

**SECONDARY SCHOOLS**  
**ANNUAL EXAMINATIONS 2000**  
 Education Assessment Unit – Education Division

Total Mark

|                        |        |                |
|------------------------|--------|----------------|
| Information Technology | Form 2 | Time: 1:30 hrs |
|------------------------|--------|----------------|

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

- 1 Ganni uses his computer to produce a project for Social Studies. The project must include text, graphics and some simple 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?

\_\_\_\_\_

- ii) to draw a diagram?

\_\_\_\_\_

- iii) to make automatic calculations?

\_\_\_\_\_

- (b) Here is a list of peripheral devices:

|                                                    |
|----------------------------------------------------|
| floppy disk   printer   keyboard   mouse   monitor |
|----------------------------------------------------|

Write in the space provided the correct **peripheral device** from the box above that Ganni would use to do the following:

- i) draw a diagram on the monitor: \_\_\_\_\_

- ii) type the text: \_\_\_\_\_

- iii) see the display of his project: \_\_\_\_\_

- iv) store his project for future use: \_\_\_\_\_

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

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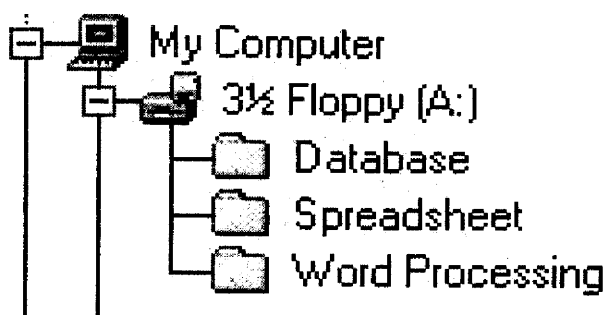
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- 2 (a) Ganni would like to organise his Database, Spreadsheet and Word Processing files in different **folders** on a floppy diskette as seen in the diagram below:



Fill in the blanks using the following words:

Floppy [A:] folders put similar File New

On the ..... disk, Ganni has opened three..... . A folder is a place where he can ..... files which are ....., that is they are about the same subject. To create a new folder, Ganni clicks ..... from the Menu Bar and then chooses .....

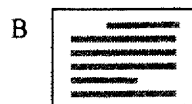
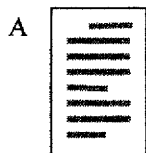
- (b) He makes his project more attractive by using the following features:  
**border clipart shadow text Word Art**

Fill in the boxes next to the page shown below with the correct word:

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- (b) 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: \_\_\_\_\_

- 3 (a) Fiona wants to edit and format text using the Word Processor at her school. Fill in the correct word underneath each paragraph to show the alignment she used. Choose from the following list:

**Left aligned - Centred - Right Aligned - Justified**

What alignment does this paragraph use  
Is it aligned left, right, centere or justified

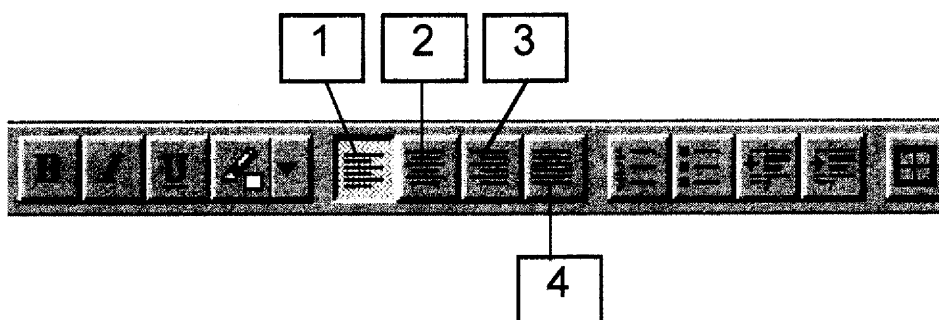
What alignment does this paragraph use?  
Is it aligned left, right, centered or justified?

What alignment does thi paragraph use  
Is it aligned left, right, centere or justified?

What alignment does this paragraph use?  
Is it aligned left, right, centered or justified?

\_\_\_\_\_

- (b) Look at the **Formatting Toolbar** which she uses to do the text alignment.



In the boxes below, put the correct number of the button she used to do the alignment:

Left Aligned

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|--|
|  |
|  |

Right Aligned

|  |
|--|
|  |
|  |

Centre

Justified

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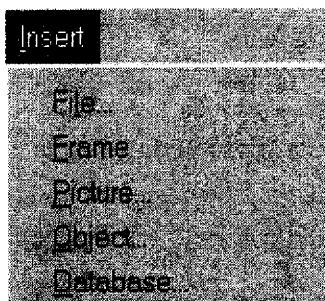
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Janet used **Word Art** to design the title shown below for the school magazine.

# School Magazine

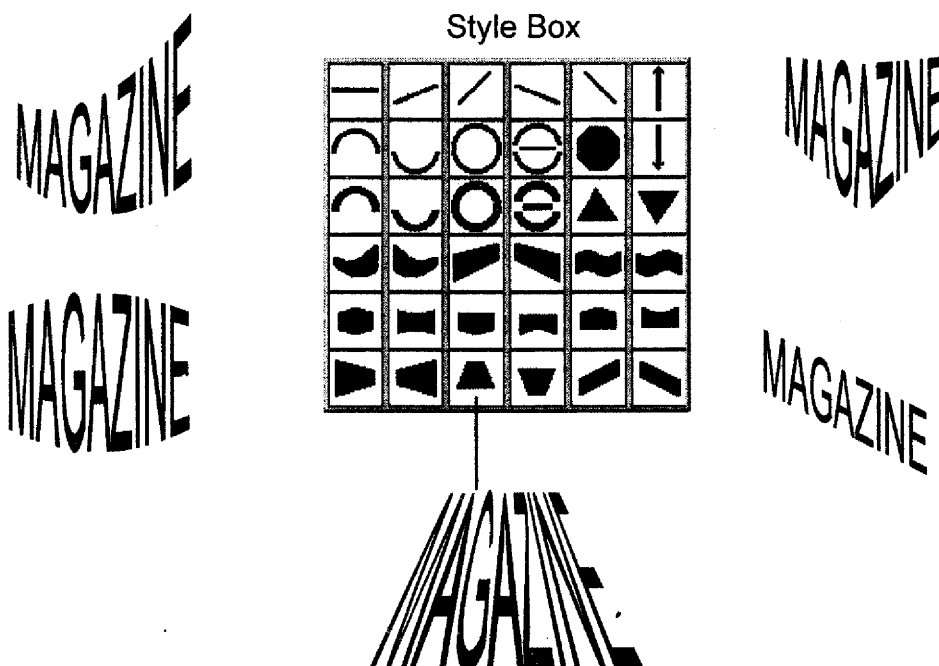
(a)



Janet selected **I**nset from the Menu Bar. A section of the **I**nset options is shown on the left.

Underline the option that she chose to open **Word Art**.

(b) She tries different styles in WordArt as shown around the style box. Draw a line to match the word with the correct style she used. One has been done for you.



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- 4 (c) Here is a toolbar that Janet used in WordArt:



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:

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

- (a) The Floppy Disk Drive is named **Drive "A"**
- (a) The **"Help"** in the Menu Bar is used when you need more information on some operation you do not know.
- (a) To start the computer you click **"Shut Down"**
- (a) **Minimize** button is used to enlarge the Window.
- (a) **Print Preview** shows you how a Word Processed document will look when printed.
- (a) **Word Wrap** places all words under each other.
- (a) To move text from one part of the document to another you use **Copy** and then **Paste**.
- (a) **Spreadsheets** are used for drawing boxes.
- (a) A **scroll bar** moves the display on the screen up or down.
- (a) **Food** can be taken inside the computer lab.

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Paul goes to the stationery and is given a bill by the shopkeeper as shown in the spreadsheet diagram below.

Spreadsheet Diagram

|   | A   | B              | C          | D      |
|---|-----|----------------|------------|--------|
| 1 | Qty | Description    | Unit Price | Amount |
| 2 | 3   | Exercise Books | 0.50       | 1.50   |
| 3 | 2   | Pencil Cases   | 1.50       | 3.00   |
| 4 | 5   | Ring Files     | 2.00       | 10.00  |
| 5 |     | Total          |            | 14.50  |

(a) With reference to the Spreadsheet Diagram above, answer the following questions:

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

2

(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?

2

(iii) To find the cost of exercise books, the shopkeeper writes this formula in Cell D2:

$$= A2 * C2$$

Write the formula which he puts in Cell D3 to find the cost of Pencil Cases:

3

(b) Write the formula that the shopkeeper used in Cell D5 to find the total cost:

$$D5 = \dots\dots\dots$$

3

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- (c) To multiply two cells of a spreadsheet in a computer, the shopkeeper uses this arithmetic sign: \*

Write down the signs that he uses to:

Add two cells: .....

Subtract two cells: .....

Divide two cells: .....

Marks

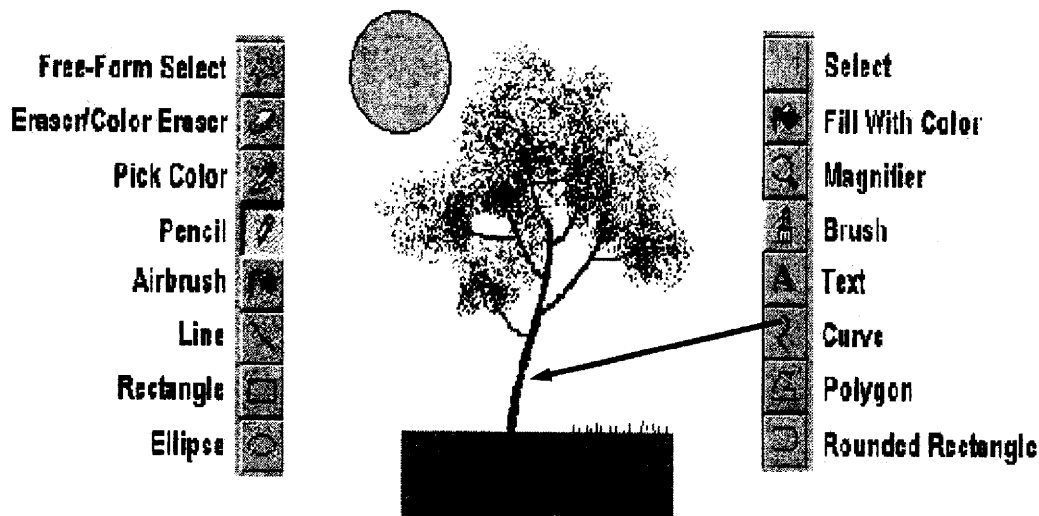
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Robert painted this tree using **Paint** program. He has used various tools from the **Paint Toolbox** (shown by the sides of the tree).



- (a) Draw a line from the Toolbox buttons to the drawing of the tree (one has been done for you) to show which icon he used to:

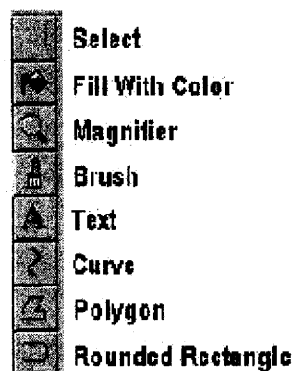
- form the leaves on the tree
- draw the trunk and branches** (already done for you)
- form the ground
- draw the grass on the ground
- draw an outline of the sun
- fill the sun with colour

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- (c) Jane designed this odd looking name style using the Paint program. She used some of the icons from the toolbar shown besides the name.

**CA2SAR**



Draw in the box the ICON from the Toolbox (shown above) that Jane used:

- i) to type the letters:

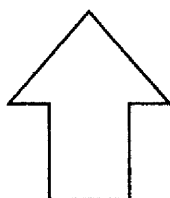
- ii) to draw a box around the name:

- iii) if she wanted to magnify the picture:

- (d) Jane made a mirror image of the letter "S". Write down in the box the method she used. Choose one of these words:

FLIP or ROTATE

- (e) Jane rotates the shape shown below through 1 right angle (90 degrees) clockwise. Draw the rotated shape.



| Marks |
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