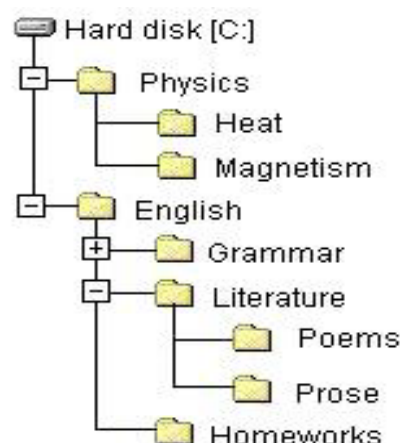| **FORM 4**	**INFORMATION AND COMMUNICATION TECHNOLOGY**	**TIME: 1 hr 30 min**

Name: _____   Class: _____

Answer ALL questions.

1   This question is on **file organisation** (**Windows Explorer**).

A number of **folders** were created on the hard disk [C:].
The picture on the right shows how the folders were organised.

(a)   Look carefully at the picture above. Use <u>four</u> of the following words to fill the blanks in the paragraph below.

English   tree   Heat   files   Poems

The arrangement of folders on the hard disk [C:] is called a

_____ organisation. A folder may contain other

folders or _____. The *Homeworks* folder is found in

the _____ folder while the _____

is in the *Physics* folder.   4

(b)   Write **True** or **False** for each of the following sentences.

i)	The *Grammar* folder contains other folders.		1
ii)	The *Prose* folder contains other folders.		1
iii)	Folders can also be created on a floppy disk.		1
iv)	A folder cannot be deleted.		1
v)	Folders help you to organise your work better.		1

(c)   One item missing from the picture above is the **Recycle Bin**. Write a sentence to explain what the Recycle Bin is used for.

_____

_____   2

2 This question is on the **Spreadsheet** program.

You are using the **Spreadsheet** program to keep an account of the family income and expenses for the month of May. The picture below shows the data that you have typed.

	A	B	C	D	E	F
1	Income for May			Expenses for May		
2						
3	Wage	Lm 450.00		Electricity	Lm 54.00	
4	Overtime	Lm 44.00		Water	Lm 21.00	
5	Bank interests	Lm 13.00		Telephone	Lm 30.00	
6	Savings from April	Lm 26.00		House rent	Lm 25.00	
7				Clothing	Lm 63.00	
8				Food	Lm 250.00	
9				Leisure	Lm 50.00	
10						
11	Total Income			Total Expenses		
12						
13		Balance				
14	Lowest Income			Highest Expense		
15						

(a) Write down the **formulas** that you must type to find:

i) The total income for May in cell B11.

2

ii) The total expenses for May in cell E11.

2

iii) The balance (difference) between the Total Income and the Total Expenses in cell C13.

2

(b) In cell B14 you may type the formula **=MIN(B3: B6)** to find the Lowest Income for May. Write down the formula to find the **highest expense** for May in cell E14.

2

(c) You want to **insert a new row** between rows 13 and 14. Which row must be selected to insert the new row in the correct position?

Row:

1

(d) Use the number **1, 2 or 3** to complete the following sentence:

In the picture of the spreadsheet above, currency (money) has been formatted to _____ decimal places.

1

(e) In the spaces below, write down the list of incomes as they would appear after **sorting in ascending order** (A to Z).
The first item has been done for you.

1. *Bank interests*

2. _____

1

3. _____

1

4. _____

1

3   This question is on the **Database** program.

You want to store the information on your most favourite actors in the **database program**.

(a)   The **file specifications** for the actors' database are shown in the incomplete table below.

i)   Fill in the Data Type using the words **Text**, **Number** or **Date**.
One has been done for you.

Field name	Data type
Name	
Surname	*Text*
Nationality	
Date of birth	
Age (years)	

1

1

1

1

ii)   How many **fields** would the database file have?

1

(b)   Every now and then you may need to **update** the database.

i)   Tick (✔) the answer that best explains the **reason for updating** the database.
• So that the database can be printed and saved.
• So that the information in the database is correct.
• So that more information can be added to the database.

1

ii)   To update the database you have to **Delete**, **Insert** or **Edit** records. Write down the words in bold so that each word matches with the meaning given below.

_____ – changing some data in a record.

1

_____ – typing a new record.

1

_____ – removing an unwanted record.

1

(c)   After typing all the information in the file, your teacher told you to click the **button** shown on the right. What is the button used for?

_____

2

(d)   Write **True** or **False** for each of the following:

i)   You should have used the spreadsheet program and not the database program to store the actor's information.

1

ii)   Sorting arranges the records in a certain order.

1

iii)   The data in a keyfield must be the same for all records.

1

iv)   A record is the group of data about one actor.

1

4   This question is on the **database** program.

The picture below shows a database table on the planets in our solar system.

Planets : Table

	Name	Diameter (km)	Moons	Length of day (hours)
	Mercury	4500	0	1320
	Venus	12160	0	5760
	Earth	12680	1	24
	Mars	6720	2	25
	Jupiter	140800	12	10
	Saturn	120000	9	10
	Uranus	46400	5	11
	Neptune	43200	2	15
	Pluto	6400	0	144
*				

(a)   (i)   What **filename** has been given to the database table when saving it?   2

(ii)   Write down the **amount** of records that have been typed.   2

(b)   **Queries** have also been designed on the database table.

i)   One Query was to find the records of the planets that have **zero (0) moons**. Tick (✔) the correct condition that must be used.

Moons = 0 [　]
Moons equal 0 [　]
Moons = "0" [　]   2

ii)   Another query was to find the records of the planets where the *Length of Day (hours)* is **greater** than that of the *Earth*. Tick (✔) the correct condition that must be typed.

< 24 [　]
greater Earth [　]
> 24 [　]   2

(c)   A **Form** and a **Report** were also designed on the table. These are shown in the pictures labelled **A** and **B** below.

Planets

Name	Diameter (km)	Moons	Length of day (hours)
Mercury	4500	0	1320
Venus	12160	0	5760
Earth	12680	1	24
Mars	6720	2	25
Jupiter	140800	12	10
Saturn	120000	9	10
Uranus	46400	5	11
Neptune	43200	2	15
Pluto	6400	0	144

A

Planets

Name   Mercury
Diameter (km)   4500
Moons   0
Length of day (hours)   1320

Record: |◄ ◄ | 1 | ► ►| ►* of 9

B

i) Look at the pictures A and B on the previous page. In the spaces below, write down the words **Form** and **Report** to state what each picture is showing.

Picture A: _____ 1

Picture B: _____ 1

ii) The **buttons** shown at the bottom of picture B are also drawn below. Fill the blanks in the sentences below by using the following words:

Last   next   previous   first

◄ - Used for moving to the _____ record. 1

► - Used for moving to the _____ record. 1

◄| - Used for moving to the _____ record. 1

|► - Used for moving to the _____ record. 1

5 This question is on the **Presentation** (PowerPoint) program.

(a) Complete the following sentence.

While a **document** in word processing is made up of a number of

pages, a **presentation** in PowerPoint is made up of a number of

_____. 2

(b) Write a **true** or a **false** for each of the following:

- A presentation is like a table of information. 1

- A title on a slide may be rotated. 1

- Text and pictures may be animated. 1
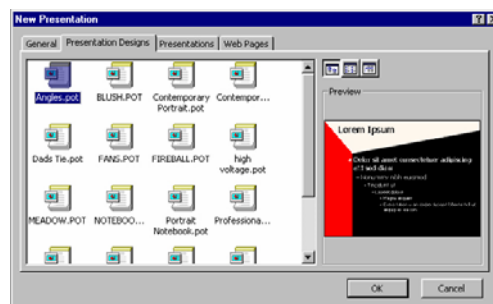
- Slide transition is an effect on the title only. 1

(c) The picture on the right is used to choose a **template**.
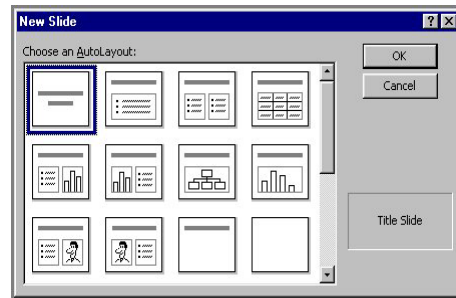

i) Complete the following sentence:

A **template** consists of a _____ and a pre-defined

scheme of colours to have a consistent appearance. 2

ii) Is a template applied to **one** slide or to **all** the slides?

1

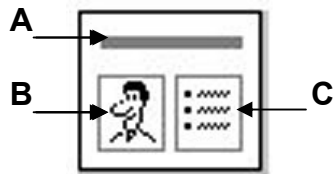(d)   Look at the picture on the right.

i)   Tick (✔) the **correct** phrase.
The picture is showing a selection of:

- Page setups.

- Slide transitions.

- Object animations.

- Slide layouts.

1

ii)   The following diagram is one of the sketches shown in the picture above. What are the items labelled **A**, **B** and **C** representing?
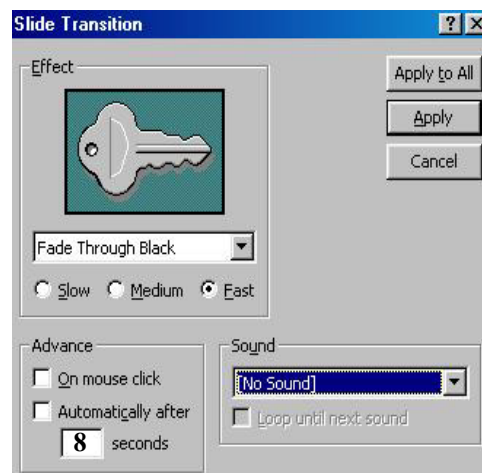
A: _____   1

B: _____   1

C: _____   1

iii)   If you select one of the sketches, is the sketch applied to **one** slide or to **all** the slides together?

_____

1

(e)   The picture on the right is used to set the **slide transition**.

i)   Write down the **type** of slide transition that I have selected.

_____

ii)   Would the slide transition be **quick** or take a **long** time?

_____

1

1

iii)   Draw an **X** in the correct position in the picture above to show what must be ticked to have a **presentation** running by itself.   1

(f)   The picture below shows 5 labelled **buttons** that are found in the presentation program.

Slide view —
Outline view —
Slide sorter view —
— Slide show
— Notes page view
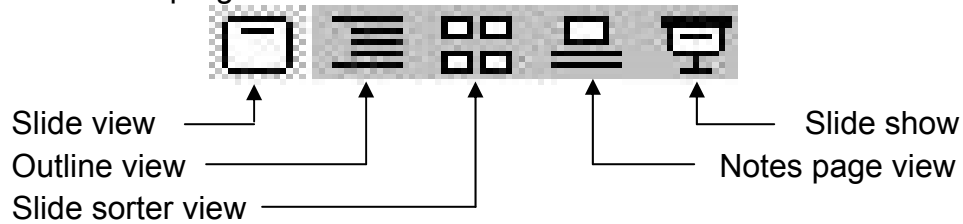
Write the **name** of the button that is used to:

i)   Run the slide show.   1

ii)   Edit the text in one of the slides.   1

iii)   Choose the order of the slides.   1

6   This question is on the **Desktop Publishing** (DTP) program.

(a)   Two different **fill effects** have been used to fill the two rectangles shown below. Tick (✔) the right box to show the type of effect.

Fill effect   **Gradient**   **Pattern**

                                                    1

                                                                        1

(b)   The two pictures below were drawn using **line art** and **greyscale**. Put the correct name under each picture.


                                                                        2
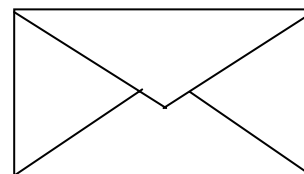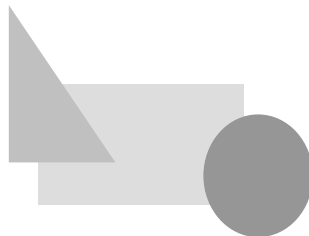
(c)   **Sans-serif**, **Script** and **Serif** fonts have been used in the sentences given below. Write the correct type style for each sentence.

i)   The quick brown fox jumps over the lazy dog.   1

ii)   The quick brown fox jumps over the lazy dog.   1

iii)   The quick brown fox jumps over the lazy dog.   1

(d)   Tick (✔) the correct size of paper that you would obtain if you were to **cut an A4 paper in half**.

        A3 [   ]   A5 [   ]   A2 [   ]   1

(e) i) How many panels would you expect to find in a **three-fold brochure**, if it is printed on **both sides**?

1

ii) The sketch below shows a two-fold brochure. Draw a **simple sketch** to show how you would fold a three-fold brochure.
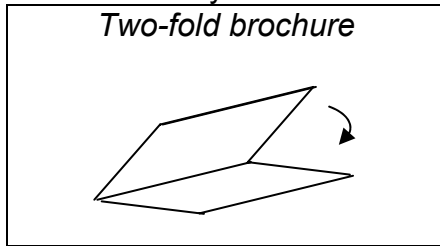
Two-fold brochure	Three-fold brochure

2

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7 This question is on the **Internet** and **E-mail**.

(a) Two uses of the Internet are **searching for information** and sending **e-mails**. Name one other use of the Internet.

_____

2

(b) When **Schoolnet Mail** is opened the toolbar shown below is displayed. Write the following words in the correct boxes.
Two have been provided as answers.

log out, compose, mailboxes, auto-reply

			Settings	*web site*	

4

(c) When sending e-mails you may use the **CC** option. Underline the correct meaning for CC.

close cut   **computer course**   **carbon copy**

2

(d) Fill in the **blanks** in the passage below using the following words.

messages	*reliable*	*electronic*	*fast*
modem	*ISP*	*keyboard*	*networks*

E-mail is short for _____ mail. This is the

transmission of _____ over communication

_____. To send e-mails from your home you must

have a _____ and an Internet connection that is

provided by an _____. The messages may be text

entered from the _____. Companies that are fully

computerised make much use of e-mail because it is flexible,

_____ and _____.

8