Information Technology	Form 1	Time: 1 hour

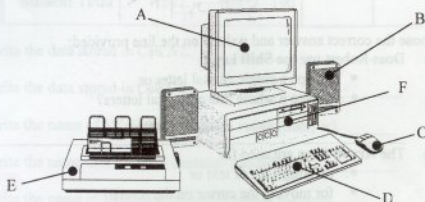NAME: .... CLASS: ....

1   Robert has bought a new computer system.

   (a)   A diagram of the computer system is shown below.
         Using the following words, fill in the list below to show the correct
         device near each letter. The last one (F) has been done for you.

speaker	printer	mouse
monitor	keyboard	(system unit)

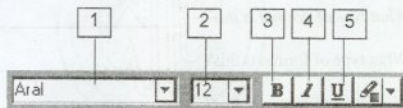|	Marks
A _____	1
B _____	1
C _____	1
D _____	1
E _____	1
F _____*system unit*_____	

   (b)   Robert would like to use the computer for his lessons. He wants to
         know if each device is INPUT or OUTPUT. Write INPUT or OUTPUT
         in the box near each device shown below:

   keyboard [   ]   speaker [   ]   printer [   ]   5

   mouse [   ]   monitor [   ]

7   (a)   The diagram below shows part of the Formatting Toolbar. Continue
          the sentences to explain what the items marked **1, 2, 3, 4** and **5** are
          used for in Word Processing.

```
    [1]              [2]       [3] [4] [5]

  │Arial        │▼│ │12│▼│  │B│ │I│ │U│ │✎▪│▼│
```

1. This is used to change _____

   _____   2

2. This is used to change _____

   _____   2

3. This is used to make the text _____   2

4. This is used to make the text _____   2

5. This is used to make the text _____

                                                                         2

    (b)   Mary likes to use a Word Processing Program instead of a typewriter.
          Write down one advantage of using a Word Processing Program instead
          of a typewriter.

          _____

          _____

          _____   2

4   Joanne makes use of her computer at school for different purposes.

Choose one of the following to answer the questions below:

- **a word processing program**

- **a spreadsheet program**

- **a drawing program.**

(a)   Which application program does Joanne use for

- Writing a letter to her pen-friend? _____

      1

- Drawing a cartoon? _____

      1

- Automatically calculating the marks of an examination for a class of students?

      1

(b)   Name a device which she uses to draw on the screen.
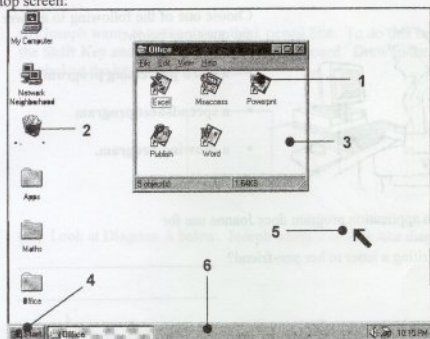
_____

      2

(c)   Name a device which could be used to print the letter to the pen-friend.

_____

      2

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

| Icon | Window | Recycle Bin |
| Mouse Pointer | Taskbar | Start Button |

(a)   Look at the diagram above. From the list of words above, write the correct word near the number below. Number 3 has been done for you.

1. _____   1

2. _____   1

3. _____Window_____

4. _____   1

5. _____   1

6. _____   1

(b)   Here are three button names: **Maximize   Minimize   Close.**
      Put the correct word in the box near each button.

                                                          3

6   (a)   Mary uses her Word Processor to format text in different ways. Put the following words near the correct type of format:

<div align="center">

Normal   Bold   Italic   Underlined

</div>

What type of format is this? _____   2

What type of format is this? _____   2
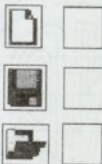
<u>What type of format is this</u>? _____   2

What type of format is this? _____   2

(b)   Mary has already typed some text and she wants *one exactly like it in another place* in the document. Underline the correct answer to do this:

- **Copy** text and **Paste** it.

- **Delete** the text and **type** it again.

- **Cut** the text and **Paste** it.   3

(c)   Mary wants to save her document on a diskette. Put an **X** near the correct button to do this.

   3

2   Read the following sentences and put an **X** in the **True** or **False** box.

		True	False	Marks
(a)	Electricity wires and plugs must not be touched.	☐	☐	1
(b)	Text in **Headers and Footers** appears on every page.	☐	☐	1
(c)	First you **Print** and then **Preview** to see how it looks.	☐	☐	1
(d)	The **Numeric Key** pad is used for typing many numbers.	☐	☐	1
(e)	The **Taskbar** shows the programs in use at the moment.	☐	☐	1

3   Robert uses his computer for school work. He uses the keyboard to type text.

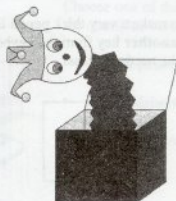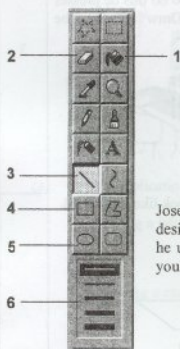
Choose the correct answer and write it on the line provided:

(a)   Does Robert use the **Shift** key
   - to type a single capital letter or
   - to type a whole line of capital letters?   2

_____

(b)   The **Arrow keys** are used for
   - deleting a lot of text or
   - for moving the cursor on the screen?   2

_____

(c)   The **Backspace key** is used to delete characters
   - to the left or
   - to the right?   2

_____

(d)   The **Delete key** is used to erase characters
   - to the left or
   - to the right?   2

_____

(e)   The **Spacebar** key is used for
   - skipping a line
   - inserting a space between words?   2

_____

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

    (a)

2 ─
1 ─

3 ─
4 ─
5 ─

6 ─

    Joseph used the toolbox shown here 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):

    | 3 | to draw a line |

    | | to erase a part of the drawing | | 1 |

    | | to vary the line thickness | | 1 |

    | | to draw an ellipse | | 1 |

    | | to draw a rectangle | | 1 |

    | | to fill an area with colour | | 1 |

    (b) (i) Look at the drawing Joseph has painted below. Draw beside it how it
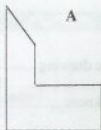   will look if he **flips** the drawing to the left or to the right.

    3

(ii) Joseph wants to make a very thick pencil line. To do this he presses the **Shift Key** and **another key** from the keyboard. Draw in the box the symbol on the key he needs to press.
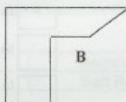
3

(iii) Look at Diagram A below. Joseph wants it to look like diagram B.

A

B

Underline the correct sentence to do this:

- He **draws** the diagram again.
- He **flips** the diagram.
- He **rotates** the diagram.

2

9 The table below is part of a spreadsheet. It shows the class marks of 3 students for Italian, History, Art and Biology. Answer the questions below.

	A	B	C	D	E	F
1	**Class Marks**	Italian	History	Art	Biology	Total
2	**C. Calleja**	40	30	50	50	170
3	**D. Dimech**	50	60	80	70	260
4	**E. Ellul**	60	70	60	80	
5						
6	**Student Total**	150	160	190		

(a) Write the data stored in Cell A2. _____ 2

Write the data stored in Cell C3. _____ 2

Write the name of a Cell that contains a **value** (number). _____ 2

Write the name of a Cell that contains a **label** (text). _____ 2

Write the name of a Cell that should contain a **formula**. _____ 2

(b) Underline the correct answer in the brackets:

i) The marks for art are held in a (row, column). 2

ii) The students marks are held in a (row, column). 2

iii) A formula starts with (an equal sign, inverted commas). 2

iv) A spreadsheet is useful for (drawing, calculations). 2

(c) Give **one advantage** of using a spreadsheet on the computer over using a normal electronic calculator. 3

_____

_____