

**JUNIOR LYCEUM SCHOOLS
ANNUAL EXAMINATIONS 2000**

Education Assessment Unit – Education Division

Information Technology

Form 2

Time: 1 hour

NAME:

CLASS:

- 1 Ganni uses his computer to produce a project for Physics. The project must include text, graphics and calculations.

- (a) On his computer there are the following programs:

- Word Processing
- Spreadsheet
- Graphics (Paint)
- Database.

Which **program** should Ganni use to :

- (i) enter text in his project?

1

- (ii) to draw a diagram?

1

- (iii) to calculate formulas?

1

- (b) Name the **peripheral device** that he would use to do the following:

- i) draw a diagram on the monitor: _____

2

- ii) type the text: _____

2

- iii) see the display of his project: _____

2

- iv) store his project for future use: _____

2

- v) keep a copy of his project on paper: _____

2

- 2 (a) Ganni would like to organise his Physics, Chemistry and Biology projects in different **folders** on a floppy diskette as seen in the diagram below:



(i) Explain what a folder is:

(ii) What advantage is there for Ganni to store different projects in different folders?

- (b) He wants to make his project more attractive. Write the correct word from the following list to help Ganni.

frame clipart text box Word Art

(i) to place text near a drawing: _____

(ii) to draw a large title on the front page: _____

(iii) to insert a ready made picture: _____

(iv) to insert a _____ around a picture in order to be able to move it.

- (c) Ganni uses two types of **page orientation** for his project, for example he uses orientation marked B if the text is wide. Name the two types of orientation that he uses.



A: _____ B: _____

Marks

3

3

2

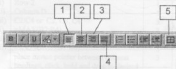
2

2

2

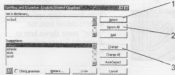
2

- 3 (a) Fiona wants to edit and format text using the Word Processor at her school. Look at the **Formatting Toolbar** which she uses and explain what the buttons marked 1, 2, 3 and 4 are used for. One has been done for you.



1. _____
2. _____
3. _____
4. _____
5. *inserts a border or border lines*

- (b) Fiona may have spelling or typing mistakes in her document. Look at this diagram and answer the questions below:



- (i) What is a spell checker?

Marks

2

2

2

2

3

(ii) Explain the use of the following buttons found in the Spell Checker dialogue box in the previous page:

1. Ignore : _____

2. Ignore All: _____

3. Change: _____

4. Janet uses **WordArt** to design the title shown below for her school magazine.

School Magazine

(a)



Write down which option she needs to choose from the "Insert" menu shown here to display the WordArt dialogue box:

(b)



Look at the diagram of different text shapes shown here. Draw the one she chose for the magazine title.



Marks

2

2

2

2

3

(c)



Marks

Write the number of the button that she has to click if she wants to:

- i) make the title fit the width of the text frame:
 ii) make the small letters the same heights as the capitals:
 iii) change the colour/shading of the text:
 iv) do a shadow:
 v) rotate the text:

2
2
2
2
2

5

Read the following sentences and write **T (True)** or **F (False)** in the box near them:

A new disk needs to be formatted before it can be used.	
The Help drop-down menu is used to align text.	
Word wrap fits the words automatically on the line.	
Margins are used to set the text area of the page.	

2
2
2
2

6

Paul keeps a record of the Temperature for three days at three different times of the day as shown in the spreadsheet shown below.

Spreadsheet Diagram

	A	B	C	D
1		6.00 a.m.	12.00 noon	10.00 p.m.
2	Monday	26	28	24
3	Tuesday	27	29	23
4	Wednesday	21	23	19
5				
6	Maximum	26		
7	Minimum	21		
8	Average	24.6		
9				

- (a) With reference to the Spreadsheet Diagram on Page 5, answer the following questions:

Marks

- (i) Paul wants to create some space between Row 1 and Row 2. In which row must he place the cursor to **insert a new row**?

1

- (ii) He also wants to insert a column. In which column must he place the cursor to **insert a new column** between Column C and Column D?

1

- (iii) Write the cells which form the **range of cells** for the temperatures at 12.00 noon.

3

- (b) Write the Formulas that Paul has typed to find:

- (i) the Maximum temperature at 6.00 a.m. in Cell B6:

3

- (ii) the Minimum temperature at 6.00 a.m. in Cell B7:

3

- (iii) the Average temperature at 6.00 a.m. in Cell B8:

- (c) Paul wants to make column B wider. Describe the steps that he needs to take.

3

- (d) Write in the space provided whether the cell alignment is **left**, **centred** or **right**.

i) the times in Row 1 are:	
ii) the days in Column A are aligned:	
iii) the temperatures in Column B are aligned:	

1

1

1

Robert painted this tree using Paint program.
He has used various tools from the Paint Toolbox.

Free-Form Select		Select
Erase/Color Eraser		Fill With Color
Pick Color		Magnifier
Pencil		Brush
Airbrush		Text
Line		Curve
Rectangle		Polygon
Ellipse		Rounded Rectangle



(a) Write down the name of the Tool he used to :

- form the leaves on the tree: _____
- draw the trunk and branches: _____
- form the ground: _____
- draw the grass on the ground: _____

(b) If he wanted to draw a sun which Tool would he use to:

- draw an outline of a circle: _____
- fill the circle with colour: _____

Marks

1

1

1

1

1

1

- (c) Jane designed this odd looking name style using the Paint program. After she finished the design she decided to give different shades to the letters.

CA2SAR
Jane

- i) Which tool from the **Toolbox on Page 7** did she use to type the letters?

2

- ii) Write down the two steps that she used to obtain a mirror image of the letter "S":

Step 1: _____

2

Step 2: _____



Opaque

Transparent

- iii) Which of the two select options shown here did she use to position the word "Jane" so that the letter "J" fits inside the first "A" in Cassar:

2

- iv) Which Tool did she use to give different shades to the letters.

2