

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2000

Education Assessment Unit – Education Division

Information Technology

Form 1

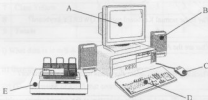
Time: 1 hour

NAME:

CLASS:

- 1 Rebecca has bought a new computer system.

- (a) A diagram of the computer system is shown below.
Name the parts which are marked A, B, C, D, E.



- A _____
B _____
C _____
D _____
E _____

Marks

1
1
1
1
1

- (b) Rebecca would like to use the computer for games. Suggest two other uses for the computers in the school lab.

1. _____
2. _____

2
2

- 2 Read these statements and mark with a ☒ the correct **True** or **False** box.

- (a) Students are allowed to eat or drink in the Computer Lab.
(b) A dialogue box is used to give further information to the computer for example "OK" or "Cancel".
(c) The "Undo" button is used to cancel the last action.
(d) The "Copy" button will delete the highlighted text.
(e) Headers and Footers are repeated on every page.

True	False
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Marks

1
1
1
1
1

- 3 Joanne uses her computer for school work. She uses the keyboard to type text.



- (a) Why is the normal Keyboard called a QWERTY keyboard?

- (b) What are the Arrow keys used for?

- (c) Which key is used to delete characters to the left of the cursor?

- (d) Which key is used to delete characters at the current cursor position (to the right of the cursor)?

- (e) What is the Caps Lock key used for?

2

2

1

1

2

- 4 Lawrence makes use of his computer for different purposes.

- (a) Which application package (program) is most suitable for:
- Writing a letter to a pen-friend? _____
 - Drawing a cartoon? _____
 - Automatically calculating the marks of an examination for a class of students? _____
- (b) Name an Input device which could be used when using the computer to draw. _____
- (c) Name an Output device which could be used to print the letter to the pen-friend. _____

1

1

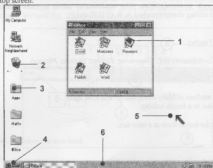
1

2

2

- 5 When Joseph switches on his computer he sees the following Windows desktop screen:

Marks



Using the words below, **name** what each numbered item is and **explain** its use.
Number 3 has been done for you.

Icon	Folder	Recycle Bin
Mouse Pointer	Taskbar	Start Button

(a) 1. Name: _____

1

Use: _____

1

2. Name: _____

1

Use: _____

1

3. Name: Folder

Use: Used to store files which belong to the same subject.

4. Name: _____

1

Use: _____

1

5. Name: _____

1

Use: _____

1

6. Name: _____

1

Use: _____

1

- 6 The Head Teacher is using her computer to prepare a note for the staff at her school. The note is shown below. The head teacher needs to make the formatting and editing changes marked A, B, C, D, E and F.

Marks

(A) **From:** Head Teacher (B) (C)

To: Subject Co-ordinators (*I.T., Computing, Biology, Maltese, Physics*)

Subject: Half Yearly Exams. (D)

Please inform teachers of Mary Abela that he will miss these examinations due to a family holiday. (E)

Please arrange for her sit them at a later date. (F)

Complete the following sentences by choosing the words from the list below.

bold	underlined	deleted
italics	inserted	edited

(i) Formatting:

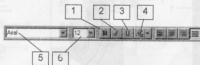
- A The word "From" is formatted in _____.
- B The words "Head Teacher" are _____.
- C The word "Biology" is written in _____.

(ii) Editing:

- D The word "Computing" should be _____.
- E The word "he" should be _____ to a "she".
- F The word "to" should be _____.

- 7 (i) The Head Teacher makes use of the Formatting Toolbar shown below when making changes to her note. Write down what the buttons marked with a number are used for. The first has been done for you.

Marks



- a) **Makes the text bold.**

b) _____

c) _____

d) _____

e) _____

f) _____

2

2

2

2

2

(ii) Fill in the blanks in these sentences using the following terms:

cut and paste copy and paste print preview highlight

- a) To see how the document will look when printed, the Head Teacher will use the _____ button.

- b) Before doing any formatting of text for example making it bold, she needs to _____ the text.

- c) To move text from one part of the document to another, she needs to use the _____ feature of a word processor.

- d) If she wants to repeat the same text in different parts of the document, she can use _____ to save typing.

2

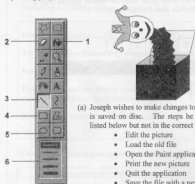
2

2

2

- 8 The diagram below shows a cartoon character designed by Joseph. He used a painting program on his computer.

Marks



- (a) Joseph wishes to make changes to the drawing which is saved on disc. The steps he must carry out are listed below but not in the correct order.

- Edit the picture
- Load the old file
- Open the Paint application
- Print the new picture
- Quit the application
- Save the file with a new name

Write the steps in the correct order below. The first and fifth steps have been done for you.

1. *Open the Paint application*

2. _____ 2

3. _____ 2

4. _____ 2

5. *Print the new picture*

6. _____ 2

- (b) Joseph used the toolbox shown near the picture to design his cartoon. Write down the number of the tool he used to do the following (the first has been done for you):

- To draw a line:
- To erase a part of the drawing:
- To vary the line thickness:
- To draw an ellipse:
- To draw a rectangle:
- To fill an area with colour:

3

1
1
1
1
1

- 9 The table below is part of a spreadsheet. It shows the School Volleyball league during the first term. Answer the questions below.

	A	B	C	D	E	F
1	School Volleyball	Played	Won	Drawn	Lost	Points
2						
3	Class White	7	6	1	0	13
4	Class Red	7	5	0	2	10
5	Class Blue	6	3	2	1	8
6	Class Green	7	2	2	3	6
7	Class Yellow	6	1	3	2	5
8						
9	Totals	33	17	8	8	

- (a) i) What data is in cell A7? _____ 2
- ii) Give the name of a cell that contains text. _____ 2
- iii) Give the name of a cell that contains a value. _____ 2
- iv) Give the name of a cell that should contain a formula. _____ 2
- (b) Underline the correct word in the brackets:
- i) The Points are held in a (row, column). 1
- ii) The Totals are held in a (row, column). 1
- iii) A formula starts with (an equal sign, inverted commas). 1
- iv) A spreadsheet is useful for (drawing, calculations). 1
- (c) The rules for obtaining points are:
- for each game won, the team gets 2 points
 - for each game drawn, the team gets 1 point
 - a lost game gets no points

Write the correct formula which should be entered in:

- i) Cell F3 to find the Points for Class White: _____ 3
- ii) Cell B9 to find the Total for games Played: _____ 3