** one.

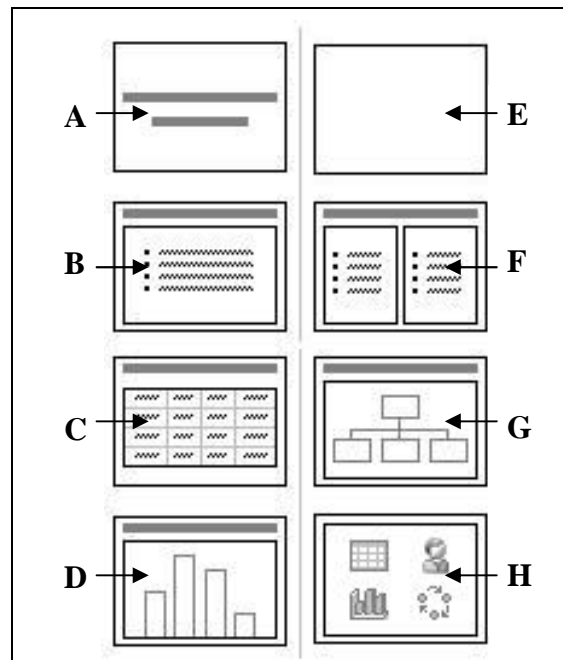


- i. Describe how this can be done:

- ii. How can the selected slide be placed at the end of the presentation?

- b) On the right you can see a collection of **slide layout thumbnails**. Match the description to the thumbnail by writing the corresponding letter.

- i. Blank
ii. Title Slide
iii. Title and 2 Column Text
iv. Title and Chart
v. Title and Table
vi. Title and Text
vii. Content
viii. Title and Diagram or Organisational Chart



- c) Draw a circle around the button which shows the following view modes.

- i. Button A



- Button B



- Button C



- ii.

- Button A



- Button B



- Button C

