JUNIOR LYCEUM SCHOOL ANNUAL EXAMINATIONS 2006

Educational Assessment Unit – Education Division

FORM 3	INFORMATION AND COMMUNICATION TECHNOLOGY	TIME: 1 h 30 min

Name: _____   **Class:** _____

For office use only:								
Question 1 (max 16)	Question 2 (max 11)	Question 3 (max 14)	Question 4 (max 12)	Question 5 (max 17)	Question 6 (max 10)	Paper Total 80%	Practical Test 20%	Final Mark

Answer ALL questions. This paper carries 80 marks.

1 This question is about Basic Concepts.

a Tick (✓) whether each of the following sentences is **True** or **False**:
The first one has been done for you.

		True	False	
i)	Sending an email instead of a letter by post helps the environment.	☑	☐	
ii)	One can shop over the Internet even during the night.	☐	☐	[1]
iii)	MHz is a measurement of the computer performance.	☐	☐	[1]
iv)	A smaller RAM size makes the computer work better.	☐	☐	[1]
v)	A modem is necessary to connect to the Internet over a telephone line.	☐	☐	[1]
vi)	The system unit is an operating system.	☐	☐	[1]
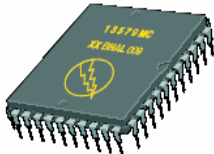
b Tick (✓) whether the following statements are advantages or disadvantages of **tele-working**.

		Advantage	Disadvantage	
i)	Saves travelling time and therefore money.	☐	☐	[1]
ii)	An employee does not arrive at work already stressed from car jams.	☐	☐	[1]
iii)	You never see your colleagues, so it is hard to feel part of the team.	☐	☐	[1]

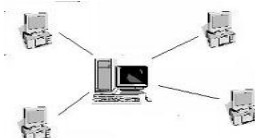iv)   Needs less office desk space.   ☐   ☐   [1]

v)   An employee can adjust his/her working hours.   ☐   ☐   [1]

c   **Label** the pictures below using the following words. *The first one has been done for you.*

CPU, *modem***,   LAN,   webcam,   projector,   laptop,   PDA**

i)   *modem*

                             _____

ii)   _____   [1]

iii)   _____   [1]

iv)   _____   [1]

v)   _____   [1]

vi)   _____   [1]

vii)   _____   [1]

2 **This question is about Using the Computer and Managing Files.**

a The picture below shows the **System Properties** window of a computer.

Look carefully at the picture and then answer the following questions.

i) One of the following items is used to **open** the System Properties window above. **Underline** the correct item.

Search, Control Panel, Microsoft Office [1]

ii) What is the **CPU speed** of the computer? [2]

iii) What is the **size** of the computer's **memory**? [1]

iv) Write down the **type** of **Operating System**. [2]

b Match the **icons** below with the following **file names** by writing the file name beneath its icon. *One has been done for you.*

asia.ppt, *employee.mdb***, waves.jpg , video.zip, feb.xls, mycv.doc**

	employee.mdb				

[5]

3 **This question is about Word Processing.**

a i) Write down the **extension** of a word document **template**? _____ [2]

ii) The icon shown on the right is found in the standard toolbar. What is it **used for**?
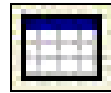
[2]

b You want to print a document. A picture of the **Print dialogue box** is shown below.
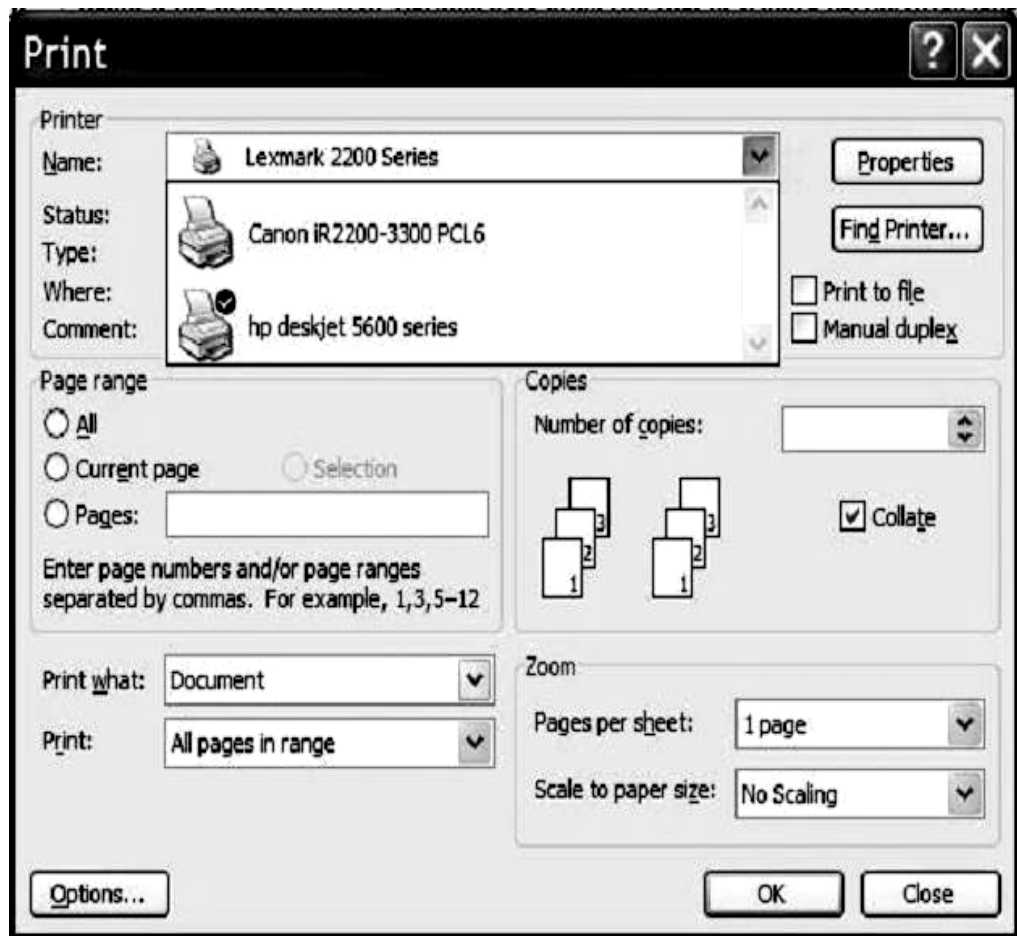
Mark by writing in the dialogue box above, the following requirements:

i) Print pages 3 and 5 only; [2]

ii) Print 5 copies of each page; [1]

iii) Save the document as a file to be printed later; [1]

iv) Circle the name of the default printer. [1]

c The steps for **Mail Merging** are listed below, however they are NOT in the correct order.
Put the steps in the **correct order by numbering** them from 1 to 6. *The first step has already been marked for you.*

- Open an existing Word table or spreadsheet file containing the names, addresses, etc. [ ] [1]
- Select the type of document you want to prepare (eg. letters, address labels, envelopes). [ ] [1]
- Select the required mail merge recipients (the people who will be receiving the mail). [ ] [1]
- Complete the mail merge and print out the documents. [ ] [1]
- Start a new Word document. [*1*]
- Insert the merge fields in the right places in the document. [ ] [1]

4 This question is about Spreadsheets

a Study the following worksheet and then answer the questions below.

	A	B	C	D
1	DVD Players			
2	Item Name	Price without VAT	Cost price with VAT	18% VAT
3	Tec-Day V23	25.34	29.9	4.5612
4	Compact DVD-102	100.84	118.99	
5	Alvideo	33.81	39.9	
6	Vision G-50	122.88	145	
7		Most Expensive Item		
8				
9				

i) Write down the cell reference of the **active cell**. _____ [1]

ii) Which cells have been **merged together**? _____ [1]

iii) Write down the **formula** that was typed in cell C3. _____ [2]

iv) Write down the **formula** that must be typed in cell C7 to find the most expensive DVD player? _____ [2]

v) What **type of alignment** has been applied to Row 2? _____ [1]

vi) The formula that was typed in cell D3 has to be dragged to cell D6. What is this **operation** called? _____ [2]

vii) How many **decimal places** has cell D3 been formatted to? _____ [1]

viii) Which row must be selected if you want to **insert a new row** between Row 6 and Row 7?   [1]

b   The four icons given below are found in the standard toolbar. Draw a circle around the icon that is used to **sort data in ascending order**.

$$\Sigma \quad {}^A_Z\!\downarrow \quad \text{(chart icon)} \quad \text{(paste icon)}$$

[1]

5   **This question is about Presentations (PowerPoint).**

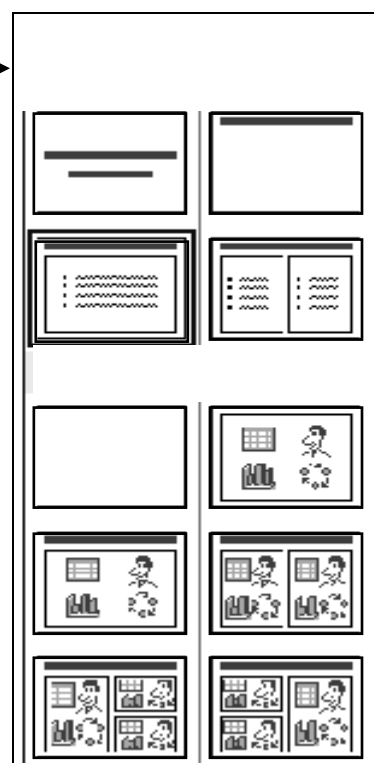**a**   Look carefully at the picture shown on the right.

i)   What is it **used for**?

_____

_____

[2]

ii)   Mark with the letter **A** the slide that represents a Title Slide.

[1]

iii)   Mark with the letter **B** the slide that represents a Title with Bulleted text.

[1]

b   i)   The four different **view modes** used in PowerPoint are shown in the picture on the right.
Label the views with the words given below.

[2]

[2]

[2]

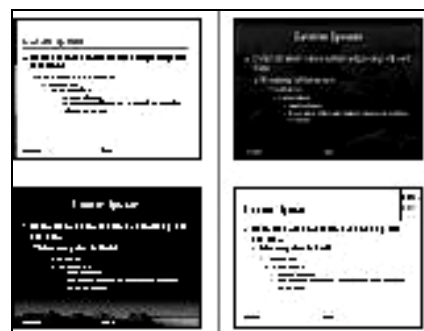**Notes Pages,   Normal View, Slide Sorter,   Slide Show.**

[2]

ii)   Which view is used to show **all the slides together** on the screen?

_____

[1]

c The picture on the right is normally used when creating a new presentation.

i) What are these **special slides** called?

<u>   </u>

[2]

ii) Write down TWO **advantages** of creating a new presentation by using these slides.

1. <u>   </u>

[1]

2. <u>   </u>

[1]

6 **This question is about Information and Communication.**

a For each of the following questions tick (☑) the correct answer.

i) Which is a **URL**?

- flyjet@airlines.com ☐

- C:\My Documents\Visual Basic.Net ☐

- http://www.flyjet.com ☐ [1]

ii) Website addresses that are **frequently visited** are usually stored in:

- Documents and Settings. ☐

- Favourites. ☐

- Protected documents. ☐ [1]

iii) A **search engine** is:

- A large database of websites from where the user can search for any topic. ☐

- An Internet service provider. ☐

- A system of connecting friends together in a chat room. ☐ [1]

b You typed | animals + mammals | in a search engine because you want to search for **animals that are mammals only**.

Tick(✓) whether the sentence above is **True** or **False**.

True ☐ False ☐ [1]

c The following three **text boxes** are (may be) used for writing email addresses. Write down the **difference** between the three **addresses**.

To_...
Cc....
Bcc...

i) **To:** [2]

ii) **Cc:** [2]

iii) **Bcc:** [2]