

JUNIOR LYCEUM ANNUAL EXAMINATIONS 2006

Educational Assessment Unit – Education Division

FORM 2

INFORMATION AND COMMUNICATIONS TECHNOLOGY

TIME: 1 h 30 min

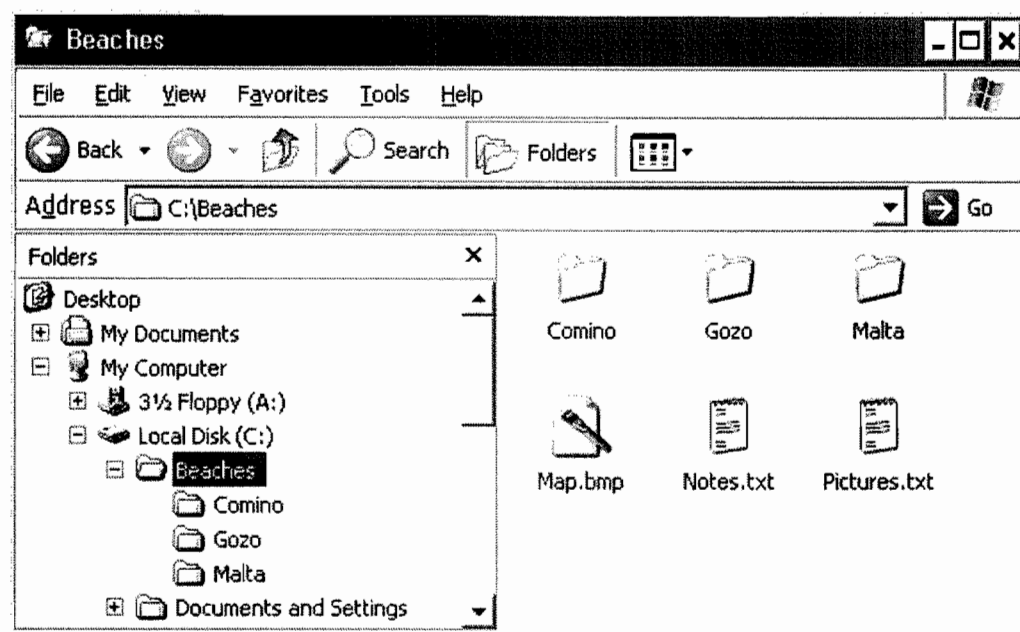
Name: _____

Class: _____

Answer ALL questions.

1 Karen is collecting information about beaches of the Maltese islands.

a) Karen creates **folders** in her computer's **hard disk** as shown below:



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

2

ii. Write the names of the **three sub-folders** found in the folder **Beaches**:

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3

b) Karen downloads a picture of Ramla Bay (a sandy beach in Gozo) from the Internet. She saves the picture using the filename **Ramla.jpg**

i. In which **sub-folder** should **Ramla.jpg** be saved?

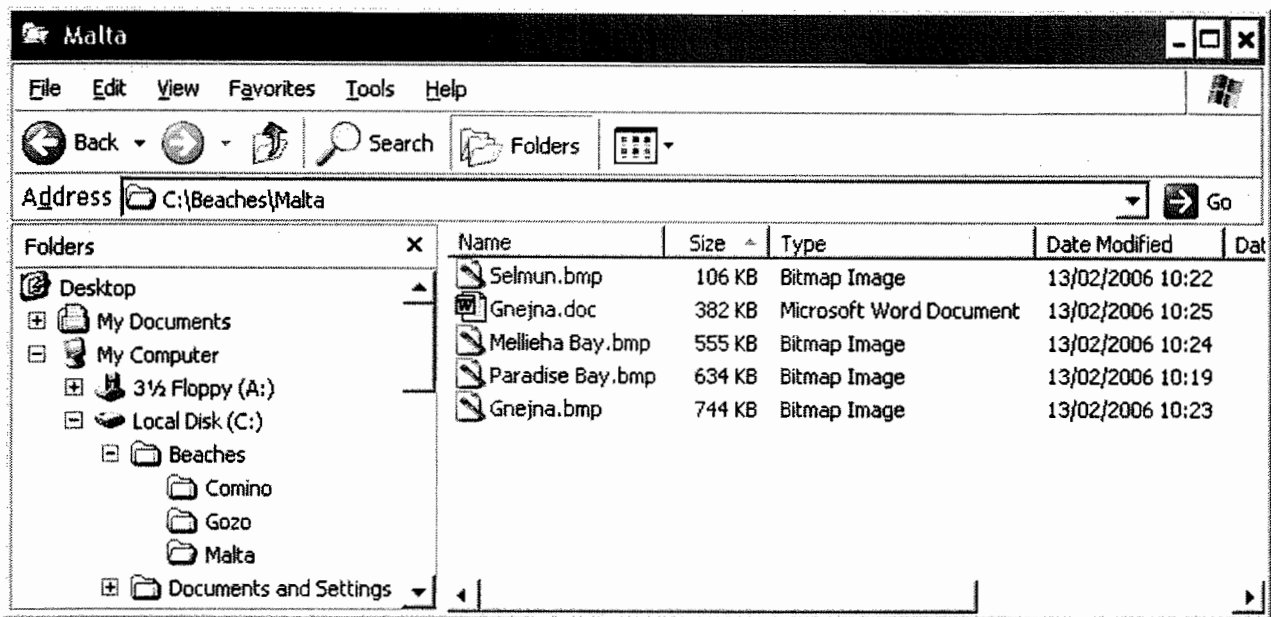
1

ii. Write the **full path** of **Ramla.jpg** once it is saved:

3

c) Describe how Karen can **delete** the file **Map.bmp**

2



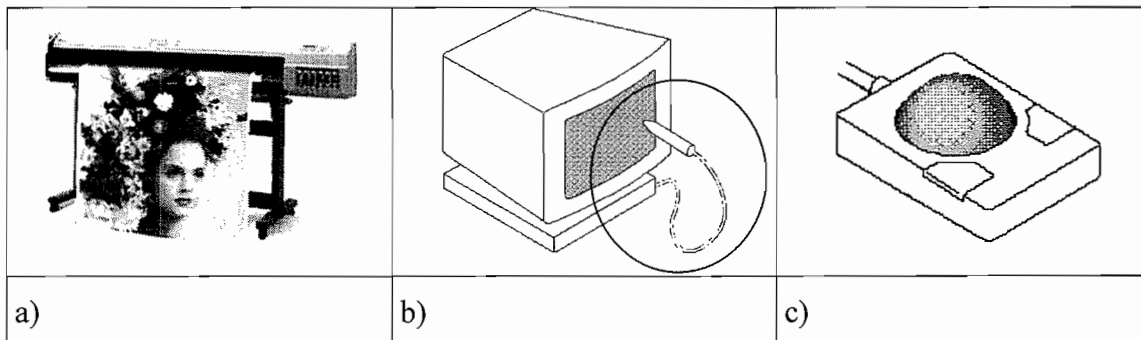
- d) Look carefully at the picture above and answer by writing **T** for **True** or **F** for **False** in the space provided.

		T or F
i.	If you delete Selmun.jpg you cannot restore it from the Recycle Bin.	
ii.	The largest file is named Gnejna.doc	
iii.	The folder Malta contains 5 files .	
iv.	You can copy all the files found in the folder Malta to 1 floppy disk .	
v.	The largest image file is 744 KB	
vi.	To select the files Gnejna.doc and Gnejna.jpg only, you need to click on both files while holding the Ctrl key.	

- e) List **two** suitable **input devices** that Karen can use to add more pictures to her collection.

i. ii.

2 Label the following devices:



a)

b)

c)

3 Fill in the blanks with the following words:

infected	connect	software	destroy
Internet	programs	spread	network

Viruses are small _____ that hide themselves on your disks (both diskettes and hard disk). Unless you use virus detection _____, the first time that you know that you have a virus is when it activates. Viruses can _____ all your data. They can _____ from one computer to another, either via use of _____ floppy disks, or over a computer _____.

You should never _____ to the _____ unless you have a virus-checking program installed on your computer.

8

4 Underline the correct statement for each of the following:

a) Which one of the following is both an input and output device?

- i. Touch pad
- ii. Touch Screen
- iii. Scanner

1

b) Computers can send and receive files using the telephone network. Which one of the following devices is required to do so?

- i. Plotter
- ii. CD-ROM
- iii. Modem

1

c) An extranet is:

- i. A local area network with extra printers connected to it.
- ii. A private network of computers that includes external specified users.
- iii. A private network of computers.

1

d) The S in RSI stands for:

- i. Sight
- ii. Strain
- iii. Stress

1

e) What should you do to avoid RSI?

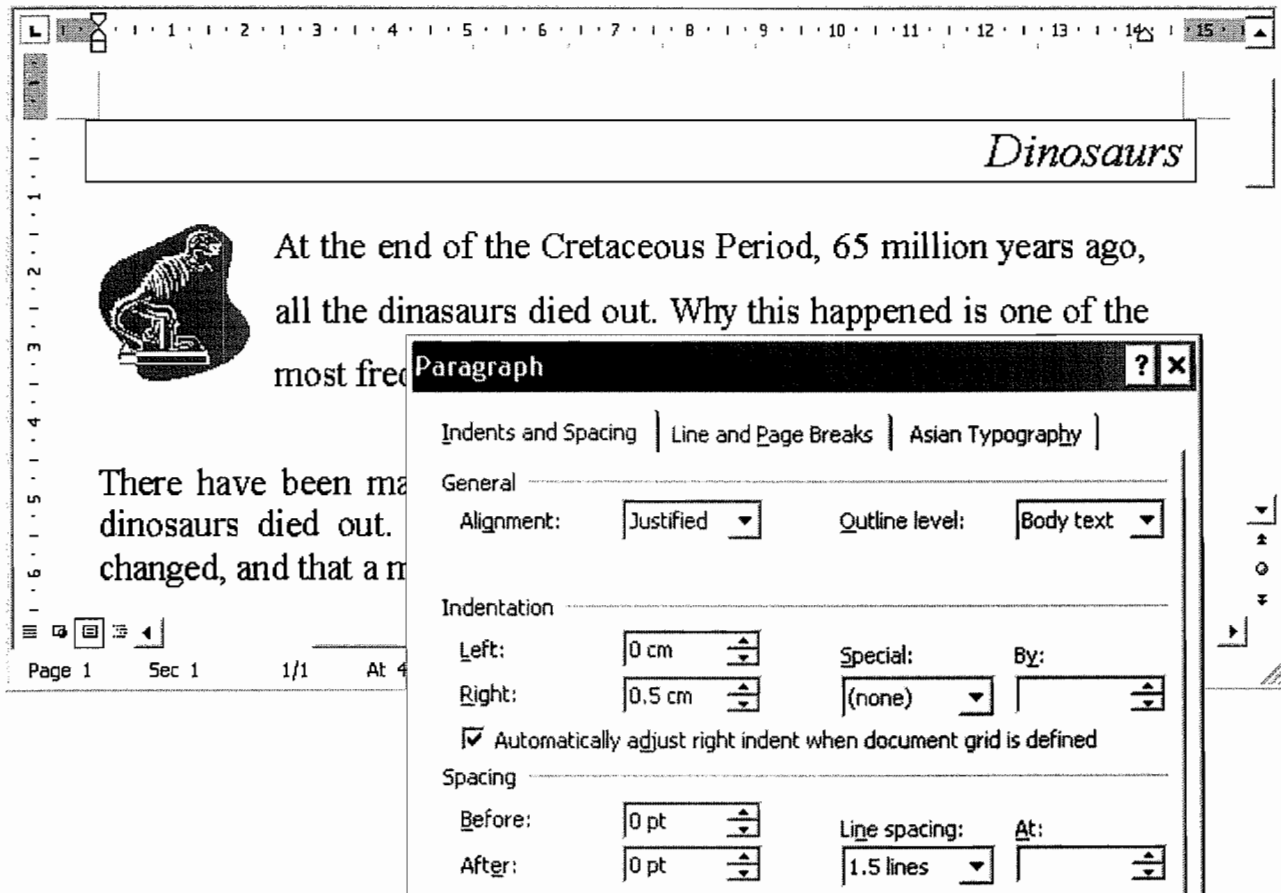
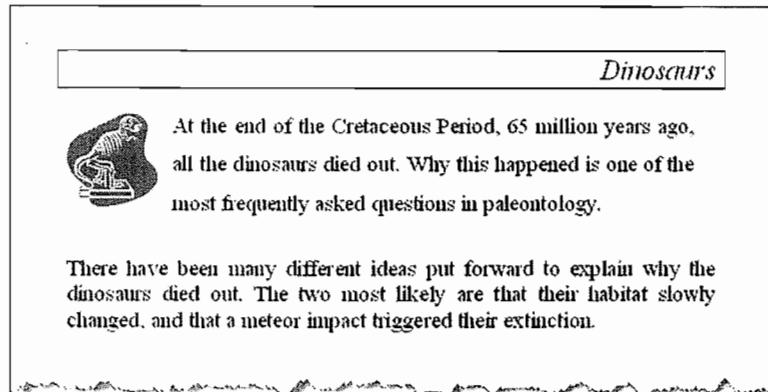
- i. Make sure that your work area is adequately lit and ventilated.
- ii. Continue working after you feel pain. That way, your arm muscles develop faster.
- iii. Use a comfortable non-adjustable chair.

1

5 Shana is collecting notes about Dinosaurs and typing them using a word-processor.

She produces a document with a **title, a picture and two paragraphs of text**, as shown in the picture on the right.

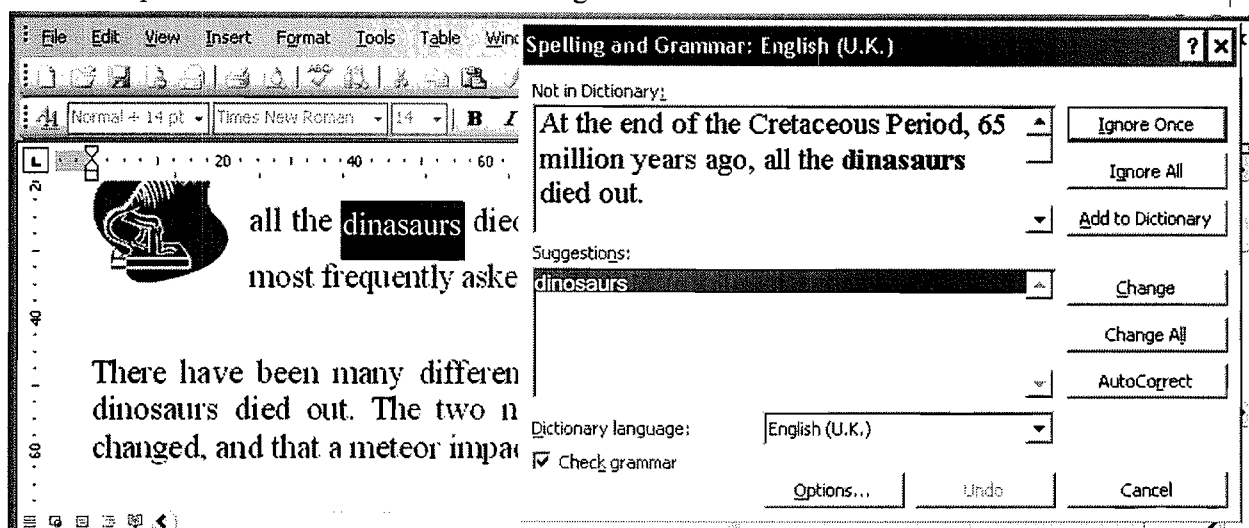
She selects the first paragraph starting “*At the end of ...*” and formats it as shown.



a) Look carefully at the picture above and **complete** the following:

- | | | |
|------|---|---|
| i. | The alignment of the paragraph starting “ <i>At the end of ...</i> ” is _____. | 1 |
| ii. | The _____ spacing of the first paragraph is 1.5 lines. | 1 |
| iii. | The first paragraph is indented _____ from the Right margin. | 1 |
| iv. | The title “ <i>Dinosaurs</i> ” is aligned to the _____. | 1 |
| v. | The _____ style of the title “ <i>Dinosaurs</i> ” is called italics. | 1 |
| vi. | To apply a _____ around the title, select the <u>F</u> ormat menu and then select <u>B</u> orders and Shading ... | 1 |

- b) Shana uses the **spelling checker** of her word-processor. The spelling checker finds a misspelled word and shows her a dialogue box as shown below.



Fill in the blanks with four of the following words:

clicks Cancel dinosaurs Change dinosaurs

The misspelled word is _____. Shana reads the list of suggested words and chooses the word _____. She then _____ on the _____ button to replace the highlighted misspelled word.

- c) Look carefully at the picture shown above and briefly **describe** what happens if Shana clicks on the following buttons:

- i. _____
- ii. _____
- iii. _____

- d) The following buttons are found in the **Header and Footer** toolbar. **Match** the **tool** button with its **label** by writing its number next to its label as shown:

i.	Insert Time	
ii.	Insert Page Number	
iii.	Insert Number of Pages	1
iv.	Insert Date	
v.	Switch between Header/Footer	

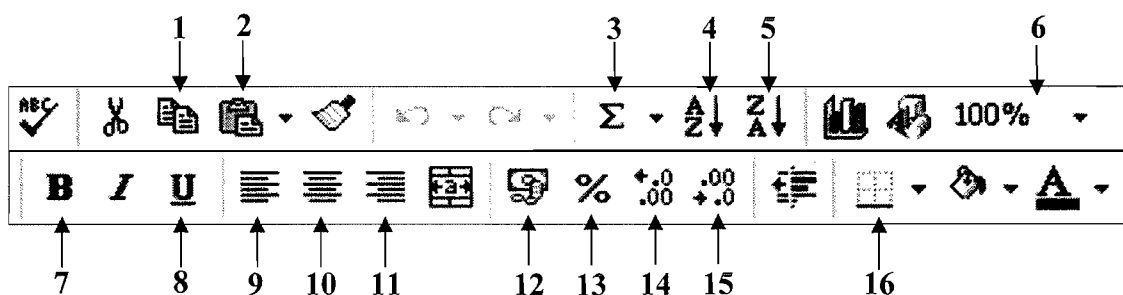
1	
2	
3	
4	
5	

- 6 Anthony uses a spreadsheet to keep a record of the points given by judges during a competition for the best photo of Ġnejna, Mellieħa, Armier and Ramla bay.

	A	B	C	D	E
1	Photo Competition				
2					
3	Student	Ġnejna	Mellieħa	Armier	Ramla
4	John	5	5	10	4
5	Monika	8	3.5	4	6
6	Karen	5.5	4	7	4
7	Shana	6.5	9.5	6	9
8					
9	Minimum Points	5		4	4
10	Maximum Points	8	9.5	10	
11	Average Points	6.25	5.5	6.75	5.75
12	Number of Photos		4	4	4

- a) On the picture above, fill in the **value** that should appear in the cell **C9** and **E10**. 2
- b) Look at the picture above and **complete** the following:
- The photo with **minimum** points is that of _____ bay. 1
 - The best photo of Ġnejna bay was taken by the student named _____. 1
 - The formula in cell **E9** is =MIN(_____) 2
 - The formula in cell **D11** is _____ 3
 - Write the formula that should be entered in the cell **B12** to count the photos of Ġnejna bay. 3

- c) Anthony makes use of **Toolbars** to work through his spreadsheet.



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

- Copy** the contents of a cell.
- Centre** a label in a cell.
- Change the number **6.143** to **6.14**
- Add **borders** around cells.
- Zoom** to 50%.
- Sort** the data in **ascending** order by the name of the students.

Tool

2

1

1

2

3

3

1

1

1

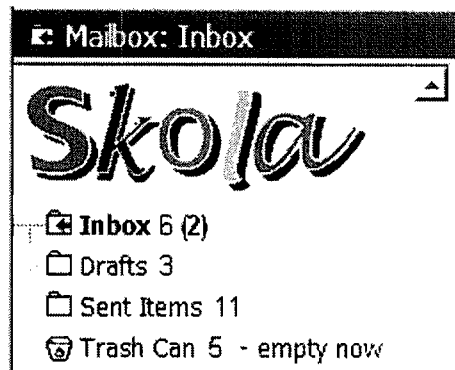
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7 a) **Brian opens his mailbox.**

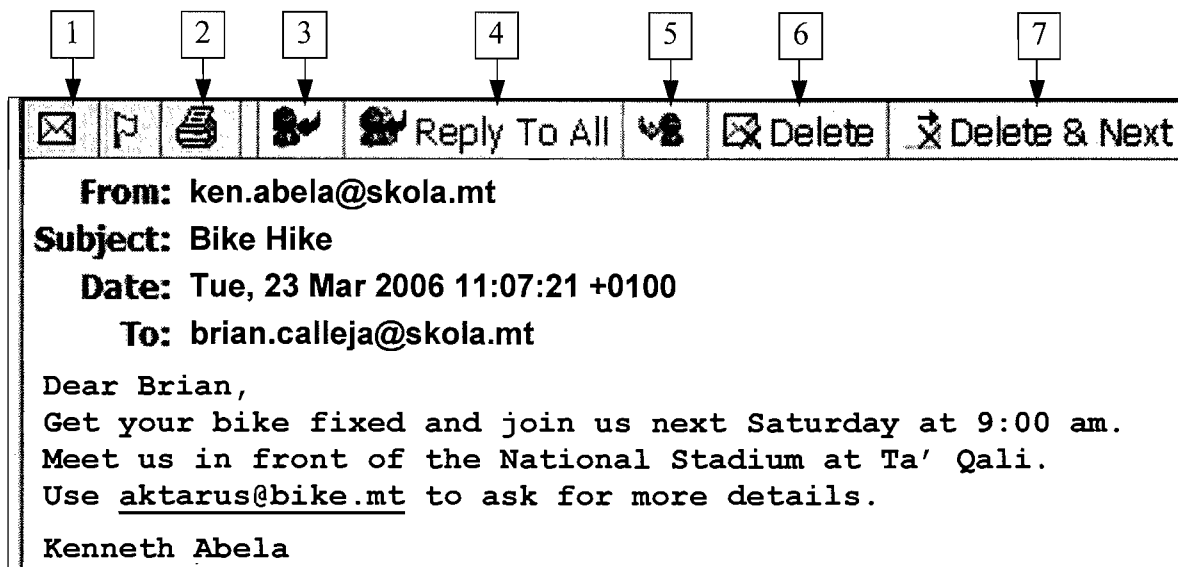
Look carefully at the picture below and answer the following in the space provided:



- i. How many **unread** emails are there in the **Inbox**?
- ii. How many **emails** are there in the **Inbox**?
- iii. How many emails has Brian **deleted**?
- iv. How many emails has Brian **sent**?

1
1
1
1

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



Write the number of the **button** that Brian has to use if he wants to:

- i. Obtain a **hard copy** of the received message.
- ii. **Delete** the received message.
- iii. **Send** the received message to another friend, **without changing it**.
- iv. **Reply** to the received email.
- v. **Delete** the message and read the next one.

Tool

1
1
1
1
1

c) Write the **email address** of the **sender** of the email shown in the picture above.

--

2

d) Explain why Brian **should not** use the **reply** button to ask for further details but he **should compose** a new message.

2

- e) Pretend you are Brian. Fill in the picture below as if you are **composing** an email to ask Kenneth for more details about the Bike Hike.

Write **"Bike Hike details"** as the **subject** of your message which should read:

Dear Kenneth,
Are we going to be back by 3:00 p.m.?
Thanks,
Brian

1
2
2

Composing Message From: "Brian Calleja" <brian.calleja@skola.mt>

Send Save X Discard HTML Notify: Delivery Read Copy Address

From : "Brian Calleja" <brian.calleja@skola.mt>

To :

Cc :

Bcc :

Subject :

Priority : Undefined

- 8 Answer the following by marking with a tick (✓) in the box:

- a) Which one of the following icons represents a **Browser**?


☐

☐

☐

1

- b) Which tool button takes you to the **Home Page**?


☐

☐

☐

1

- 9 This question is on the use of the **Internet**. Fill in the blanks:

- a) The L in the term **URL** stands for _____.
- b) To **connect** to the Internet you need an _____ with an ISP.
- c) The F in the term **FTP** stands for _____ Transfer Protocol.
- d) The **webpage** that appears when you connect to the Internet is the _____ Page.
- e) A search _____ is used to search for websites using **keywords**.

1
1
1
1
1

END of EXAMINATION PAPER