

**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) The computer performance is affected by
  - i. the weight of the PC.
  - ii. CPU speed.
  - iii. the brand name of the PC.
- b) An advantage of teleworking is that
  - i. it reduces commuting time.
  - ii. it give more emphasis on teamwork.
  - iii. it involves frequent human contact.
- c) A person using a PC can help the environment by
  - i. uninstalling software applications.
  - ii. changing the date and time to the local settings.
  - iii. switching off the computer.
- d) An employee using the extranet can
  - i. access the private network of his/her company from home.
  - ii. access any site on the world wide web.
  - iii. access all private networks.
- e) eLearning is becoming more popular today because
  - i. computers are replacing teachers.
  - ii. you can send e-mails.
  - iii. it is cost effective.

[10 marks]

2. **This question is about ICT in Everyday Life.**

- a) Marlene works a 5 day week in an office in front of a computer. After work she spends about 3 hours browsing websites, chatting and social networking. Give three suggestions to Marlene to help her avoid certain health problems related with the continual use of a PC.

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

[6 marks]



- b) Pauline, a 29-year-old mother of two young children, has reached an agreement with her employer. They agreed that for twice a week, Pauline can stay at home. Her manager will forward the paperwork through her **e-mail** address. Pauline would work on the received work, at her own pace, and resend the finished work to her manager.

i. The way Pauline works is defined as \_\_\_\_\_.

[2 marks]

ii. e-mail stands for \_\_\_\_\_-mail

[2 marks]

iii. Two advantages of this type of work are:

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[2 marks]

iv. Two disadvantages of this type of work include:

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[2 marks]

v. Internet services are becoming more common in everyday life. Give the name of the service for the following.

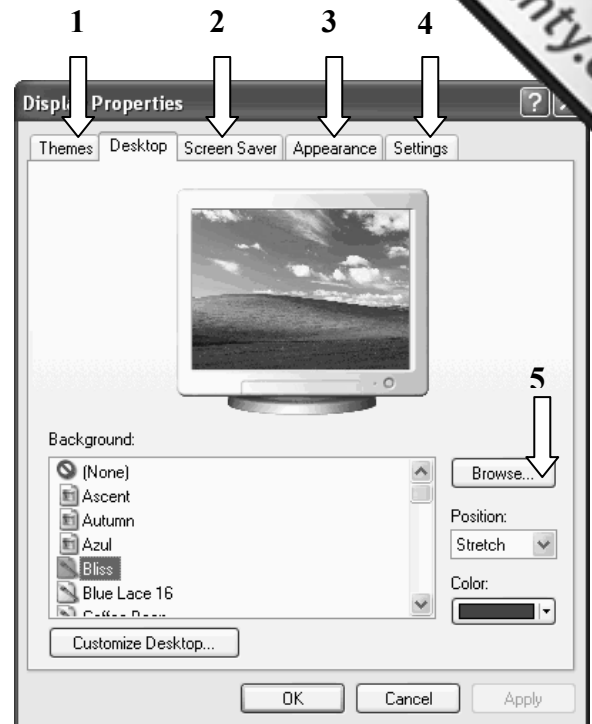
Description	Name of service
Accessing bank accounts from home.	
Paying tax in arrears online, on the government website.	
Paying with a debit card for a computer game.	

[6 marks]

3. This question is about the setup of an Operating System.

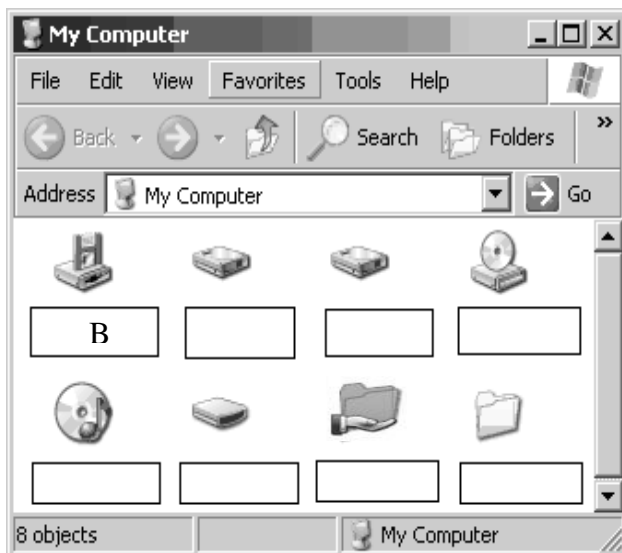
a) Choose the correct number:

- i. To change the photo in the background, one must click on \_\_\_\_\_.
- ii. If the PC is left unattended, a slideshow of the photos appears on the screen. One can set this from \_\_\_\_\_.
- iii. The icons of the PC are large. To change the resolution of screen, one must click on \_\_\_\_\_.
- iv. In order to change the colour of the window frames, one has to click on \_\_\_\_\_.
- v. To set the time when the monitor switches off, one has to click on \_\_\_\_\_.



[5 marks]

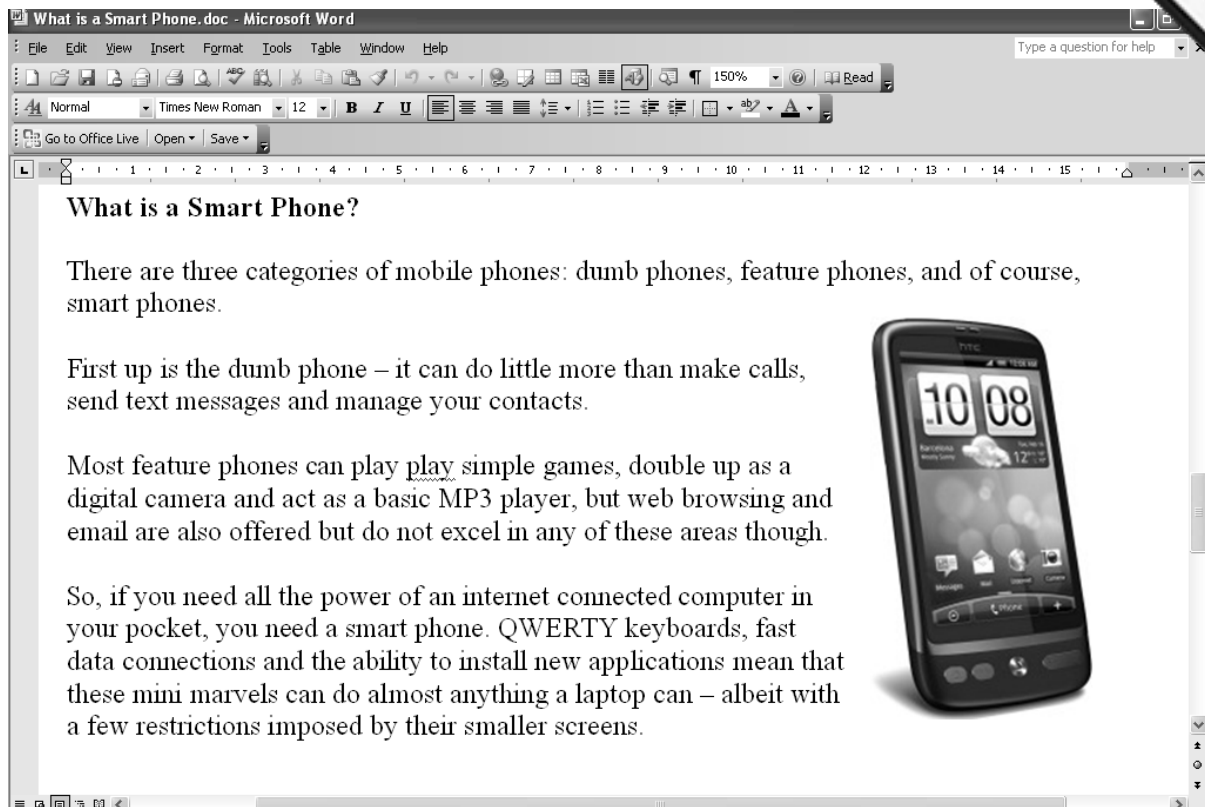
b) For each of the following, write the corresponding letters in the box.



- |   |                     |
|---|---------------------|
| A | My Documents        |
| B | 3 ½ Floppy (A:)     |
| C | Removable Disk (G:) |
| D | CD Drive (E:)       |
| E | Local Disk (C:)     |
| F | Shared Documents    |
| G | Local Disk (D:)     |
| H | Audio CD (F:)       |

[7 marks]

#### 4. This question is about Word Processing.



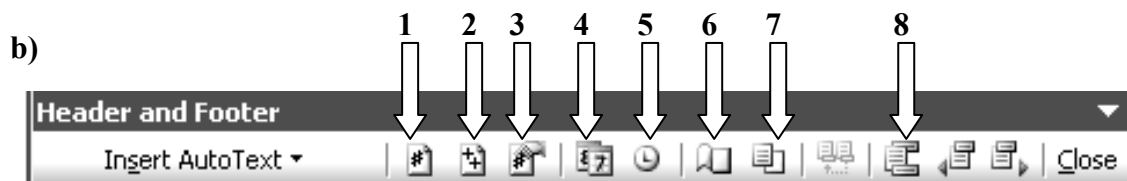
- a) The third paragraph starting with “Most feature phones ...” has a repeated word. Explain briefly how you can delete the word without using the **Delete** button.

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[2 marks]



- i. Underline the correct answer. To open the Header and Footer one has to click on **ONE** of the following: **File**, **Edit** or **View**.

Insert the correct number from 1 to 8 in the blank spaces:

- ii. The author of the article has inserted a Page Number in the header by choosing \_\_\_\_\_.
- iii. If the author decides to enter the date, s/he chooses \_\_\_\_\_.
- iv. The button showing the number of pages is button \_\_\_\_\_.
- v. The author decides to switch to the footer by clicking on \_\_\_\_\_.

[5 marks]

c) Fill in:

- In paragraph spacing it is better to apply spacing between paragraphs rather than use the \_\_\_\_\_ key.
- When adding new pages it is better to insert a page break rather than using the \_\_\_\_\_ key.
- Instead of typing spaces when using the spacebar text in columns, one can use the \_\_\_\_\_ key.

[3 marks]

## 5. This question is about Spreadsheets.

Look carefully at the picture below and answer the questions.

Microsoft Excel - Book1.xls										
File Edit View Insert Format Tools Data Window Help										
Arial 10 B I U [align icons] [number icons] 100% [zoom icon]										
M16 =MAX(H5:H7)										
	A	B	C	D	E	F	G	H	I	
1	Imported Cars from UK									
2										
3				2005	2006	2007	2008	2009	2010	
4										
5	Model A			1450	1600	1789	1890		2001	
6	Model B			2003	3409	4508	3008		1280	
7	Model C			546	409	578	3332		989	
8										
9										
10	Total of cars imported			3999	5418	6875	8230	0	4270	
11										
12	Average of cars imported			1333	1806	2292	2743	#DIV/0!	1423.333	
13										
14	Minimum of cars imported			546		578	1890	0	989	
15										
16	Maximum of cars imported				3409	4508	3332	0	#NAME?	
17										

a) i. Write the value that should appear in **E14** \_\_\_\_\_ [1 mark]

ii. Write the value that should appear in **D16** \_\_\_\_\_ [1 mark]

b) i. Give the name of this workbook \_\_\_\_\_ [1 mark]

ii. It is a good practice to rename worksheets. Give a meaningful name to this worksheet.

\_\_\_\_\_ [2 marks]

c) Look at the previous picture and complete the following:

- i. The formula in cell D10 is \_\_\_\_\_
- ii. The formula in cell E12 is \_\_\_\_\_
- iii. The formula in cell G14 is \_\_\_\_\_
- iv. The formula in cell H16 is \_\_\_\_\_
- v. Write the Menu Option where you would click to **Freeze the Panes**.  
[10 marks]

d) i. In the active cell there is the error #NAME? Write a reason for this error.

\_\_\_\_\_  
[2 marks]

ii. Cell H 12 shows the error #DIV/0!

This error can be corrected by:  
(Tick ✓ in the correct box)

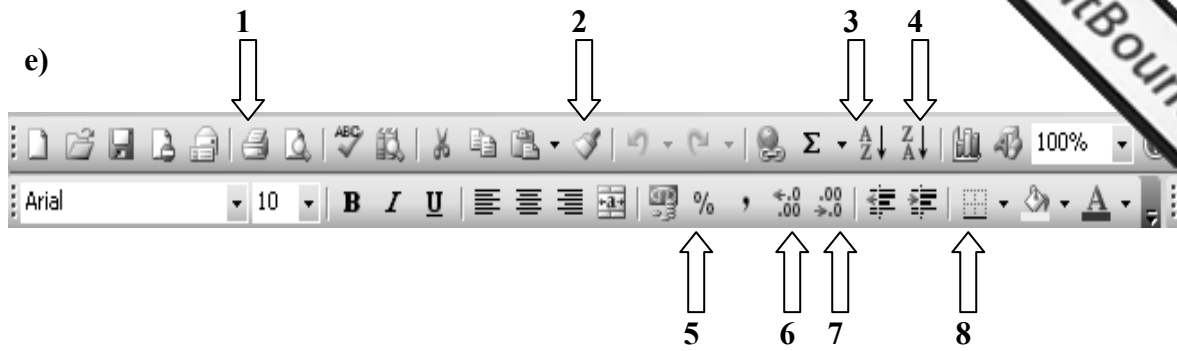
Entering a number in cell H5 ☐

Entering a number in cell D16 ☐

Entering a number in cell E14 ☐

Entering a number in cell G8 ☐

[2 marks]



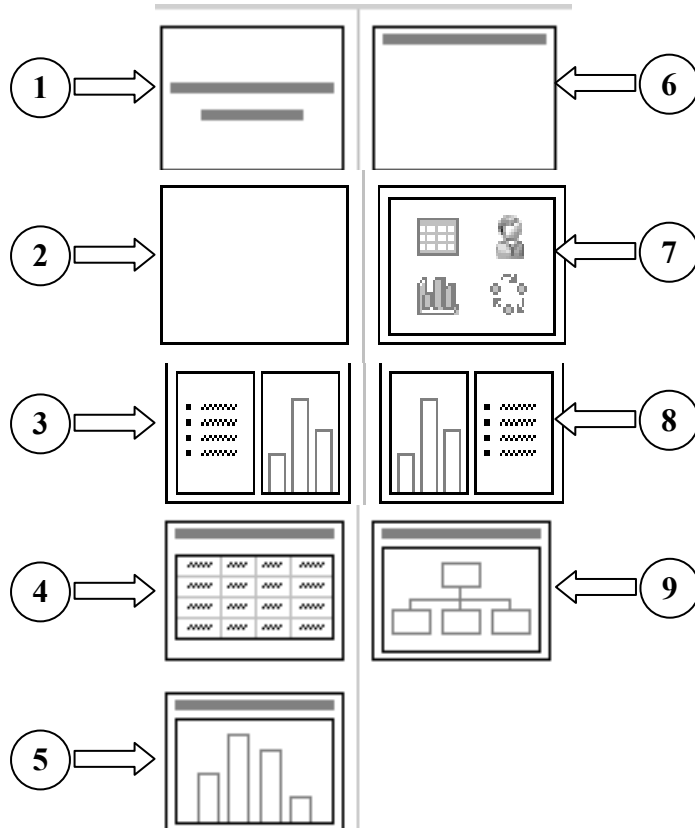
Write the number of the tool button which should be clicked if one wants to:

- Format cells to decrease a decimal place
- Copy the formatting from a cell
- Format cells to display as percentages
- Add border effects to a cell
- Print a spreadsheet
- Sort cell range in descending numeric order


[6 marks]

6. This question is about Presentations.

a) Help Dylan to choose from the slide layouts numbered 1 to 9.








- Use slide layout number \_\_\_\_ to choose a slide which has a **bulleted list**.
- Use slide layout number \_\_\_\_ to choose a **blank** slide.
- Use slide layout number \_\_\_\_ to choose a slide which shows a **chart and text**.
- Use slide layout number \_\_\_\_ to choose a slide which shows a **table and a title**.

[8 marks]

b) Dylan is rotating and flipping a graphical object.

Match the command with the outcome by writing the corresponding letter.

Command		Outcome	
A	Free Rotation		
B	Flipped Horizontal		
C	Rotated Left 90°		
D	Flipped Vertical		
E	Rotated Right 90°		

[5 marks]


7. This question is about Electronic Communication.

a) Horace has just received this tempting email.

**Maldives Lottery Ltd**  
[lotterywinnings@abc.com]

To: [Horace@xyz.com](mailto:Horace@xyz.com)

Dear Horace,

**Attachments:**  open.zip (218 B)

I am pleased to announce that you have just won ONE MILLION Euro. Yes that's right. You are the lucky winner of this lottery.

In order to cash your price we need your credit card number in order to process the legal fees.

Kindly respond this email within 5 working days since unanswered email results in losing your prize.

Regards

Mr Colin Breamer  
Lottery Winners President

i. Give **one** reason why you think that this email might be fake.

[2 marks]



ii. The technical word for this type of email is \_\_\_\_\_ [2 marks]

iii. **Underline the correct statement.**

If Horace opens the attachment he

1. receives the money.
2. prints out the email.
3. might infect the computer with a virus.

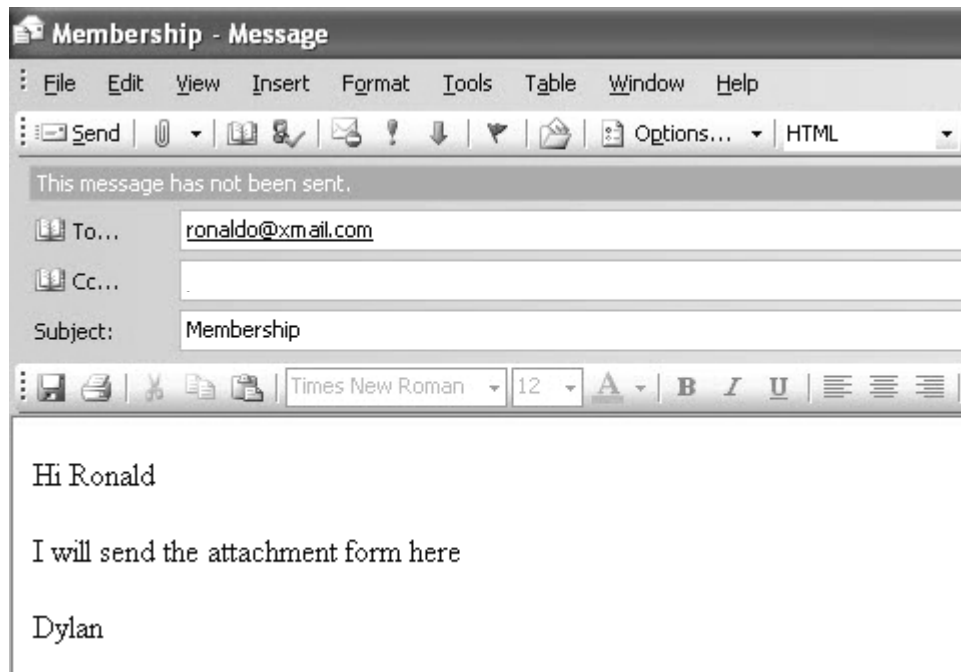
[1 mark]

iv. **Underline the correct phrase.**

A (digital frame; digital signature; digital copy) is basically a way to ensure that an electronic document such as an attachment is authentic.

[1 mark]

b)



i. What is the name of the sender of this email? \_\_\_\_\_

ii. The following email address is to be sent as a **carbon copy** to homer@vfg.com. Write this email address in the above picture.

iii. Write the Menu option from where one can click to correct any spelling mistakes. \_\_\_\_\_

iv. The email has not been sent yet. Write the name of the command button which is used to send this email. \_\_\_\_\_

[4 marks]