

**FORM 3 Information and Communication Technology TIME: 1h 30min**

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

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

**1. This question is about Basic Concepts.**

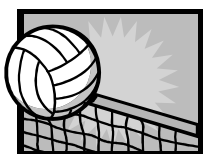
- a) LAN, WLAN and WAN are three types of networks.

What do the abbreviations stand for?

- |          |       |   |
|----------|-------|---|
| i) LAN   | _____ | 2 |
| ii) WLAN | _____ | 2 |
| iii) WAN | _____ | 2 |

- b) The following description is about **networks** and **internet**. Fill in the blanks with the following words:

**Dial-up, LAN, mbps, WAN, broadband, kbps**



Sports Ltd has 5 offices in a building in Fgura. Each office has its own computers and peripherals linked via a \_\_\_\_\_. The owner of Sports Ltd decides that as from year 2011, his 5 offices will be linked to another store in Mosta over a \_\_\_\_\_.

A few years ago Sports Ltd upgraded its internet connection from a slow \_\_\_\_\_ connection to a \_\_\_\_\_ connection. The company has benefited in better transfer rate, from 5 \_\_\_\_\_ to a faster 2 \_\_\_\_\_.

- c) i) Arrange the following storage capacity measurements from the **largest to the smallest**:

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

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

- ii) CDs are an example of storage media. Mention 3 other types of **media**.

A \_\_\_\_\_ B \_\_\_\_\_

C \_\_\_\_\_

- iii) The computer has two types of memory: the **RAM** and the **ROM**.

**RAM** stands for \_\_\_\_\_

**ROM** stands for \_\_\_\_\_

The \_\_\_\_\_ is the **main** working memory of the computer.

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



- i) The way Karen works is referred to \_\_\_\_\_.

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

- iii) Two advantages of this type of work are

A \_\_\_\_\_

B \_\_\_\_\_

- iv) Two disadvantages of this type of work include:

A \_\_\_\_\_

B \_\_\_\_\_

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

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

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

a)

**Search by any or all of the criteria below.**

All or part of the file name:

A word or phrase in the file:

Look in:

**When was it modified?**

☐ Don't remember  
☐ Within the last week  
☐ Past month  
☐ Within the past year  
☐ Specify dates

Modified Date   
 from   
 to

**What size is it?**

☐ Don't remember  
☐ Small (less than 100 KB)  
☐ Medium (less than 1 MB)  
☐ Large (more than 1 MB)  
☐ Specify size (in KB)

at least

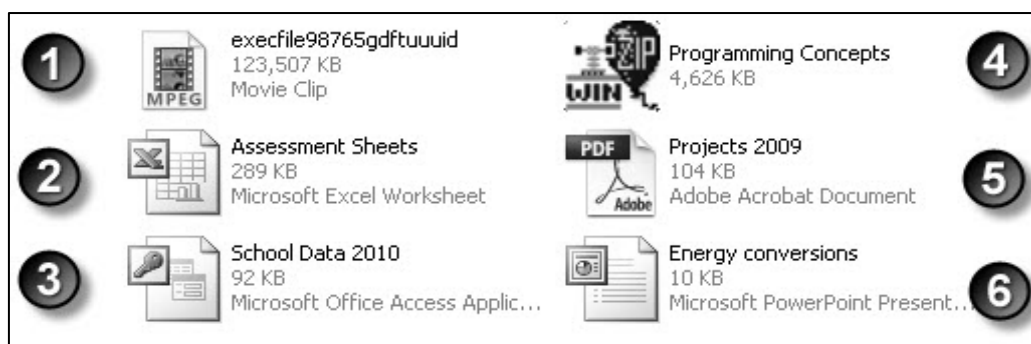
**More advanced options**

On May 2010, Owen was looking for a file. All he knows is

1. that it starts with "gloss" but cannot remember the rest of the file name.
2. that it is a .doc file.
3. that it is located in hard disk C
4. that it's size is 1800 bytes
5. that the file was modified in April 2010

Fill in the search form to help Owen find his file.

b) Look at the following picture.



Indicate, by writing the label number, which is the

- |                      |                      |                                   |                      |   |
|----------------------|----------------------|-----------------------------------|----------------------|---|
| i) Presentation file | <input type="text"/> | iv) Spreadsheet file              | <input type="text"/> | 2 |
| ii) Compressed file  | <input type="text"/> | v) Video file                     | <input type="text"/> | 2 |
| iii) Database file   | <input type="text"/> | vi) Portable document format file | <input type="text"/> | 2 |

- c) Using numbers from 1 to 4, arrange the following to explain the steps used to rename a file.

	Select Rename from the drop down menu
	Delete the old file name
	Type the new file name
	Right Click on the file

4

3 This question is about Microsoft Word.

Match the phrases in List 1 with those in List 2 by putting the correct letter in the blank column.

a)

	LIST 1
A	It is better to insert a page break
B	Special characters like © and ®
C	Dates and page number information
D	The shading of cells in a table
E	The tool button ¶ can

	LIST 2
	hide/display spaces and paragraph marks.
	is selected from <i>Borders and Shading</i> under the <b>Format</b> menu.
	are also referred to as Symbols.
	can both be inserted in headers and footers.
	than using the Return key.

- b) Julia created a table but has to modify the borders and shading as shown in the picture.

Monday	Tuesday	Wednesday	Thursday	Friday

5

- i) Which day of the week would be affected if Julia applied a shadow border?  
\_\_\_\_\_
- ii) Write the label number to show where Julia should click:

- to set a shadowed border for the table
- to set the line width to **3 pt**
- to change the shading of the **cell background**
- to change the **border** of the cell to **dotted**
- to set the **border** of the cell to blue

1

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1

1

1

#### 4 This question is about Spreadsheets.

- a) Raphael is in charge of donations. He uses the Excel to create a table as shown in the picture below.

	A	B	C	D	E	F	G	H
1	<b>Charity Donations for the year 2010</b>							
2								
3	Surname	Name	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Average Donation	Percentage of Oct-Dec over whole year
4								
5	Camilleri	Joseph	€ 10.00	€ 20.00	€ 14.00	€ 13.00	€ 14.67	22.81%
6	Muscat	Paul	€ 15.00	€ 23.00	€ 13.00	€ 65.00	€ 29.00	56.03%
7	Zammit	Alexia	€ 17.00	€ 30.00	€ 19.00	€ 33.00	€ 24.75	33.33%
8	Schembri	Dylan	€ 5.00	€ 5.00	€ 44.00	€ 91.00	€ 36.25	62.76%
9	Azzopardi	Brenda	€ 25.00	€ 33.00	€ 12.00	€ 50.00	€ 30.00	41.67%
10								
11	Total		€ 72.00	€ 111.00	€ 102.00	€ 252.00		

- i) Which cell shows text rotated by 45°? \_\_\_\_\_
- ii) The range of cells C5:G9 are formatted to display the **currency** in \_\_\_\_\_
- iii) Which **row** contains merged cells? \_\_\_\_\_
- iv) Which cell has **text wrapping**? \_\_\_\_\_
- v) Which **range of cells** is formatted as percentages? \_\_\_\_\_

1

1

1

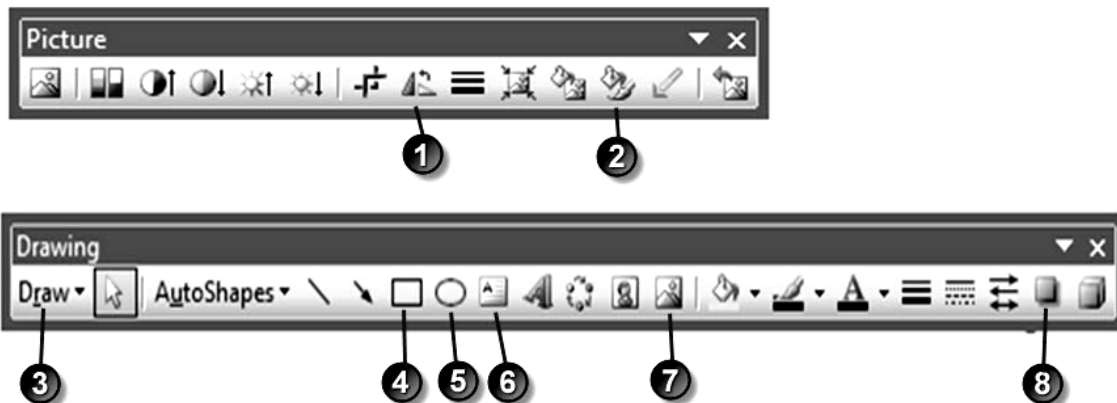
1

1

- vi) Write down the formula using a suitable function to calculate the result for C11.  
\_\_\_\_\_
- vii) Write down the formula using a suitable function for the result of cell G9.  
\_\_\_\_\_
- viii) Write down the result Raphel would expect to get if he uses the following formulas:
- |                      |       |   |
|----------------------|-------|---|
| = countblank(E2:E11) | _____ | 2 |
| = count(E2:E11)      | _____ | 2 |
| = counta(E2:E11)     | _____ | 2 |

5 This question is about PowerPoint Presentations.

- a) Jodie is using the toolbars shown below to prepare a slide show presentation.



Write the number indicating the tool button:

- |   |                      |   |
|---|----------------------|---|
| i) to insert another picture                | <input type="text"/> | 1 |
| ii) to flip a picture by 90°                | <input type="text"/> | 1 |
| iii) to insert a <b>text box</b> in a slide | <input type="text"/> | 1 |

- iv) to give a shadow style to a picture
- v) to draw an oval shape
- vi) to insert a rectangular **shape**
- vii) to fill the colour of a drawn shape
- viii) To open a drop down menu which features an option to ungroup shapes

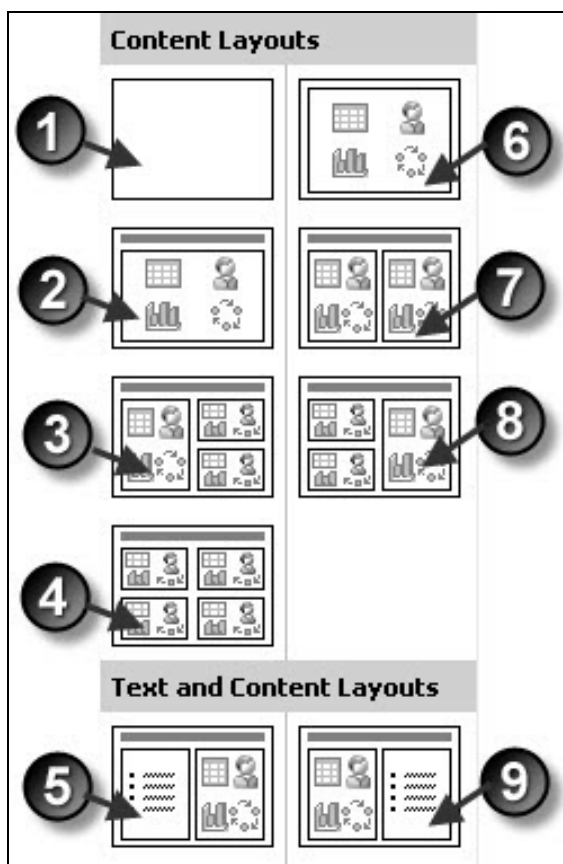
☐
☐
☐
☐

1

1

1

b) Karl is helping Jodie to format the layout of the slides.



Help Karl to choose from the layouts numbered 1 to 9.

i) Use slide layout number \_\_\_\_ to choose a slide which has **one** clipart under the title.

2

ii) Use slide layout number \_\_\_\_ to choose a **blank** slide.

2

iii) Use slide layout number \_\_\_\_ to choose a slide which shows a **video only**.

2

iv) Use slide layout number \_\_\_\_ to choose a slide which shows a title, bulleted points and a picture on the **right** hand side.

2

6 This question is about Information and Communication.

a) Rose has received the following email:

**Bank Error in your favour**  
 St. Nicholas Bank Ltd. [nicholasbank@yahoo.com]  
 To: rose.abela@gov.mt  
 Attachments: open.zip (218 B)

---

Dear Sir

We would like to inform you that the bank has given you the sum of €100000000.

Please open the above attachment to claim your money

Regards  
 St. Nicholas Bank Ltd.

- i) Give **one** reason why you think that this email might be fraudulent. 1
- ii) The technical word for this type of email is referred to as \_\_\_\_\_ 1
- iii) The email contains an attachment which possibly hosts some sort of **malware**.  
 Give **three** examples of malware: 3
- iv) Give an advice to Rose on how to combat the possibility of malware. 1

b) The following screenshot was taken from a particular website and shows part of an online survey. Fill in the blanks using the label numbers.

PERSONAL INFORMATION

Please select your age group.

☒ 0 to 18 1

☐ 19 to 65

☐ 65 and over

Please tell us in what sector you work

☒ Self-employed 2

☐ Government

☐ Private Sector

Please enter your email address below: 3

Accept Reset

Please select your place of origin:

Europe  4

- i) Label \_\_\_\_ represents a text-box. 1
- ii) Label \_\_\_\_ represents a drop-down menu 1
- iii) Label \_\_\_\_ represents a check box. 1
- iv) Label \_\_\_\_ represents a radio button 1

END OF EXAMINATION PAPER