SECONDARY SCHOOL ANNUAL EXAMINATIONS 2009
Directorate for Quality and Standards in Education
Educational Assessment Unit

FORM 3	Information and Communication Technology	TIME: 1 hour 30 mins

Name: _____ Class: _____

Answer ALL questions.

1 a) Use the picture on the right to answer the following:

i) How many folders are there in the picture? ☐ **1**

ii) How many **drives** appear in the picture? ☐ **1**

iii) Write the name of two **sub folders** found in the **My Documents** folder? **2**
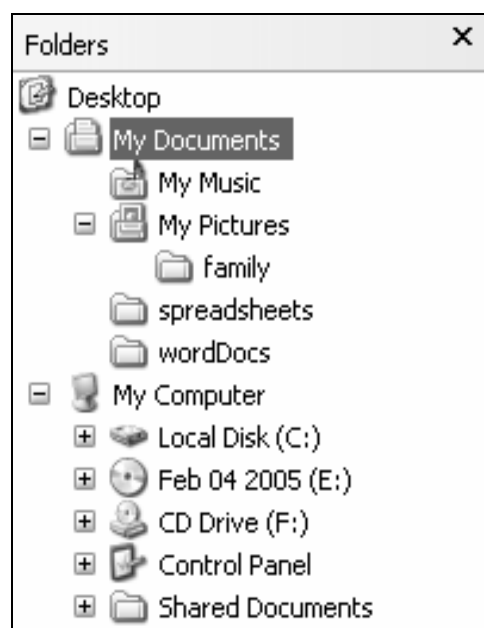
1. ☐

2. ☐

iv) Draw the **symbol** which you need to click to see the **sub folders**? ☐ **1**

v) Tick (✓) to show if the following statement is True or False: **1**

"**There are sub folders in the Shared Documents folder.**" True ☐ False ☐

b) A right-click on wordDocs folder shows a list of commands that are given in the picture on the right.

i) Write the command used to **change the name** of the folder wordDocs. ☐ **1**

ii) Write the **two** commands which can be used to **see the contents** of the folder. **2**

☐ ☐

iii) Which command would you choose to **view the size** of the **wordDocs** folder? ☐ **2**

iv) Write the command to **delete wordDocs** folder. ☐ **2**
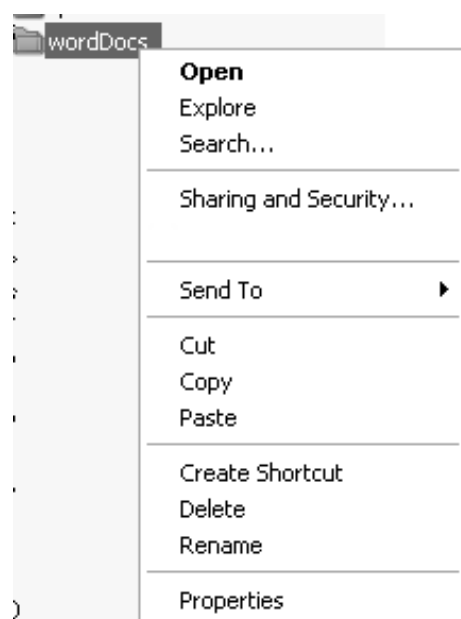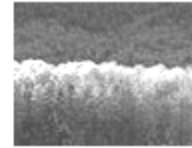
c) Use the following picture to answer the questions below:

Blue hills   Sunset   Water lilies   Winter

i) Underline the correct answer:
To select the **Blue hills** picture together with the **Water lilies** picture, you need to:

A. Press and hold the **Alt** button, and click on the picture thumbnails.

B. Press the **Ctrl** and the **+** buttons and then click on the picture thumbnails.

C. Press and hold the **Ctrl** button, then click on the picture thumbnails.

2

ii) Underline the correct answer:
To **move** all four pictures from their folder into the folder **MyPictures**, you need to:

A. Right-click on one picture and choose COPY. Right-click on the folder MyPictures and choose PASTE.

B. Select the pictures and press the DELETE key. Open the folder MyPictures and PASTE them there.

C. Select all pictures, right-click and choose CUT. Right-click on the folder MyPictures and choose PASTE.

2

iii) The picture below shows some numbered commands of the 'Send to' option.

Complete the two steps to make a backup of a picture in a diskette:

Step 1. Right-click on the picture thumbnail and choose command _____

Step 2. From 'send to' choose the option with the number. ☐

Open
Edit
New
Print
Open With ▶
Send To ▶
  Compressed (zipped) Folder ①
  Desktop (create shortcut) ②
  Mail Recipient ③
  My Documents ④
  3½ Floppy (A:) ⑤
  DVD/CD-RW Drive (E:) ⑥
Cut
Copy
Create Shortcut
Delete
Rename
Properties

2
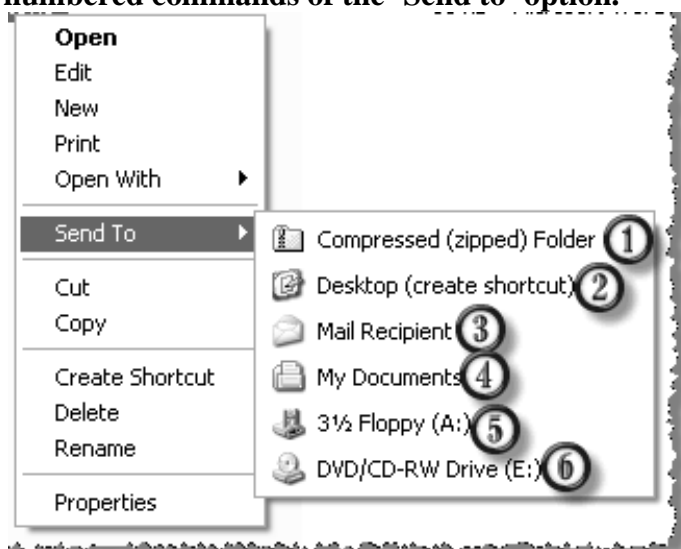
d) Simon forgot how to change the desktop wallpaper of his computer. He sear~~~ help in Windows Help and Support. The picture below shows the results of the sea~~~

i) Write the two words he used in the search:

_____ _____

ii) **In the box below**, **copy** the title of the **task** to learn how to use a picture for the desktop background.

_____

_____

Search Results   **Tips**

6 results found for **desktop wallpaper**   Stop

Suggested Topics (6 results)

Pick a task
- Use a picture as a desktop background
- Use a graphic from a Web site as your background
- Customize a background color
- Change your desktop background

Overviews, Articles and Tutorials
- Personalize Your PC
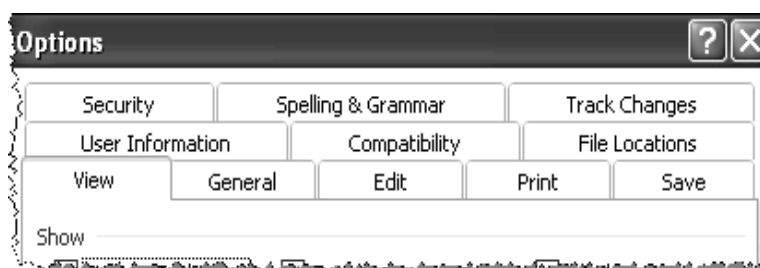- Using Internet Explorer
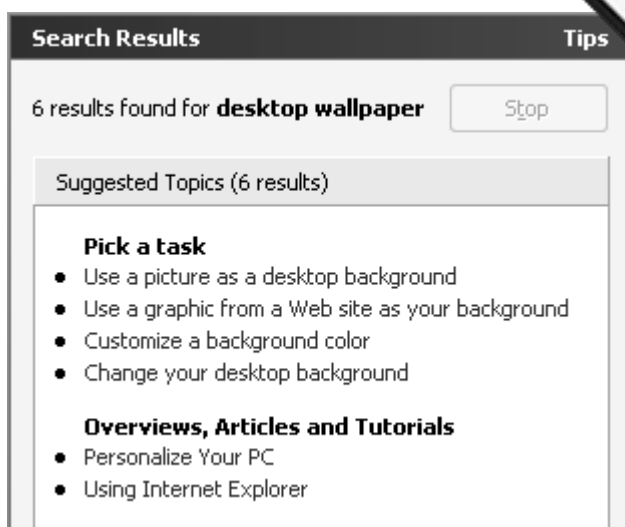
2

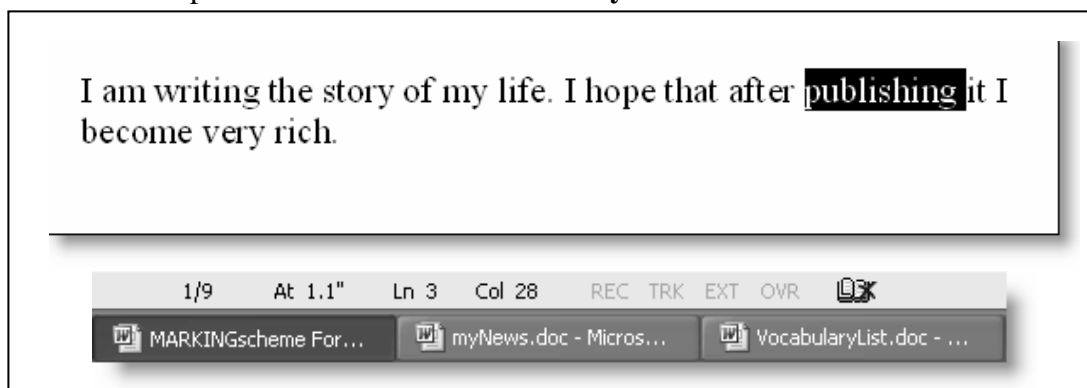---

2 This question is about Word Processing.

a) Martha needs to
i) change the **default folder** where **Word** saves her documents.

On the picture on the right, shade the Tab from where she can change it.

Options   ? ✕

Security	Spelling & Grammar	Track Changes
User Information	Compatibility	File Locations
View	General	Edit	Print	Save

Show

2

ii) Martha copied the word **publishing** from her **myNews** document shown below. She now wants to paste the word in her **VocabularyList** document.

6

I am writing the story of my life. I hope that after publishing it I become very rich.

1/9   At 1.1"   Ln 3   Col 28   REC TRK EXT OVR

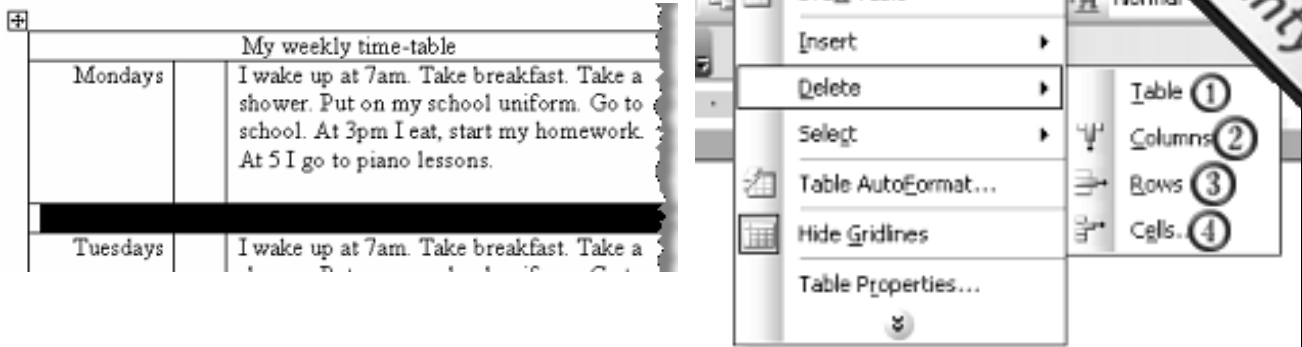MARKINGscheme For…   myNews.doc - Micros…   VocabularyList.doc - …

Fill in the blanks using three (3) of the following words.

Paste   Taskbar   Cut   VocabularyList

Martha looks at the _____ and clicks on the document named

_____. This document appears on the screen. She then clicks on

_____, from her toolbar, to insert the word "**publishing**".

iii) Look carefully at the following picture on tables:


Use the pictures above to fill in the blanks with the following words. Use the picture above to help you.

<div align="center">

Rows   table   Delete   option   menu   three

</div>

Martha created a _____ which shows her weekly time-table. She selects the third row to delete it. From the Table _____ she selects _____ and then clicks the _____ option marked with number _____   10

iv) Martha wants to colour the **top row,** "**My weekly time-table**" in the picture above. She opens the **Borders and Shading** dialogue box shown below with some numbered items.
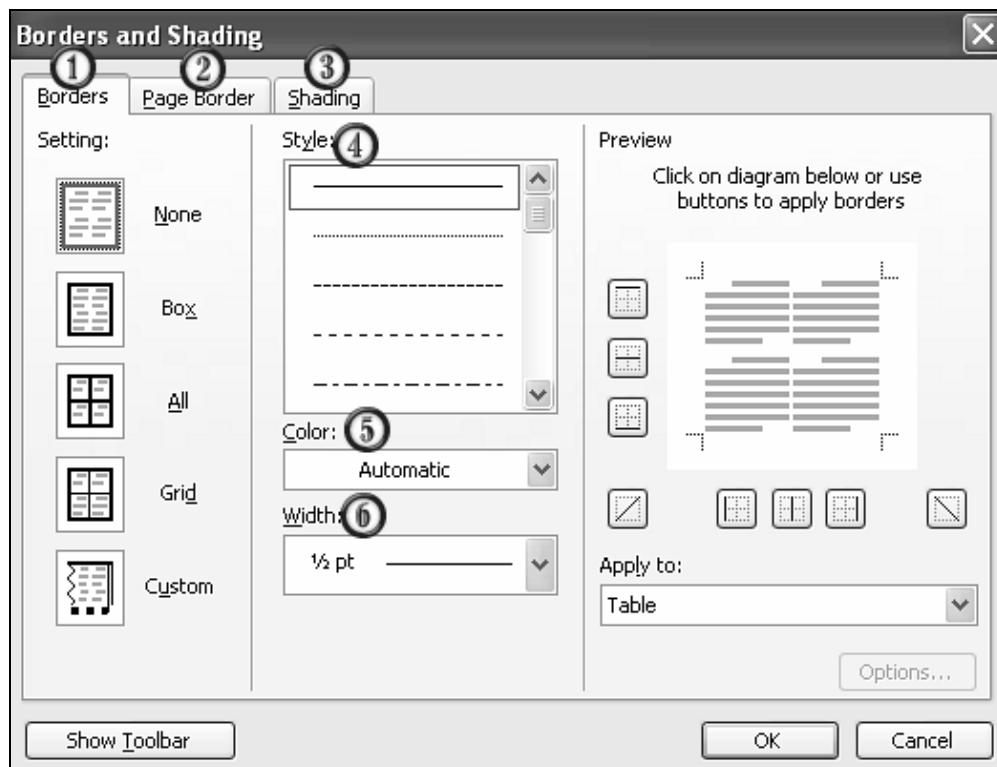
a. Write the number of the tab she has to choose to colour the row.   ☐   1

b. Write the **number** of the item to choose to colour the **cell border**.   ☐   1

v) Martha wants to add a small image of a telephone. Underline the correct word out of the brackets.

   a. From the **(Insert, Edit)** menu she selects **(Diagram, Symbol)**.

   b. She then chooses the telephone image (☎) and clicks on the **(Insert, Cancel)** button.

vi) Martha needs to write a letter to her uncle. She decides to use a **template.** Use the numbered items from the picture on the right to answer the following:
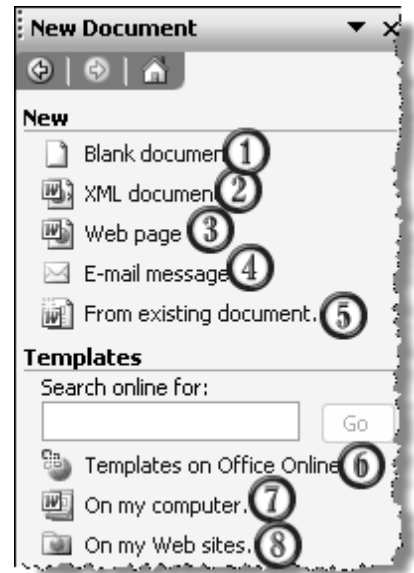
   a. She wants to use a template which **is ready in her computer**

   b. Then she decides to **download a template from the internet**

New Document

New
- ① Blank document
- ② XML document
- ③ Web page
- ④ E-mail message
- ⑤ From existing document.

Templates
Search online for:

     Go

- ⑥ Templates on Office Online
- ⑦ On my computer.
- ⑧ On my Web sites.

2

2

b) Tick (✓) **T** for True or **F** for False for each of the following:

		T	F
i)	In Word, you can show or hide non-printing characters.		
ii)	I can move text from one document to another document.		
iii)	The **Heading 3** style is used for the main titles.		
iv)	The rows in a table can only be coloured green.		

1
1
1
1

3 This question is about Spreadsheets

  a) Mr. Grech, the English teacher renamed active worksheet to **English**, as shown in the picture below.

Complete the following steps to show how he has renamed the worksheet from **Sheet 1** to **English**.

Step 1. Select the worksheet

   named

   _____.

Step 2. _____-click on

   the name **Sheet 1**.

	A	B	C	D
1	Name	Surname	Exam Mark	
2	Mario	Abela	56	
3	Sivio	Fenech	61	
4	Roderick	Grech	87	
5	Simon	Vella	70	
6	Kevin	Borg	55	
7	Manuel	Spiteri	68	
8	Matthew	Camilleri	71	
9	Daniel	Attard	82	
10	Alan	Pisani	62	
11	Stephen	Falzon	66	
12				
13				
14				
15				

\English / Maths / Maltese /

Ready

1

2

Step 3. Select the Rename option

and type the new name

which is

_____.

b) The teacher wants to sort the list in **ascending order** by the **Exam Mark**. Complete   2
the following by underlining the correct answer.

Step 1. The teacher clicks in (cell C1 , cell B1).

Step 2. Then he clicks on the tool button ($\begin{smallmatrix}A\downarrow\\Z\end{smallmatrix}$, $\begin{smallmatrix}Z\downarrow\\A\end{smallmatrix}$).
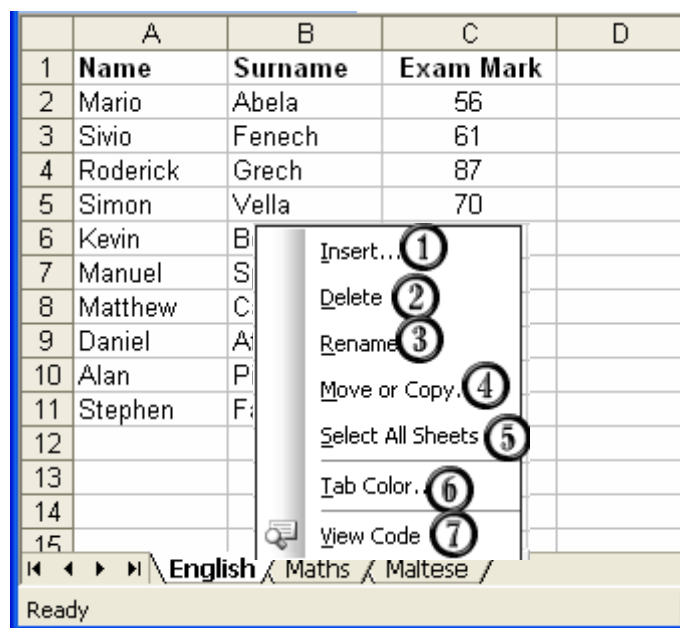
c) Mr. Grech wants to move the   4
English worksheet to the end
of the workbook, after the
Maltese worksheet. The picture
on the right shows one way of
doing this task.

**Complete the following to
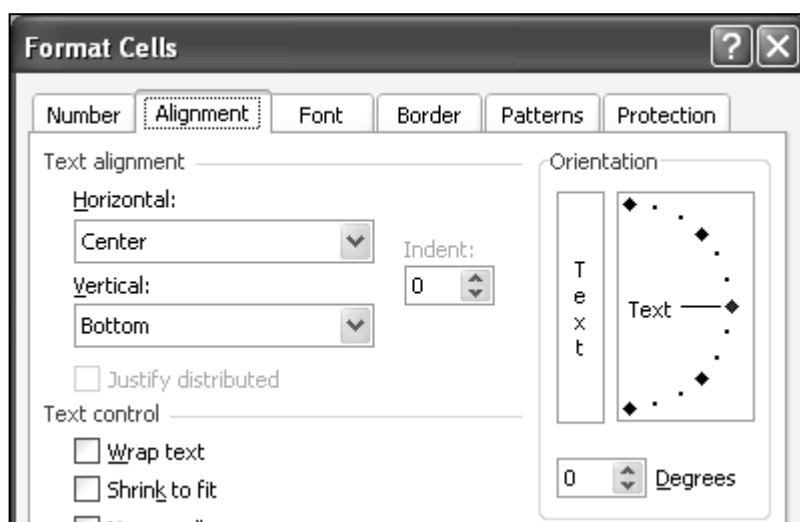show how this can be done:**

Step 1. Right-click in the
worksheet named
_____.

Step 2. Select the option with
number _____. Then
choose the **Move to
end** option.

	A	B	C	D
1	**Name**	**Surname**	**Exam Mark**	
2	Mario	Abela	56	
3	Sivio	Fenech	61	
4	Roderick	Grech	87	
5	Simon	Vella	70	
6	Kevin	B		
7	Manuel	S	Insert... ①	
8	Matthew	C	Delete ②	
9	Daniel	A	Rename ③	
10	Alan	P		
11	Stephen	F	Move or Copy. ④	
12			Select All Sheets ⑤	
13			Tab Color. ⑥	
14			View Code ⑦	
15				

\English / Maths / Maltese /

Ready

d) Mr. Grech wants to format the
orientation of the heading **Exam Mark**
in cell C1 as shown in the picture on the
right.

	A	B	C
1	**Name**	**Surname**	Exam Mark
2	Kevin	Borg	55

Format Cells

| Number | Alignment | Font | Border | Patterns | Protection |

Text alignment

Horizontal:

Center

Indent:

0

Vertical:

Bottom

☐ Justify distributed

Text control

☐ Wrap text

☐ Shrink to fit

Orientation

T
e
x
t

Text ——◆

0 Degrees

The dialogue box above is used to change the orientation. Fill in the blanks with the following:

<div align="center">

Alignment   Format   90

</div>

    i)   To format the cells click the _____ menu from the menu bar.

    ii)   Choose the tab _____ from the Format Cells dialogue box.

    iii) Set the Orientation to _____ degrees.

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4 **This question is about Information and Communication**   16
Tick (✓) to show if the statement is true or false.

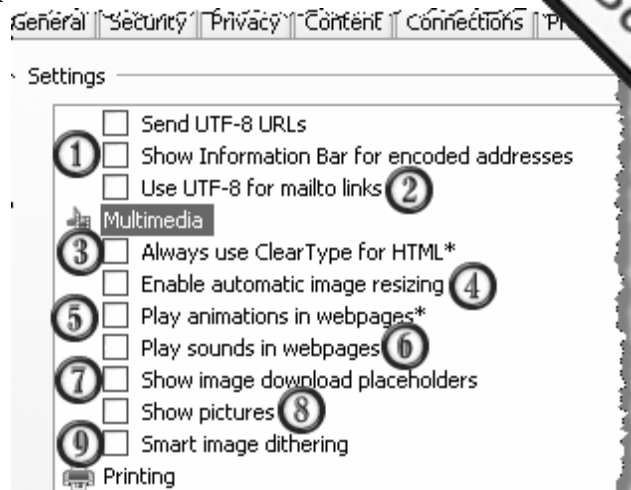   **T**   **F**

a)   The **URL** of a website means the same as **WWW**.   ☐ ☐

b)   It is not good **netiquette** to take very long to reply to an email.   ☐ ☐

c)   You do not need to **spell-check** your emails before sending them.   ☐ ☐

d)   E-mail **spam** is the practice of sending unwanted e-mail messages   ☐ ☐

e)   A **digital signature** gives the receiver reason to believe the message was   ☐ ☐
           sent by the claimed sender

f)   The address of a website is called the **Universal Resource Locator**.   ☐ ☐

g)   Email **attachment**s may contain viruses.   ☐ ☐

h)   **john.vella231/skola.gov.mt** is a proper e-mail address.   ☐ ☐

5 **This question is about Internet Explorer**

a) **James is using a browser and it is not showing pictures.**

Look at the picture on the right.

Write the number of the he should

tick to make the pictures appear in

the browser.

General | Security | Privacy | Content | Connections | Pr

Settings

① ☐ Send UTF-8 URLs
☐ Show Information Bar for encoded addresses
☐ Use UTF-8 for mailto links ②
Multimedia
③ ☐ Always use ClearType for HTML*
☐ Enable automatic image resizing ④
⑤ ☐ Play animations in webpages*
☐ Play sounds in webpages ⑥
⑦ ☐ Show image download placeholders
☐ Show pictures ⑧
⑨ ☐ Smart image dithering
Printing

b) Look carefully at the pictures below which have some numbered items. Use the numbers to complete the statements.

File   Edit   View   Favorites   Tools   Help

Back   ①   ②   ③   Search ④   Favorites ⑤   ⑥

Address 🔲 http://skola.gov.mt/

http://skola.gov.mt/ - Microsoft Internet Exp

File   Edit   View   Favorites   Tools   Help

Back   ⑦ Add to Favorites...   Search
⑧ Organize Favorites...
Address http://s   🗁 Links ⑨   ▶
Links 🔲 Skola - Brir 🔲 MSN.com   vernmer
🔲 Radio Station Guide

i)   To view the browser **History,** James clicks on button with number   ☐   2

ii)   To add a page to the **Favorites** folder, James clicks on button with number   ☐   2

iii)   To organise his favourite links into **folders,** James clicks on the option with   ☐   2
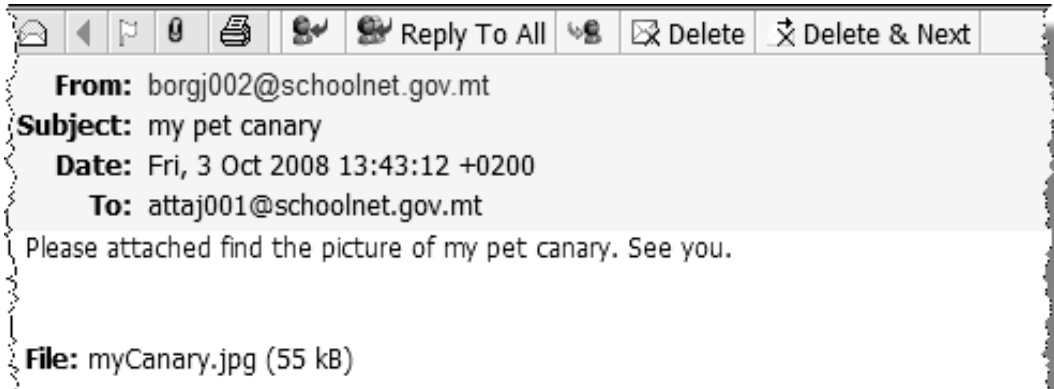
number

6 This question is about emails.

a) Tick (✓) the button on the right that Janice used to add a photograph of her pet rabbit as an **attachment** to an email?

Send ☐
Browse... ☐
Save ☐
Address Book ☐

b) Look carefully at the following picture and then answer the questions below by ticking the correct procedure.

Reply To All | Delete | Delete & Next

From: borgj002@schoolnet.gov.mt
Subject: my pet canary
Date: Fri, 3 Oct 2008 13:43:12 +0200
To: attaj001@schoolnet.gov.mt
Please attached find the picture of my pet canary. See you.

File: myCanary.jpg (55 kB)

i) Joan sends an email to Janice with a picture of her pet canary. How can Janice open this picture?

A. She clicks on the **Printer** tool button. ☐
B. She clicks once on the attachment name. ☐
C. She **right-**clicks on the file name and chooses **Save Target As**. ☐
D. She clicks on **File** and then chooses **Open** from the dialogue box. ☐

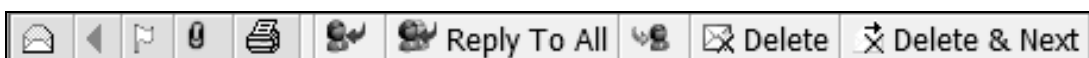ii) Janice wants to save the picture of the canary. How can she do this?

A. She clicks on the **Printer** tool button. ☐
B. She clicks once on the attachment name. ☐
C. She **right-**clicks on the file name and chooses **Save Target As**. ☐
D. She clicks on the attachement file name and then chooses **Open** from the dialogue box. ☐

iii) Now she wants to forward Joan's email to her other friend Roberta.

Put a circle ⭕ around the correct button that Janice uses to do this.

Reply To All | Delete | Delete & Next

END OF EXAMINATION PAPER

1

1

2