

FORM 2

Information & Communication Technology

TIME: 1h 30min

Name: _____

Class: _____

Section A: Multiple Choice Questions. Choose the most suitable answer and write your answer in the table provided at the end of this section.

1. Which of the following is referred to as “read and write” memory?
 - A. RAM
 - B. CPU
 - C. ROM
2. The processing speed of the CPU is measured in:
 - A. Gigabytes (GB)
 - B. Gigahertz (GHz)
 - C. Megabytes (MB)
3. By increasing one of the following, the computer performs faster. Which one?
 - A. ROM
 - B. RAM
 - C. Weight of the PC
4. Which one of the following is most likely to contain a virus?
 - A. RAM
 - B. CPU
 - C. Pen drive
5. Which one of the following is an example of a personal computer?
 - A. Smartphone
 - B. PDA
 - C. Tablet
6. A common way of infecting your computer with a virus is by:
 - A. connecting it to old computers.
 - B. opening email attachments.
 - C. saving a file in a pen-drive.
7. What is the best way of protecting your computer from getting a virus?
 - A. Install a new hard drive.
 - B. Install anti-virus software.
 - C. Remove dust from the computer to keep it clean.
8. An employee using an extranet can:
 - A. access the private network of his/her company from home.
 - B. access all private networks.
 - C. access any site on the World Wide Web.
9. An intranet is:
 - A. A website which can be accessed by everyone.
 - B. A smaller version of the internet that can be accessed by authorised members of an organisation.
 - C. A very fast search engine.
10. A phishing mail attempts to:
 - A. hack your computer.
 - B. transmit a virus.
 - C. acquire usernames and passwords.

11. To uninstall an application you need to:
 - A. select the program and hit the Delete button.
 - B. select the program icon and drag it to the Recycle Bin.
 - C. open the Control Panel.
12. Deleted files from a pen drive:
 - A. can be found in the Recycle Bin.
 - B. are moved to My Documents.
 - C. are permanently deleted.
13. You CANNOT sort your files by:
 - A. Date.
 - B. Frequently used.
 - C. Type.
14. Which of the following units of file size measurement is the smallest?
 - A. GB
 - B. MB
 - C. KB
15. Folders are needed to:
 - A. create files.
 - B. create documents.
 - C. organise files.
16. From the main menu, which option do you choose to add a border to a paragraph when using a word processor?
 - A. File
 - B. Format
 - C. Insert
17. To move a picture from one document to another you have to:
 - A. Cut and Copy.
 - B. Cut and Paste.
 - C. Copy and Paste.
18. What is the use of the TAB key?
 - A. Helps to align text instead of inserting spaces.
 - B. Inserts a new paragraph.
 - C. Helps to type text in uppercase.
19. To search for a word or phrase in a document:
 - A. click in View menu and select Search.
 - B. click in Edit menu and select Replace.
 - C. click in Edit menu and select Find.
20. RSS feed allows users to:
 - A. read new content when it becomes available on a website.
 - B. remove viruses from email attachments.
 - C. delete unwanted emails automatically.

Write your answers in the following table:

Question	Answer	Question	Answer	Question	Answer	Question	Answer
1		6		11		16	
2		7		12		17	
3		8		13		18	
4		9		14		19	
5		10		15		20	

[20 marks]

Section B: Answer all questions.**1. This question is about the use of ICT in everyday life.**

- a) John works in an office using a desktop computer from 8:30 am till 5:00 pm from Monday to Friday. At home he uses his laptop for browsing, chatting and social networking for another 2 hours. List **two** suggestions to help John avoid health problems related to continual use of a computer.

i. _____

ii. _____

[4 marks]

- b) **Internet services** are making life easier. Write the name of the following services:

i. Paying online electricity bills using your bank account. _____

ii. Buying tickets from a website using a debit card. _____

iii. Using the government website to pay tax online. _____

iv. Sending a message using an online mailing system. _____

[4 marks]

- c) Maria is studying History using another internet service called **e-Learning**. She can read notes and other content that helps her to learn better.

Write about **three features of e-Learning** that makes it so popular with students.

i. _____

ii. _____

iii. _____

[6 marks]

- d) Veronica is a young mother. She chooses to **work from home** with a company that sends her documents using email. After she completes her tasks, Veronica sends them back to her company. In this way she can take care of her baby while completing her work.



- i. This kind of work practice is called _____
- ii. Write two advantages of this kind of work practice:

- iii. Write two disadvantages of this kind of work practice:

[5 marks]

- e) Veronica knows that recycling computer components is the best choice to reduce waste and take care of the environment.

List two things that she can recycle while working with her computer.



- i. _____
- ii. _____

[2 marks]

- f) What can Veronica do to save energy and electricity bills while working with her computer?

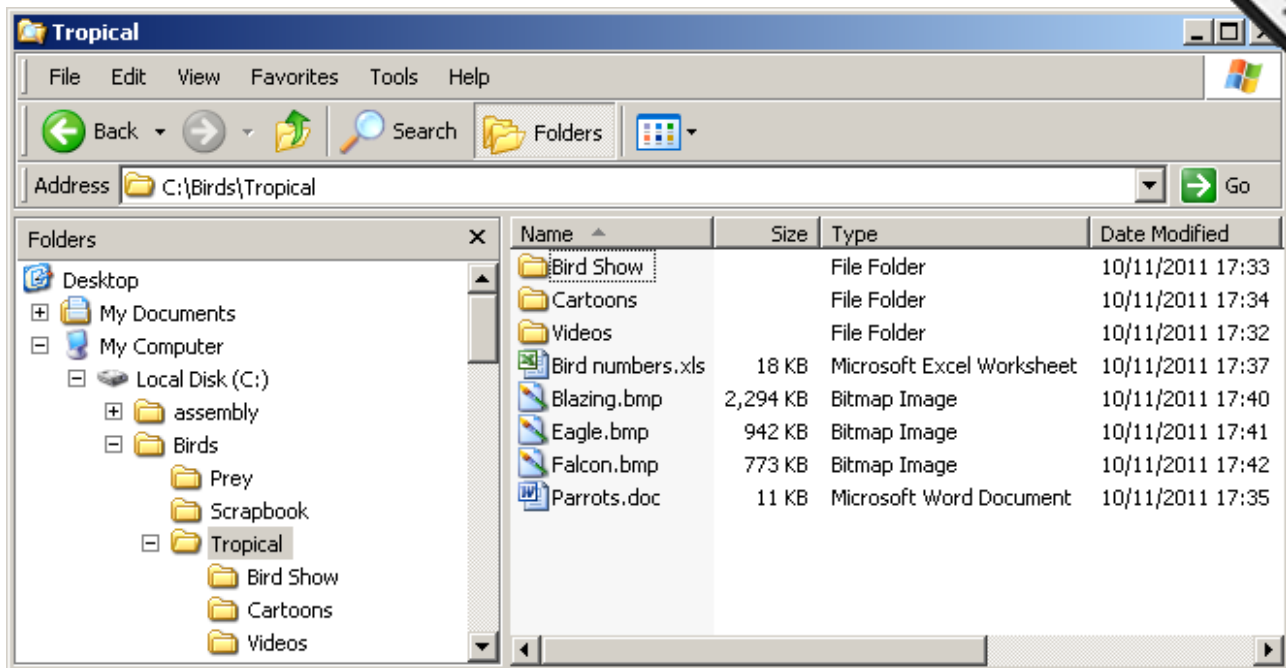
- i. _____

- ii. _____

[2 marks]

2. This question is about **managing files**.

Look at the following picture and answer the questions.



- In which **drive** are the above files and folders stored? _____
- How many subfolders does the folder **Tropical** contain? _____
- What is the structure shown in the picture called? _____
- What does the [+] sign indicate? _____
- Write down the name of **TWO** folders that do not contain subfolders.
_____ and _____
- Write down the name of the **selected folder**. _____
- How many files are stored in this folder? _____
- By which criteria are the **files sorted**? _____
- What is the **name** of the **largest file**? _____
- Describe how you can sort the files by **name** in **descending** order.

- Describe how you can rename the file **Falcon.bmp** to **Falconer.bmp**.

[12 marks]

3. Marika and Paul are using a computer to produce a project about birds. The project include **pictures**, **graphics** and short paragraphs of **text**. They are using a computer with the following programs:



spreadsheet



presentation



browser



word processor

- a) Fill in the blanks using **three** of the above listed programs:
- They should use the _____ program to **type** information about birds.
 - They should use the _____ program to **draw** a wooden bird's house.
 - They should use the internet _____ to **view websites** about birds.

[3 marks]

- b) Paul would like to **save** a copy of his project files on a **pen drive**. Give **one** reason why he wants to save his files on the **pen drive**.

[1 mark]

4. Fill in the empty boxes in the picture below to set the following paragraph formatting:

- Format the paragraph to **Double** line spacing.
- Set the paragraph alignment to **Justified**.
- Set the spacing **before** the paragraph to **6pt**.
- Set the spacing **after** the paragraph to **9pt**.
- Indent the paragraphs by **1cm** from the **left**.

Paragraph [?] [X]

Indents and Spacing | Line and Page Breaks

General

Alignment: [] Outline level: [Body text]

Direction: ☐ Right-to-left ☒ Left-to-right

Indentation

Before text: [] Special: [] By: []

After text: [] (none) []

Spacing

Before: [] Line spacing: [] At: []

After: []

☐ Don't add space between paragraphs of the same style

[5 marks]

5. a) Marika uses the Header and Footer sections to add page numbers to her document.


Label the following picture with the words **Header** or **Footer** to show which section is the page Header and which section is the page Footer:

i.

Birds

Modern birds are characterised by feathers, a beak with no teeth, the laying of hard-shelled eggs, a high metabolic rate, a four-chambered heart, and a lightweight but strong skeleton. All living species of birds have wings—the now extinct flightless Moa of New Zealand was the only exception. Wings are evolved forelimbs, and most bird species can fly, with some exceptions, including ratites, penguins, and a number of diverse endemic island species. Birds also have unique digestive and respiratory systems that are highly adapted for flight. Some birds, especially corvids and parrots, are among the most intelligent animal species; a number of bird species have been observed manufacturing and using tools, and many social species exhibit cultural transmission of knowledge across generations.

Many species undertake long distance seasonal migrations, and many more perform shorter irregular movements. Birds are social; they communicate using vocal signals and through calls and songs, and participate in social behaviours, including cooperative breeding and hunting, flocking, and mobbing of predators. The vast majority of bird species are socially monogamous, usually for one breeding season at a time, sometimes for years, but rarely for life. Other species have polygynous ("many females") or, rarely, polyandrous ("many males") breeding systems. Eggs are usually laid in a nest and incubated by the parents. Most birds have an extended period of parental care after hatching.




ii.

Birds

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[2 marks]

- b) The picture below shows the **Header and Footer** toolbar.



Insert Time	Insert Date	Author
Switch Between Header and Footer	Insert Page Number	Insert Number of Pages

Use the words from the table above to complete the following table:

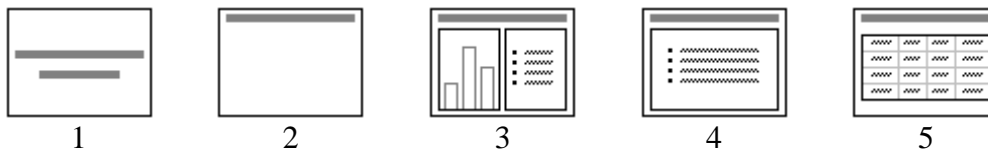
	Tool Button	What do we use it for?
i.		
ii.	Insert AutoText ▼	Inserts auto text, such as
iii.		
iv.		
v.		

[5 marks]

6. This question is about **slide presentations**.

a) Help Paul prepare a slide show presentation.

Write the slide layout number in the space provided to indicate which one should be used:

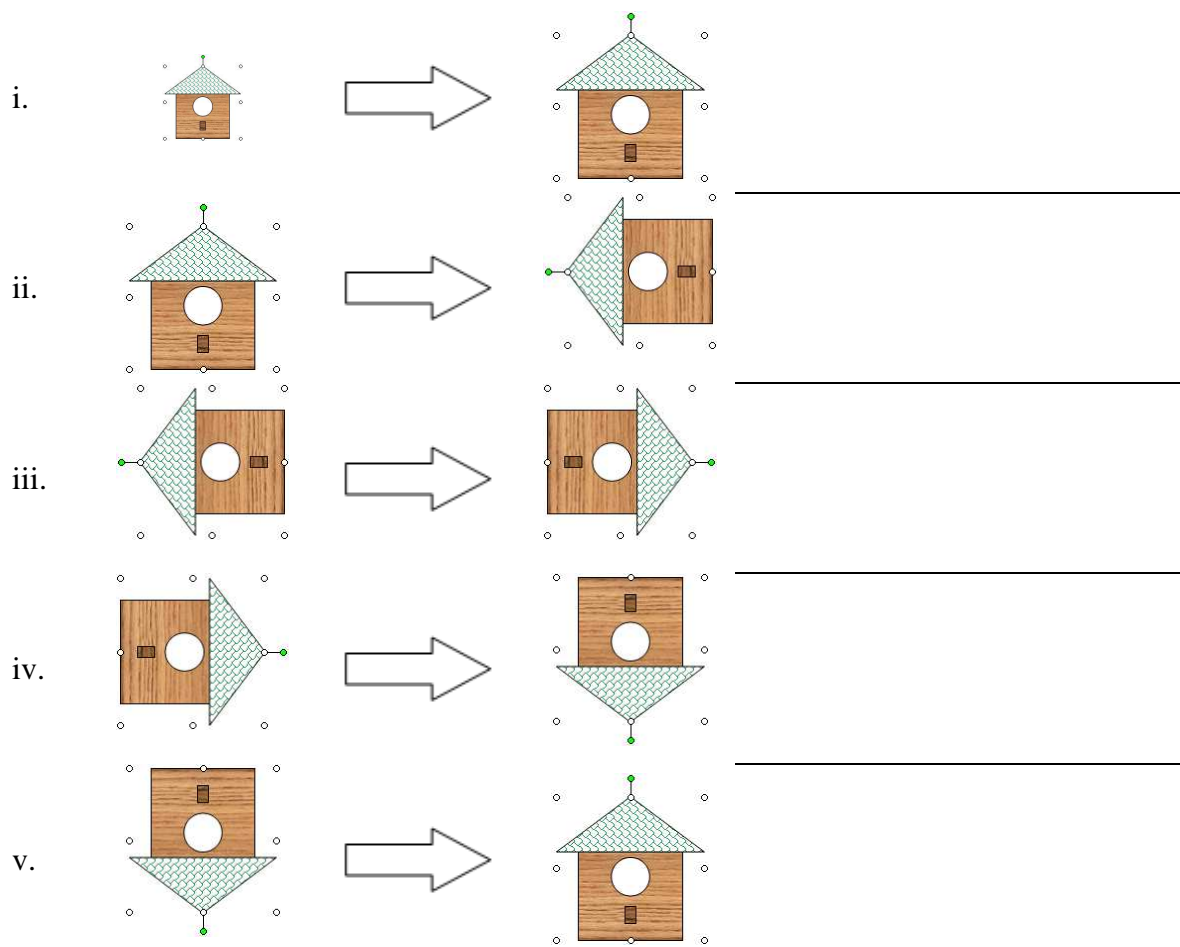


- Paul wants to insert a Title Slide. He should click on layout number ____.
- The next slide consists of a title and text. He should click on layout number ____.
- The third slide is going to show a table. He should choose layout number ____.
- The fourth slide has a title, a column graph and some text. He picks layout ____.

[4 marks]

b) Paul draws a bird's wooden box. Use the following commands to describe what he is doing to the picture:

Rotate Left 90°, Rotate Right 90°, Flip Horizontal, Flip Vertical, Resize



[5 marks]

7. This question is about the use of spreadsheets.

	A	B	C	D	E	F	G
1	Northern Chicken Coop						
2							
3		2007	2008	2009	2010	2011	
4	Hill Farm	45	70	88		143	
5	Valley Farm	65	80	95		136	
6	Sunset Farm	78	93	120		166	
7							
8	Total	188	#NAME?	303	0	445	
9	Average	63	81	101	#DIV/0!	148	
10	Maximum	78		120	0	166	
11	Minimum	45	70		0	136	
12							

a) Look at the above picture to complete the following:

- Write the **name** of the **workbook**: _____.
- Write a **meaningful name** for Sheet1: _____.
- Write the **value** that should appear in **cell C10**: _____.

[3 marks]

b) Look carefully at the picture and complete the following:

- The formula in cell B8 is _____.
- The formula in cell C9 is _____.
- The formula in cell F10 is _____.
- The formula in cell F11 is _____.

[4 marks]

c) There is the error **#NAME?** in cell C8. Give a reason for this error.

[2 marks]

d) **Underline** the best answer.

There is the error **#DIV/0!** in cell E9. This can be corrected by:

- Entering a positive number in one of the cells E4, E5 or E6.
- Deleting the formula from cell E9.
- Changing the value in cell E8 to 1.

[1 mark]

8. This question is about emails.



- Write the subject of this email: _____ [1 mark]
- Paul asks Martina to send him pictures on “this email address”. Which email address should Martina use? _____ [1 mark]
- Paul sends the same email to two other persons besides Martina. Write their email addresses:

_____ [2 marks]

- Explain the difference between **Cc** and **Bcc**. How does this affect Martina?

 _____ [3 marks]

- Explain the difference between **Reply** and **Reply to All**.

 _____ [3 marks]

End of Examination Paper