DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Department for Curriculum Management and eLearning
Education Assessment Unit
Annual Examination for Secondary Schools 2013

LEV.
5 – 6 – 7 –

FORM 1   Information and Communication Technology   TIME: 1h 30min

Name: _____   Class: _____

1. This question is about Basic Concepts.

a)   Which of the following is **Hardware** and which is **Software**?

Printer	**Webcam**	**Spreadsheet**	**Wordprocessor**
Speaker	**Scanner**	**Text Editor**	**Paint**

Write your answers in the table below under the correct headings:

Hardware	Software

(4 marks)

b)   Copy **four** (4) **input** devices from the following list in the space provided below.

webcam   scanner   speaker   printer   keyboard   mouse

The **four** input devices are:

_____, _____, _____, _____.

(4 marks)

c)   What is considered as good practice when working with a computer for a long time?
     Tick (✓) three (3) answers from the list below:

     i)   Ensure the room is well lit and ventilated.   ☐

     ii)   Take frequent breaks.   ☐

     iii) Use an adjustable stool.   ☐

     iv)   Switch off the lights in the room.   ☐

     v)   Use eye relaxation techniques.   ☐

     vi)   Play background music to relax.   ☐

(3 marks)

d) Fill in the blanks with the following words:

information, browsing, games, calculations, data, store

i) A computer is an electronic device that processes _____.

ii) Computers can _____ and find data quickly to provide us with

_____.

iii) Computers are used to type documents and to carry out complex _____.

iv) Computers are also used for sending electronic messages, _____ and

_____ the internet.

(6 marks)

2. This question is about using the computer and managing files.

a) Underline the correct answer from A, B or C.

i) To start the computer and log on securely, you need first to:

A. press the CTRL, ALT and ESC keys from the keyboard.
B. Press the ENTER key twice.
C. Press the CTRL, ALT, DELETE keys from the keyboard.

ii) If a computer has a number of application programs running at the same time, how can you switch between them?

A. Press and hold the ALT key and hit the TAB key from the keyboard.
B. Press the SHIFT key followed by the CTRL key from the keyboard.
C. Press the CTRL, ALT, DELETE buttons from the keyboard.

(2 marks)

b) Write **True** or **False** next to the following statements:

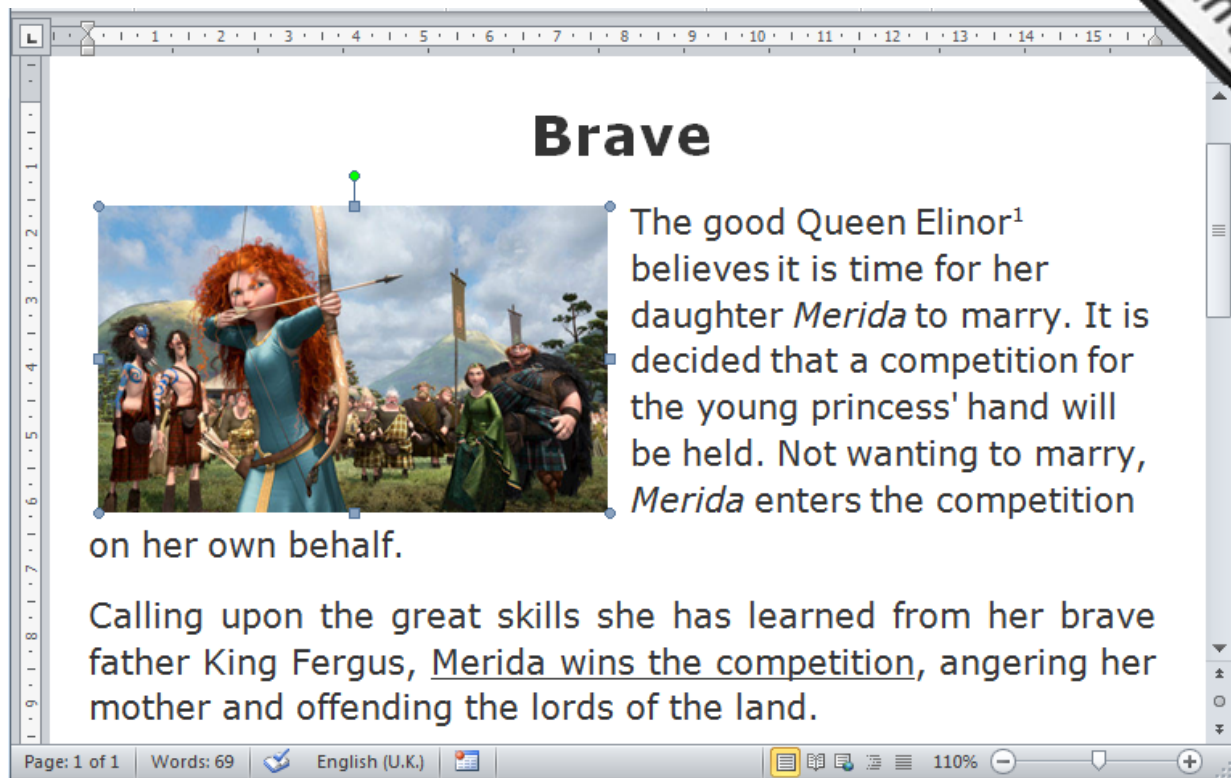|	
i) A folder can contain other folders.	
ii) A file can contain sub-folders.	
iii) Windows can be moved by dragging them from the title bar.	
iv) Once a file is deleted from the local hard-disk, it is deleted forever.	
v) Deleted files from a pen-drive can be found in the Recycle Bin.	

(5 marks)

c) Name the following icons using the words: **File, Shortcut, Folder, Recycle Bin**

i)	ii)	iii)	iv)

(4 marks)

3. This question is about Word Processing.

Brave

The good Queen Elinor[1] believes it is time for her daughter *Merida* to marry. It is decided that a competition for the young princess' hand will be held. Not wanting to marry, *Merida* enters the competition on her own behalf.

Calling upon the great skills she has learned from her brave father King Fergus, Merida wins the competition, angering her mother and offending the lords of the land.

Page: 1 of 1 | Words: 69 | English (U.K.) | 110%

a) Look at the picture above and complete the following.

i) The formatting feature used to create the **font effect** on the title **Brave** is called

_____.

ii) The text in the first paragraph is aligned to the _____ and that of the second paragraph is _____.

iii) The name *Merida* in the first paragraph is formatted in _____.

iv) At the end of the first line, the number 1 on the word "Elinor[1]" is formatted with a special effect called _____.

v) Which key from the keyboard should be used together with CTRL to **cut** the selected picture: _____

vi) Describe how you can use the mouse to make the inserted picture **smaller**:

_____

_____

(7 marks)

b) **Look at the picture below.**
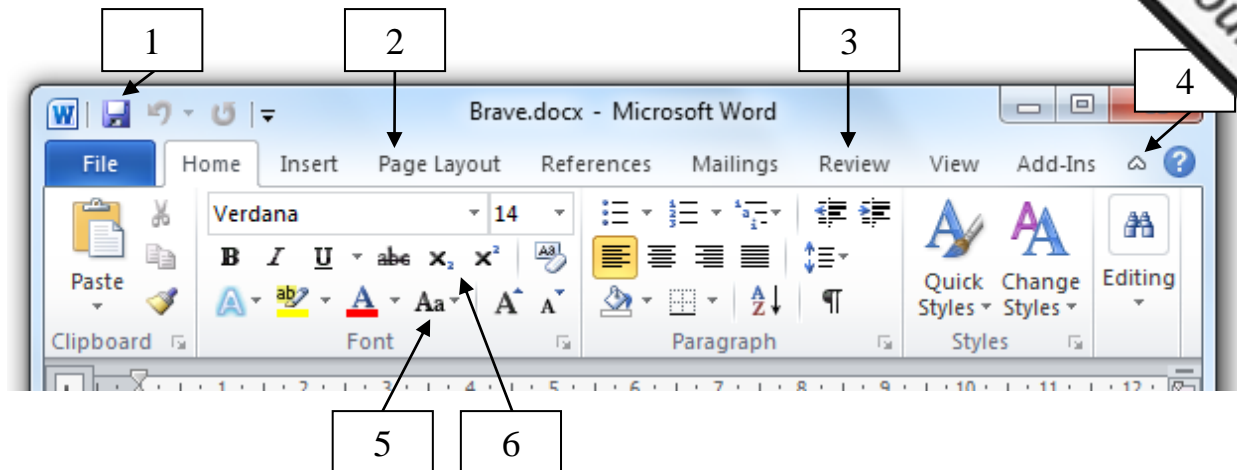
i) Which button can be used to save the document? _____

ii) Which tab can be used to set the Page Margins? _____

iii) Where can you click to format text in subscript? _____

iv) Write the filename of the document: _____

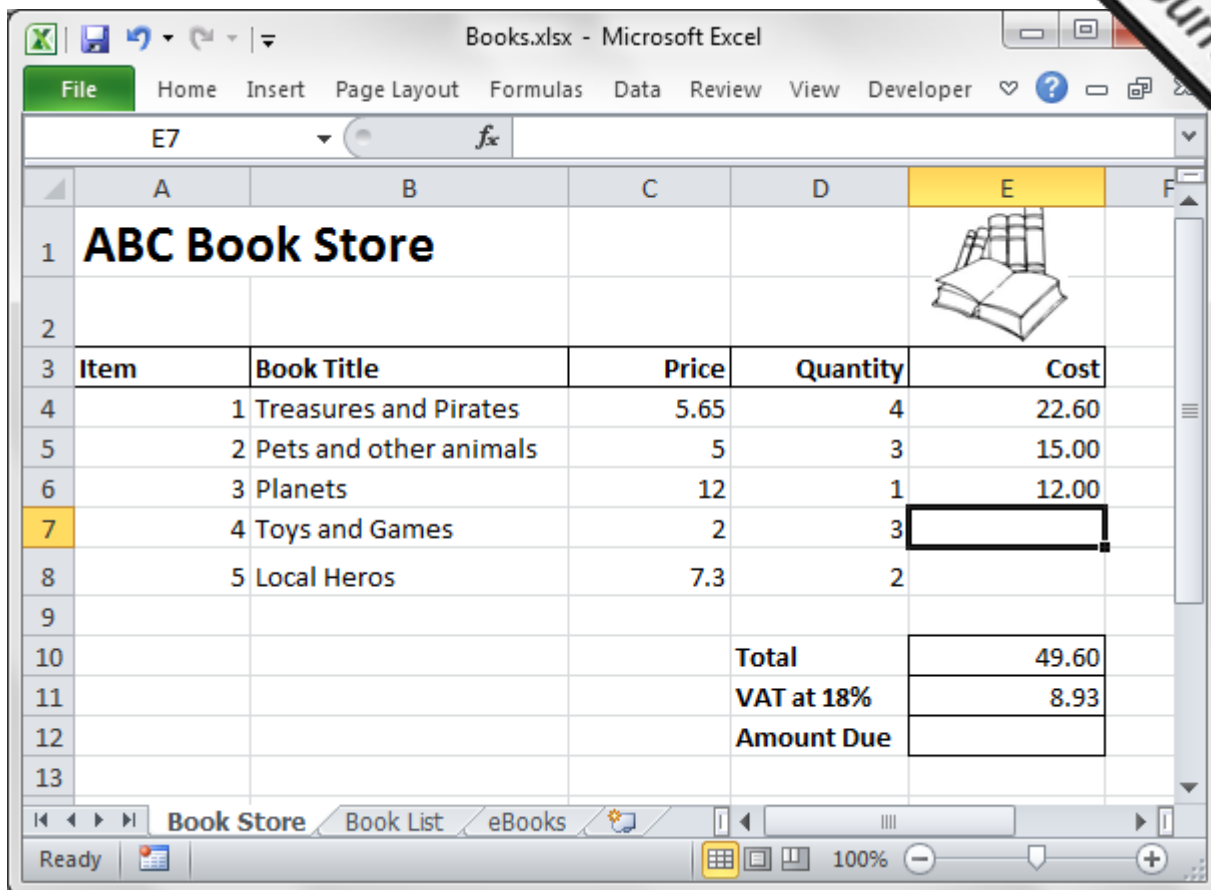v) Describe what happens when you click on button number 4:

_____

(5 marks)

c) **From the Page Setup dialogue box we can set Margins, Orientation and Paper Size of a document. Show how you can make the following settings by writing on the picture below.**
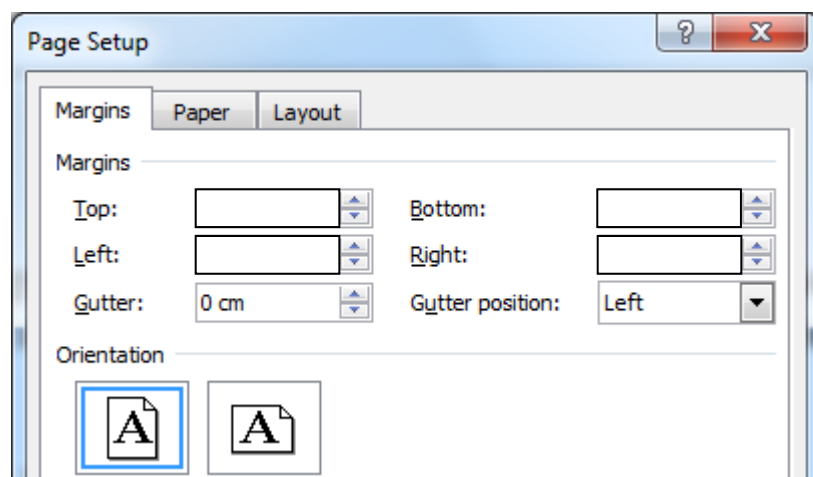
i) Set the left and right margins to 2cm.

ii) Set the top and bottom margins to 2.54cm.

iii) Write the name of the selected page orientation: _____

(3 marks)

4. This question is about Spreadsheets.

	A	B	C	D	E	F
1	**ABC Book Store**					
2						
3	**Item**	**Book Title**	**Price**	**Quantity**	**Cost**	
4	1	Treasures and Pirates	5.65	4	22.60	
5	2	Pets and other animals	5	3	15.00	
6	3	Planets	12	1	12.00	
7	4	Toys and Games	2	3		
8	5	Local Heros	7.3	2		
9						
10				**Total**	49.60	
11				**VAT at 18%**	8.93	
12				**Amount Due**		
13						

Books.xlsx - Microsoft Excel — E7 — Book Store / Book List / eBooks

a) Look at the picture above and then answer the questions in the space provided.

i) Write the name of the workbook: _____.

ii) Write the cell reference of the active cell: _____

iii) How many worksheets does the workbook contain? _____.

iv) What can you do to view the worksheet named **eBooks**?

_____.

(4 marks)

b) Fill in the blanks:

To format the cells from A3 to E3, you would first select them by clicking in A3, hold the

_____ key from the keyboard and click in cell E3.

(1 mark)

c) To calculate the cost in cell E7, the formula should multiply the value in cell C7

by the one in cell D7.

i) Write the result that should appear in cell E7: _____.

ii) Write the formula that should be entered in cell E7: _____.

(3 marks)

d) Write the **formula** to find the 18% of the value in cell E10:

_____.

e) Write the **formula** that should be entered in cell E12 to add the values in cells E10 and E11.
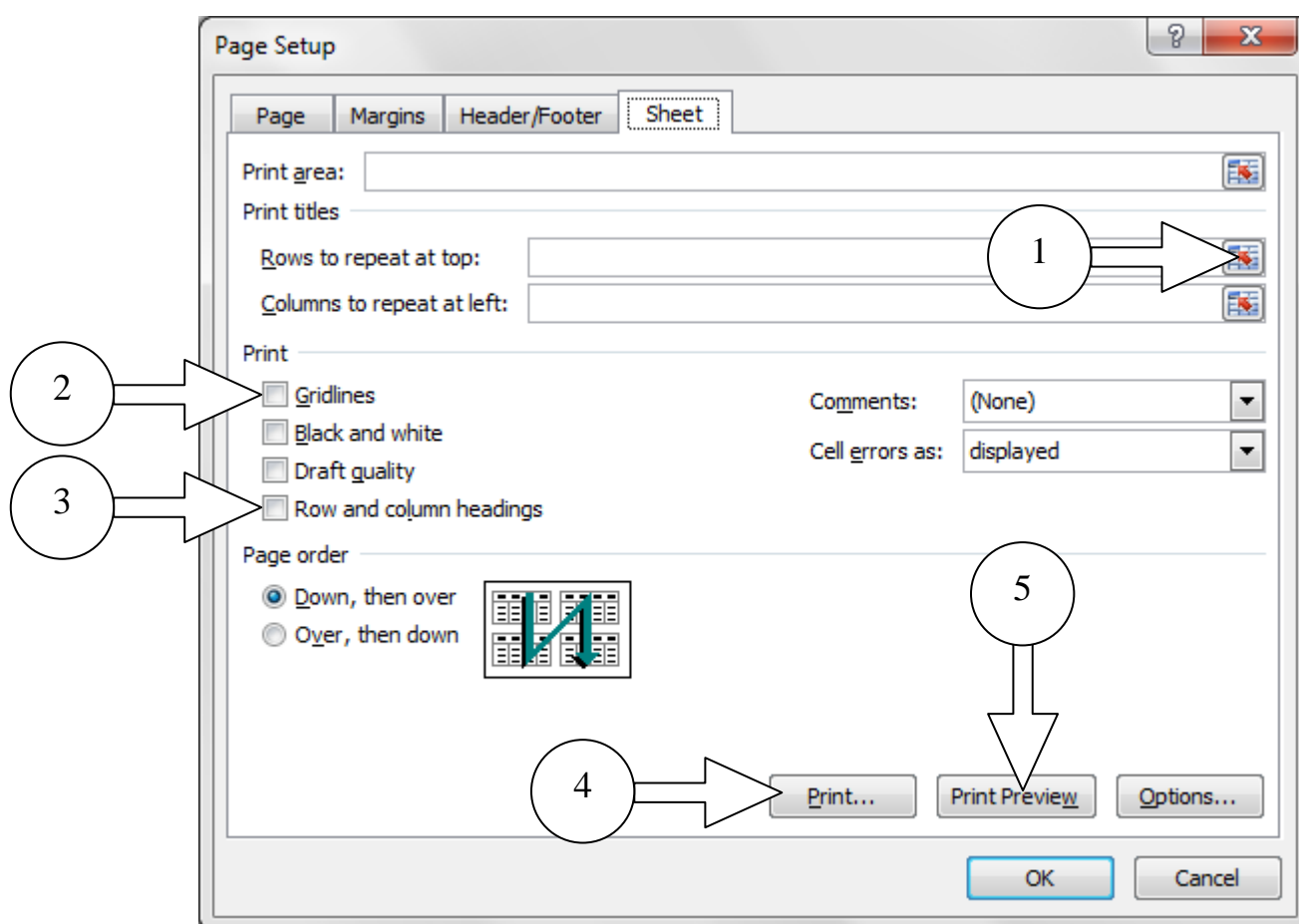
_____. (2 marks)

f) Give one **advantage** of using an electronic spreadsheet over a pencil and paper method when working the costs and the final amount due of a bill.

_____

(1 mark)

g) Look carefully at the picture below and then answer the questions in the space provided.

i) To print gridlines you would set the option marked with number _____.

ii) To print the row and column headings, set the option marked with number _____.

iii) To repeat row 1 so that it appears at the top of every printed page you would click on the button marked with number _____.

iv) Why would you click in button 5 before button 4?

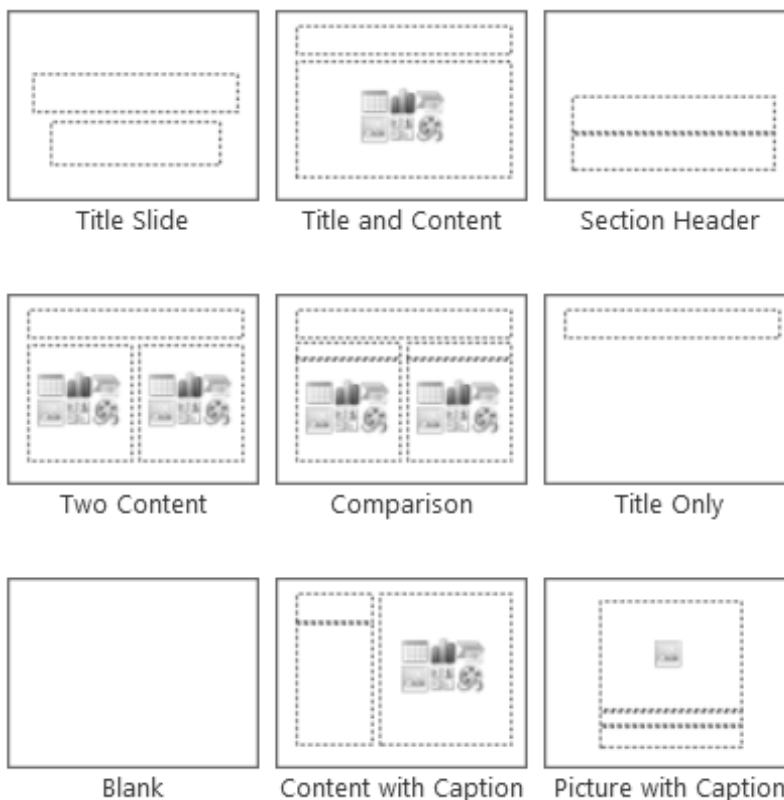_____

(4 marks)

5. **This question is about Presentations.**

a) Fill in the blanks using the words below:

colour	slides	bulleted	charts	long

   i) A presentation is usually made up of a number of _____.

   ii) It is good practice to use short phrases rather than _____ paragraphs.

   iii) When possible, use graphics and _____.

   iv) Once you have chosen a _____ scheme, keep it consistent throughout the presentation.

   v) When using lists, it is advisable to use numbered lists and _____ lists.

(5 marks)

b) This question is about slide layouts. Use the picture below to answer.

Title Slide   Title and Content   Section Header

Two Content   Comparison   Title Only

Blank   Content with Caption   Picture with Caption

For each of the following situations, write the name of the most suitable slide layout:

   i) For the layout of the first slide of a presentation, use _____.

   ii) To show shapes on a blank screen, use the layout named _____.

   iii) To create a slide with a title and nothing more, choose _____.

   iv) To show a picture with a description underneath it, choose _____.

   v) To insert a slide with three lines of text and a title, use the layout _____.

(5 marks)

c) **Look at the picture below and complete by writing the number of the most sui**
button to do the job.
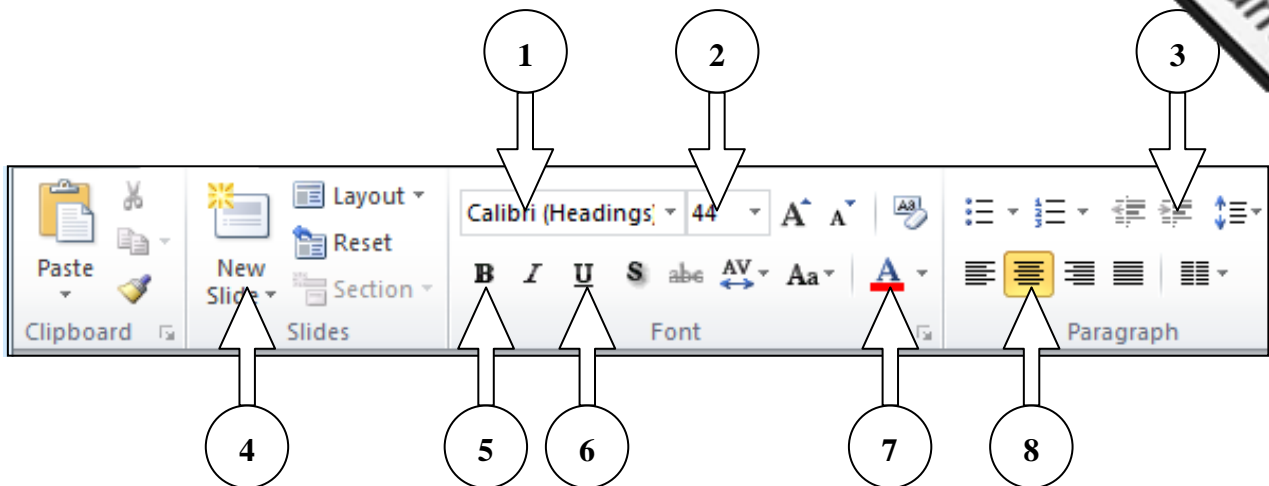
i) To change the font face. _____

ii) To change the font size use. _____

iii) To change the colour of the selected text. _____

iv) To centre the title. _____

v) To move the text away from the left margin. _____

(5 marks)

d) John would like to start his slide show presentation. Look carefully at the picture below and draw a circle around the icon John would click to start the presentation from the first slide.
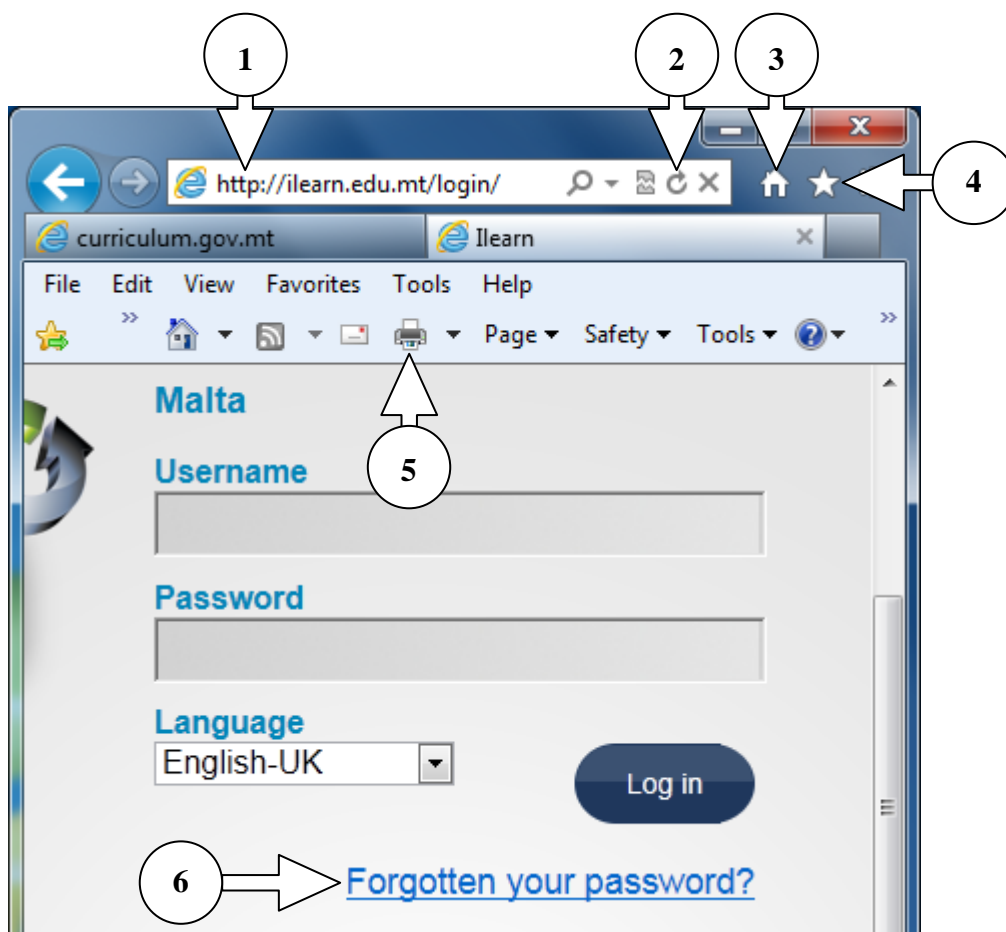

(1 mark)

e) Mariah would like to insert a picture of a horse. She **cannot** access the internet. How can she add a picture of a horse to her presentation?

_____

_____

_____

_____
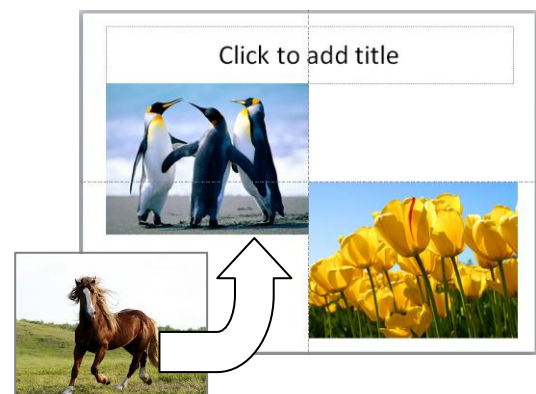
(2 marks)

6. This question is about Information and Communication.

a) Look at the picture below and answer the following questions by writing the correct number.

i) Where would you click to navigate to the Home Page? _____

ii) Which number is showing a hyperlink? _____

iii) Where would you click to refresh a website? _____

iv) Where would you click to enter the URL of a website? _____

v) Where would you click to see a list of visited and favourite websites? _____

(5 marks)

b) What do the following stand for?

i) WAN _____

ii) WLAN _____

iii) WWW _____

iv) ISP _____

(4 marks)

c) What is a search engine?

_____

(1 mark)

d)   Write one advantage and one disadvantage of using a LAN in a school.

    i)   Advantage:

    ii)   Disadvantage:

                                                                                                            (2 marks)

e)   List two **netiquette** rules we should observe when sending an email.

   1.

   2.

                                                                                                          (2 marks)

f)   Jane is working on a history project with her friend Sasha. Sasha's email address is
sashagrima@ilearn.edu.mt.

Pretending you are Jane, fill in the picture below with the following, to show how Jane can
send a file with her notes to Sasha:

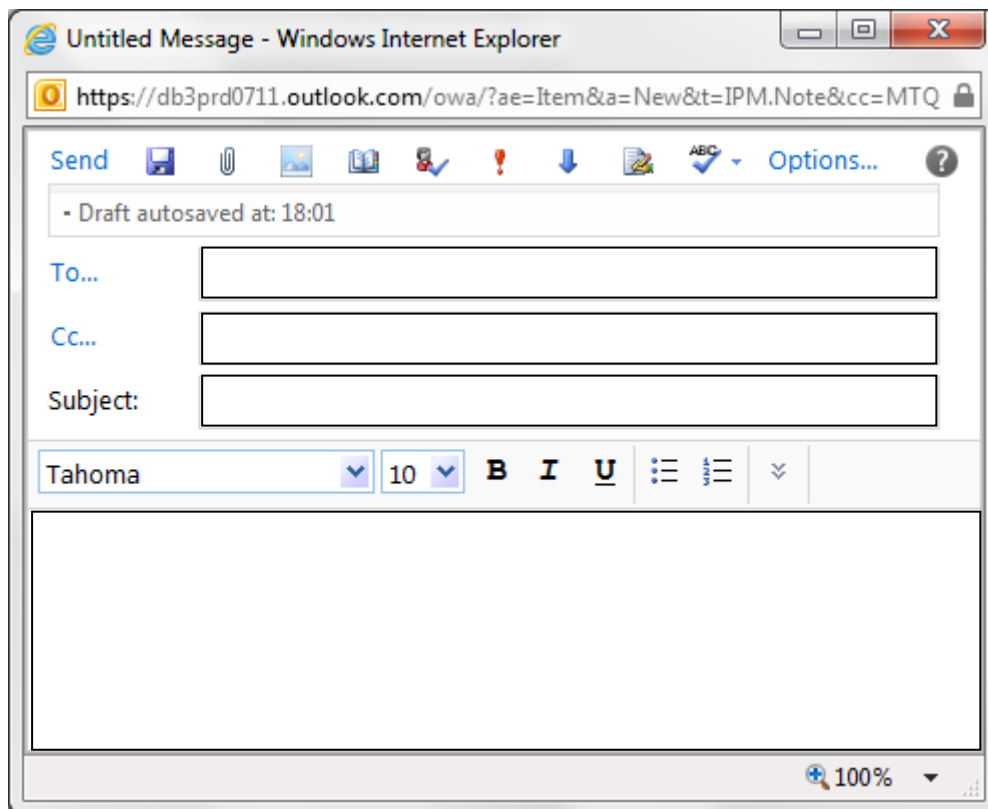   i)   Write "History notes" in the subject of the email.   (1 mark)

    ii)   Write Sasha's email address.   (2 marks)

    iii) Write a short message to tell Sasha about the content of the attached file.   (3 marks)

    iv) Draw a circle around the button that Jane needs to click to attach her notes.   (1 mark)

    v)   Draw a rectangle around the button that Sasha would use to send the email.   (1 mark)

End of Examination Paper